



**Asbestos Management
Plan**

Contents

| | |
|---|----|
| 1.0 Purpose | 1 |
| 2.0 Scope | 1 |
| 3.0 Objectives | 1 |
| 4.0 General Asbestos Information | 2 |
| 5.0 Responsibilities | 2 |
| 6.0 Identifying Asbestos | 4 |
| 6.1 Asbestos Survey | 4 |
| 6.2 Adequacy of the Asbestos Register | 5 |
| 6.3 Inspection and Monitoring Schedule | 5 |
| 6.4 Management of Identified ACMs | 5 |
| 7.0 Performing Asbestos Related Works | 6 |
| 7.1 Management of ACMs Prior to and During Works | 7 |
| 7.2 Maintenance Work Likely to Encounter Asbestos | 7 |
| 7.3 Building Refurbishment, Demolition & Emergency Situations | 7 |
| 7.4 Asbestos Removal Contractor Requirements | 8 |
| 7.5 Air Monitoring and Clearance Certificates | 9 |
| 8.0 Definitions | 10 |
| Information | 11 |
| Related and Supporting Documents | 11 |

1.0 Purpose

Griffith University has a legal obligation and responsibility to protect the health and safety of its staff, students, visitors and contractors from the possible exposure to asbestos as required by the Work Health & Safety Regulation 2011.

The Asbestos Management Plan (AMP) ensures that Griffith University's legal obligations to prevent exposure to asbestos are carried out effectively. It provides staff, students, visitors and contractors to the University with an outline of responsibilities and management procedures for dealing with Asbestos Containing Materials (ACM).

2.0 Scope

Griffith's AMP is an integrated management approach to minimise the risk of exposure of asbestos fibres in Griffith buildings and aligns to the *How to Manage and Control Asbestos in the Workplace – Code of Practice 2021*, (Qld).

This AMP has been developed specifically for Griffith University and applies to all campuses and facilities (workplaces) maintained by Griffith. The AMP must be read in conjunction with the Griffith Asbestos Register, accessible through Archibus and SpaceAid, and the *Hazards - Asbestos Assessment Guidelines*.

3.0 Objectives

Griffith University's Asbestos Management Plan (AMP) is an integrated management approach to minimise the risk of exposure of asbestos fibres in university buildings.

The ultimate goal for managing asbestos within Australia is to eliminate the ongoing risks by safely removing all ACMs. Until such time as this can be achieved, the goal is to ensure that all ACMs on site remain in a good condition and are not disturbed, thereby reducing the risk of fibre release and exposure to an acceptable level. This will be achieved by understanding asbestos risks, identifying and regularly inspecting ACMs, implementing appropriate controls, responding to incidents or failures of controls in a timely manner, providing training and information to workers and stakeholders, and complying with legislation.

The general principles of this AMP are derived from the Work Health and Safety code of practice *How to Manage and Control Asbestos in the Workplace – Code of Practice 2021 (QLD)* and include the following:

- The ultimate goal is for all workplaces to be free of ACM. If this is impractical, consideration should be given to the removal of ACM during renovation, refurbishment and/or maintenance.
- Label all identified ACM where reasonably practical. Where ACM is identified or presumed, the locations must be recorded in the Asbestos Register.
- Place warning signs at the main entrance to facilities where asbestos is known or suspected to contain ACM's
- A risk assessment must be conducted for all identified or presumed ACM.
- Control measures must be established to prevent exposure to airborne asbestos.
- Consultation, involvement and information sharing must occur during each step of the development of this AMP.
- The identification of ACM and associated risk assessments should only be undertaken by 'competent persons'.
- Anyone that is on the premises where ACM is present must be provided with full information on the occupational health and safety consequences of exposure to asbestos and appropriate control measures. The provision of this information should be recorded where and when it was provided.
- All buildings constructed prior to 1990, or contain plant installed before 2004, must be treated as containing ACM even where it is not specifically identified in the Register.

4.0 General Asbestos Information

Asbestos is a term for a group of six naturally occurring mineral fibres belonging to two groups:

- Serpentine Group:
 - Chrysotile (white asbestos)
- Amphibole Group:
 - Actinolite
 - Amosite (brown asbestos)
 - Anthophyllite
 - Crocidolite (blue asbestos)
 - Tremolite

Asbestos carries a serious health risk if respirable asbestos fibres are inhaled in sufficient quantity.

Although the use of asbestos is now prohibited in Australia, historically it was used extensively in a wide variety of materials, predominantly for use in the built environment.

The term ACM means any material or thing that, as part of its design, contains asbestos. ACMs are further divided in to friable and non-friable materials.

A friable ACM means a material that is in a powder form or that can be crumbled, pulverised or reduced to a powder by hand pressure when dry, and contains asbestos. Friable ACMs will release fibres easily if disturbed.

A non-friable ACM is a material that contains asbestos, but the asbestos fibres are held firmly in a bonding agent or matrix, such as cement or adhesive. Non-friable ACMs present a lesser risk of fibre release.

Asbestos exposure increases the risk of lung disease (mesothelioma, asbestosis, or lung cancer) from inhaling "respirable" fibres. This risk depends on the concentration of fibres inhaled and the cumulative duration of exposure. The risk is low for undisturbed and well-maintained ACMs. The likelihood of fibre release depends on factors like material type, bonding agent, concentration, condition, location, and potential damage or disturbance.

5.0 Responsibilities

Key personnel at the University are responsible for the implementation and maintenance of the Asbestos Management Plan (AMP). These responsibilities include but are not limited to the following:

| Person/Group | Responsibility |
|--|---|
| Director of Campus Life; Director of Health and Safety | Ensure that an Asbestos Register (AR) is prepared, maintained, reviewed and made available. Ensure that an AMP is prepared, maintained, reviewed and made available. Approve the AMP. |
| Director, Major Projects and Planning | Ensure compliance and application of AMP. |
| Associate Director, FM | |
| Associate Director, Minor Projects | Ensure all staff and contractors engaged by Griffith University are aware of and comply with the AMP. |
| Associate Director Engineering Services | Ensure resources are allocated to enable thorough application of the AMP. |
| Chief Digital Officer | |

Asset Manager

Ensure so far as is reasonably practicable, that all ACM at the workplace are identified by a competent person or where access is not possible, assume ACM to be present.

Prepare, maintain, review and make available the Asbestos Register (AR).

Ensure the presence and location of ACM identified at the workplace is clearly indicated.

Provide advice on asbestos matters related to the AR.

Ensure that when management or control of the workplace is relinquished, a copy of the AR is given to the person assuming management or control.

Provide risk ratings for the identified ACM as per the Asbestos Assessment Guideline.

Prepare, maintain, review and make available the Asbestos Management Plan (AMP).

Facilities Manager

Ensure that all FM staff managing construction work are aware of and meet the requirements of the AMP.

Maintenance Supervisor

Ensure that all operatives are aware of and meet the requirements of the AMP.

Ensure contractors working on asbestos are aware of and meet the requirements of the AMP.

Arrange for presumed asbestos to be sampled and analysed.

Ensure that the contractor is appropriately licensed to carry out the asbestos work.

Ensure that staff, students and others are informed of asbestos work before the work commences.

Ensure that a clearance inspection is carried out and a clearance certificate, for licensed asbestos removal work, is issued before the workplace can be re-occupied.

Ensure that the licensed asbestos assessor or competent person performing the clearance inspection is independent of the person removing the asbestos.

Principal Project Manager

Senior Project Manager

Ensure that all Minor Projects staff managing construction work are aware of and meet the requirements of the AMP.

Project Manager

Ensure contractors working on asbestos are aware of and meet the requirements of the AMP.

Arrange for the asbestos register to be updated prior to the commencement of refurbishment or demolition works.

Ensure that the contractor is appropriately licensed to carry out the asbestos work.

Ensure that staff, students and others are informed of asbestos work before the work commences.

Ensure that a clearance inspection is carried out and a clearance certificate, for licensed asbestos removal work, is issued before the workplace can be re-occupied.

Ensure that the licensed asbestos assessor performing the clearance inspection is independent of the person removing the asbestos.

Ensure the Asbestos Register is updated to reflect the removal of asbestos and/or building areas where asbestos is likely to be present.

Health and Safety Partner

Prepare, maintain and review the AMP and make available for review

Promote awareness of AMP.

Assist in review of Health and Safety documents and Risk Assessments for engaged contractors.

Ensure all incidents involving the actual or potential exposure to asbestos fibres are immediately reported, investigated and that recommendations are closed out in a timely manner.

Contractors and Building Trade Officers

Request and review a copy of the Asbestos Register for the workplace before the work commences.

Comply with AMP and all relevant legislation.

Prepare an Asbestos Removal Control Plan (ARCP) for any licensed work they are commissioned to undertake.

Provide relevant documentation to the Griffith University representative commissioning the asbestos removal work.

Report any asbestos related incidents or hazards.

All Staff

Comply with AMP.

Report any asbestos related incidents and non-compliance.

6.0 Identifying ACM

6.1 Asbestos Survey

It is the responsibility of Facilities Management to establish and maintain an Asbestos Register for a Griffith University building:

- Engage a competent person to undertake a survey of the workplace to identify ACM and determine its condition.
- Add the results of the survey to the Griffith Asbestos Register by emailing the results of the survey to **asbestos@griffith.edu.au** and having them add the information into Archibus.
- Review the identified ACM to determine if it should be removed or be managed in-situ in line with the *Hazard – Asbestos Assessment Guidelines* internal document.
- Complete a visual re-inspection every five years to detect if the in-situ ACM condition is deteriorating; and,
- Update the Asbestos Register in Archibus as any changes are identified.

All workers can direct queries regarding the asbestos register to the Facilities Management Team via **asbestos@griffith.edu.au**.

6.2 Asbestos Register

The Asbestos Register for buildings is currently maintained by Facilities Management through the Campus Life business element.

Facilities provide the Asbestos Register for specific work areas when work requests are issued through Archibus. The Asbestos Register is also available in SpaceAid. Queries around the Asbestos Register should be directed to the Facilities team via **asbestos@griffith.edu.au**.

A process for assigning a risk rating to each identified ACM is to be conducted by a competent person in accordance with the Griffith University Internal document, *Hazards – Asbestos Assessment Guidelines*. This document provides additional detail regarding the use of the Archibus Asbestos Register. This document should be read in conjunction with this AMP when assigning a risk rating to identified ACMs in Archibus.

The Asbestos Register is required to be reviewed every five years.

6.3 Adequacy of Asbestos Register

The adequacy of the Asbestos Register for the proposed work area will be determined by the extent and type of the asbestos previously identified, the previous or current use of the building and associated laboratory certificates of analysis.

In regard to the asbestos already identified within the building, it is highly likely that only visually accessible materials have been identified and sampled. Refurbishment, and demolition works, will potentially expose hidden voids and cavities where asbestos materials and debris might be present. This is particularly likely for buildings which are, or have previously been, utilised as laboratories or facility maintenance areas (i.e., plant rooms, cold storage areas, kitchens and bathrooms). The reason being that 'wet' areas were commonly constructed of ACMs which may or may not have been fully removed upon renovation.

Attention should be paid to the associated, asbestos sample certificates of analysis as positive sample results greater than ten years will potentially not reflect recent changes to the reporting and identification of the material. Low Density Board (LDB), which is a friable ACM, may have been previously categorised as bonded fibre cement sheeting.

Prior to the commencement of any demolition or refurbishment works, it should be clearly defined between the Project Manager and the contracted builder who will be responsible for providing an updated asbestos register. It is a duty of the University to provide the asbestos register upon request.

6.4 Inspection and Monitoring Schedule

A re-inspection of all areas and ACMs will be conducted by a competent person at least every 5 (five) years. The re-inspection will document and report the condition of ACMs, management methods / controls in place, any failures of controls, risk, and management recommendations with priority ratings.

As part of the AMP and asbestos register review process, an inspection of individual ACMs will be carried out by a competent person following any maintenance work, after accidental disturbance or after the implementation of new controls.

For all licensable asbestos removal work, a clearance inspection must be carried out and a clearance certificate issued by an independent Licenced Asbestos Assessor prior to reoccupation of the asbestos removal area.

6.5 Management of Identified ACMs

ACM's must be managed in accordance with the *How to Manage and Control Asbestos in the Workplace – Code of Practice 2021*, (Qld) using the following hierarchy of controls:

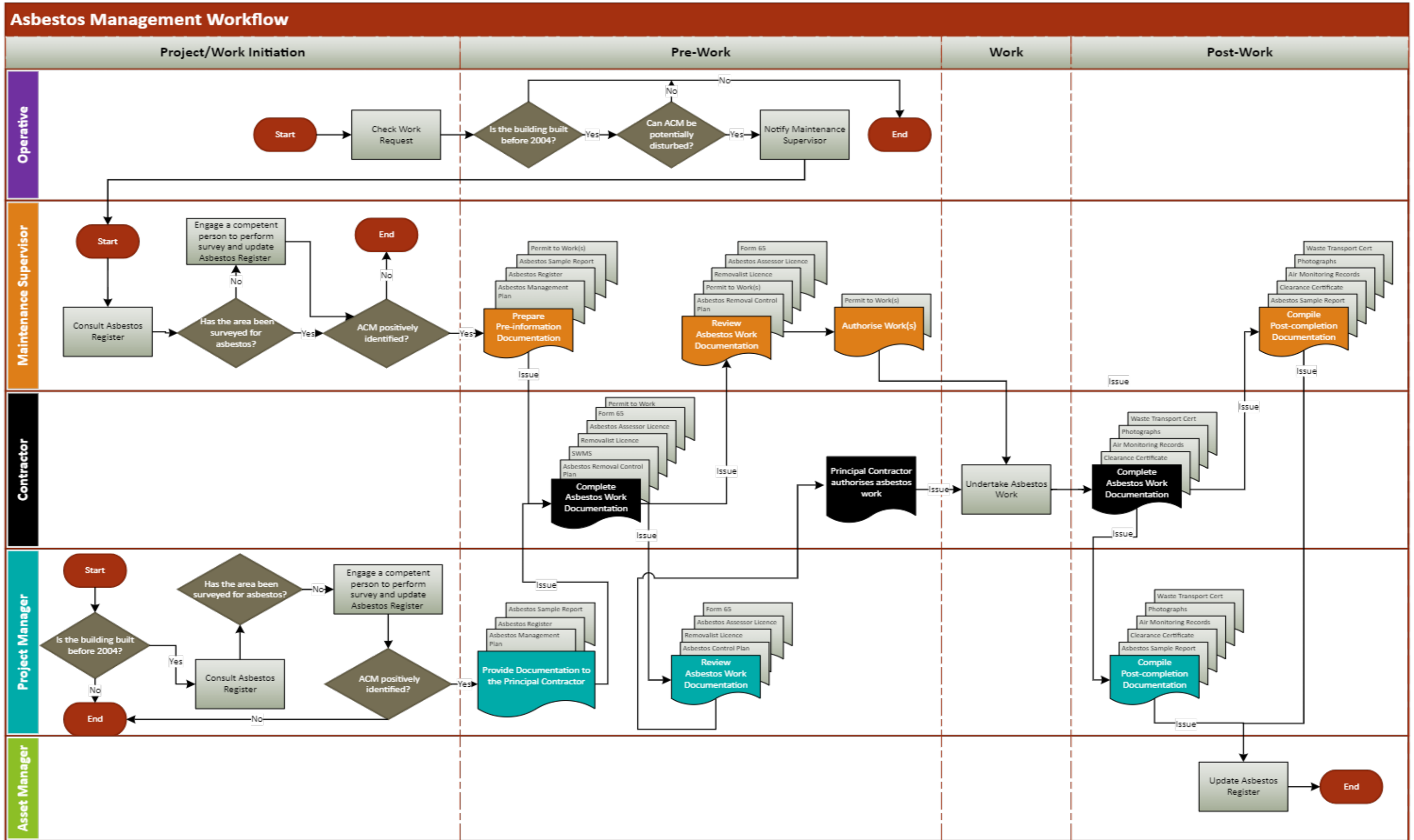
- Eliminating the risk (e.g., removing the asbestos).
- Substituting the risk, isolating the risk or applying engineering controls (e.g., enclosing, encapsulation, sealing or using certain tools).
- Using administrative controls (e.g. safe work practices).
- Using appropriate asbestos protection PPE.

A combination of these controls may be required to adequately manage and control asbestos or ACM.

Typical management techniques for most ACMs include:

- Seal the ACM by painting all exposed surfaces. (Engineering control)
- Clearly label the material to identify it as an ACM. (Administrative control)
- Ensure anyone that is required to work in or around the area is aware of the ACM and understands the risks associated with it. (Administrative control)
- Ensure that the material is not disturbed by cutting, drilling, penetrating, impact etc. (Engineering or administrative control)
- Regularly inspect the material for signs of deterioration or damage. (Administrative control).

7.0 Performing Asbestos Related Works



7.1 Management of ACMs Prior to and During Work

To achieve the wider goal of creating an asbestos-free workplace, all identified ACMs should be removed prior to the commencement of demolition or refurbishment works.

If removal is not feasible, the material should be managed in accordance with this management plan and [Section 7](#) of the *How to Manage and Control Asbestos in the Workplace – Code of Practice 2021*, (Qld) to ensure proper control and safe handling.

7.2 Maintenance Work Likely to Encounter Asbestos

When work requests are issued through Archibus, consult the Asbestos Register in Archibus or SpaceAid to determine if the work area has been surveyed for ACM. If work area has not been surveyed, do not commence work until an invasive investigation has been conducted.

The Maintenance Supervisor is responsible for making sure that the Asbestos Register (AR) is current before any work begins. If the AR is not adequate, or if there are hidden areas where asbestos may be present, a competent person should inspect the area and update the AR accordingly. If any ACMs are found, they must be in good conditions, and if not, removed or repaired before any maintenance work can begin. The relevant sections of the AR will be provided within the work request to the maintenance contractor performing the works.

Minor works, such as cleaning, painting, or drilling, may be performed on non-friable ACMs, but only if necessary and with appropriate controls in place. A Safe Work Method Statement (SWMS) must be submitted and reviewed before any minor maintenance work can begin.

The risks and controls for each specific case will be evaluated, with reference to the *How to Manage and Control Asbestos in the Workplace – Code of Practice 2021*, (Qld). If necessary, an asbestos assessor or consultant may be engaged.

7.3 Building Refurbishment, Demolition & Emergency Situations

This section applies to persons engaging in asbestos related works within a building and includes:

- Scheduled asbestos removal works within a building; and,
- Emergency situations following the uncontrolled disturbance of asbestos materials.

ACMs are regularly required to be removed or disturbed as part of routine maintenance and building works. As outlined in the Asbestos Management Workflow, asbestos removal works can be instigated by a Project Manager or Maintenance Supervisor.

ACMs are likely to be encountered during building refurbishment or demolition works. In accordance with s 448 of *the WHS Regulation* the AR for the area must be reviewed, and updated if not adequate, prior to works commencing.

7.3.1 Communication of Asbestos Removal Works

In accordance with s 468 of *the WHS Regulation 2011*, the PCBU which is overseeing the asbestos removal works, is required to notify Griffith University, and the persons within their work area, that asbestos works are about to commence. It will be the responsibility of Griffith University employee managing the works to notify persons in the immediate area of the asbestos removal works that these works are taking place.

There are likely to be various groups, work units and students which potentially have access to the immediate area surrounding the asbestos removal works. Every attempt should be taken by the PCBU to disperse the information regarding the asbestos removal works, to the relevant groups, by electronic means. This can be done through existing electronic mailing lists. Due to the variability of the persons who may potentially be in the vicinity of the work area, it is recommended that notice be made in the form of physical signage, displayed on notice boards and entrances to the work areas, where asbestos removal works are to take place.

7.3.2 Emergency Asbestos Works

An emergency is most likely to occur where ACM has been inadvertently disturbed and where the health of personnel is considered to be at immediate risk. The following steps are to be taken straight away following the discovery of an uncontrolled disturbance of an ACM:

1. **Evacuate personnel:** In the event of an emergency, the safety of personnel is of utmost importance. Therefore, the first step should be to evacuate all personnel from the affected area immediately. This will minimise the risk of exposure to hazardous materials and ensure that everyone is safe.
2. **Restrict access to the immediate area:** To prevent further exposure and contamination, access to the affected area should be restricted. This will help contain the situation and prevent others from inadvertently disturbing the ACM.
3. **Shut down all mechanical ventilation and/or air conditioning:** ACM can become airborne and spread quickly through HVAC systems, so it is essential to shut down all mechanical ventilation and/or air conditioning in the affected area. This will prevent the spread of ACM to other parts of the building. **Note:** Consultation is required with the Biosafety Advisor/Chemical Specialist and either the Associate Director of Engineering or the Principal Mechanical Engineer before isolation within specialist spaces.
4. **Inform the Director Health and Safety and the Director of Campus life immediately about the emergency.** This will ensure that the appropriate measures are taken to protect personnel and to comply with relevant health and safety regulations.
5. **The PCBU in control of the area should engage a competent person to assess the damage and advise of an effective remediation strategy:** After evacuating personnel and securing the area, a competent person should be engaged to assess the extent of the damage and develop an effective remediation strategy. This person should be qualified and experienced in handling ACM emergencies and should be able to provide guidance on how to safely and effectively remove the ACM and associated contamination.

The steps required to clean up an uncontrolled release of asbestos fibres must be appropriate for the scale of the release and the potential for further release and spread of fibres. The clean-up of any release that leads to potential exposures at or above the control limit, or that are not sporadic and of low intensity, or any largescale releases, must be carried out by a licensed asbestos removal contractor.

7.3.3 Reporting of uncontrolled disturbance of asbestos materials

Notify the Director Health and Safety and the Director of Campus Life immediately if there is an uncontrolled disturbance of ACM, including details of the incident, immediate controls, and investigation/remediation status. Prompt reporting helps prevent further exposure and ensures efficient decontamination and remediation. Delays in reporting can lead to accidental exposure and building inaccessibility, causing disruptions to the University operations. Within two hours of the incident occurring the Chief Operation Office and Legal Department should be notified.

All uncontrolled disturbance or 'near misses' are required to be recorded as an incident through the GSafe reporting system within 24 hours of the incident occurring. Additionally, the asbestos@griffith.edu.au should be notified of the incident so that the asbestos register can be appropriately updated.

7.4 Asbestos Removal Contractor Requirements

All asbestos removal work must comply with the requirements of the WHS Regulation and How to Safely Remove Asbestos Code of Practice 2021 (QLD).

7.4.1 Asbestos Removal Contractor License

A Class licence – Enables the holder to remove any amount of friable ACM, non-friable ACM or Asbestos Contaminated Dust or Debris (ACD).

B Class licence – Enables the holder to remove any amount of non-friable ACM, but no friable ACM.

Preference should always be given to using a licenced asbestos removalist as they would possess the necessary skills, experience and equipment.

7.4.2 Required Documentation

Evidence of compliance to the following must be supplied by the appointed asbestos removal contractor prior to work commencing:

- Respirator face fit testing certificates for all workers & respirators to be used;
- Evidence of asbestos-related health monitoring for each worker to be used;
- Dispersed Oil Particulate (DOP) testing certificates for each vacuum cleaner and negative pressure unit to be used; and,
- Details of sufficient public liability insurance specific to asbestos removal work.

7.4.3 Asbestos Removal Control Plan (ARCP)

The appointed asbestos removal contractor must provide a site-specific Asbestos Removal Control Plan (ARCP) for approval by the PCBU requesting the asbestos works.

When reviewing the ARCP, it should be site specific, and clearly outline the work area set-up, including the location of removal areas, position and capacity of negative pressure units (If used), position of airlocks and decontamination units / points, nominated transit routes and waste loading areas, asbestos removal methods, all identified hazards, controls and management of risk.

Appendix A of the How to Safely Remove Asbestos - Code of Practice 2021 (QLD), can be consulted for further details of what should be included in the ARCP.

7.4.4 Permit to Work

In the event that works requiring the removal or disturbance of ACMs are required, the Contractor or the University personnel performing for the works must apply for a Permit to Work from their contract manager prior to works commencing. The Permit to Work should be retained for the duration of the project and signed by the Permit Issuer once works have been completed. The completed permit should then be retained with other project specific safety information.

7.5 Air Monitoring and Clearance Certificates

For all licensable asbestos removal work, a clearance inspection must be carried out and a clearance certificate issued by an independent licenced asbestos assessor (for all asbestos removal projects at the University) prior to reoccupation of the asbestos removal area.

Air monitoring must be carried out for all asbestos removal works, including friable and bonded works. Air monitoring must be completed in accordance with the National Occupational Health and Safety Commission *Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres 2nd Edition* [NOHSC:3003(2005)] and all samples must be tested in a National Association of Testing Authorities (NATA) accredited laboratory. Air monitoring is not mandatory for non-friable asbestos removal works but is required on Griffith University projects. The reasoning for this is to ensure that data is collected which will provide reassurance to the variety of stakeholders which could be impacted by asbestos works.

In any case, the Licenced Asbestos Assessor should be consulted prior to work commencing to determine an appropriate air monitoring strategy.

On completion of the asbestos works, the air monitoring reports and clearance certificates should be retained and the Asbestos Register updated to reflect the works which have been completed.

An Asbestos Assessor's License, issued by a state regulatory body, is required to be held by persons performing air monitoring and clearance inspections during all asbestos removal project. Evidence of this license must be provided to the Griffith University Facility Manager or Project Manager prior to works commencing.

8.0 Definitions

For the purposes of this procedure and related policy documents, the following definitions apply:

Asbestos refers to the asbestiform varieties of mineral silicates belonging to the serpentine or amphibole groups of rock-forming minerals, including actinolite asbestos, grunerite (or amosite) asbestos (brown), anthophyllite asbestos, chrysotile asbestos (white), crocidolite asbestos (blue) and tremolite asbestos, or a mixture that contains one or more of these.

Asbestos Contaminated Dust or Debris (ACD) refers to dust or debris that has settled within a workplace and is (or assumed to be) contaminated with asbestos.

Asbestos Containing Material (ACM) refers to any material or thing that, as part of its design, contains asbestos.

Asbestos Management Plan (AMP) refers to this document, the Asbestos Management Plan.

The **Asbestos Register (AR)** is a document that provides information on the location, type and condition of ACM's in the workplace.

Asbestos Related Work is work involving asbestos (other than asbestos removal work).

Asbestos Removalist is a PCBU who carries out asbestos removal work.

Asbestos Removal Work is work involving the removal of asbestos or ACM.

Asbestos Work refers to both asbestos related and removal work.

Competent Person is a person who has acquired, through training, qualification or experience, the knowledge and skills to carry out the task.

Construction Work refers to any work carried out in connection with the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure.

Contractor refers to a person conducting a business or undertaking who manages a licensed asbestos removalist or carries out licensed asbestos removal work.

FM is an acronym for Facilities Management.

Friable Asbestos Material refers to materials that is in a powder form or that can be crumbled, pulverised or reduced to a powder by hand pressure when dry, and contains asbestos.

Licensed Asbestos Assessor refers to a person who holds an asbestos assessor licence.

Licensed Asbestos Removalist is a PCBU who is licensed under the WHS Regulation to carry out asbestos removal work.

NATA is an acronym for National Association of Testing Authorities.

Non-friable Asbestos Material is any material containing asbestos that is not friable, including material containing asbestos fibres reinforced with a bonding compound.

Operative is a person who is instructed by CLF to carry out work.

PCBU is an acronym for Person Conducting a Business or Undertaking.

PM is an acronym for Project Manager.

Project Manager refers to a person who manages construction work from initiation through to completion.

SWMS is an acronym for Safe Work Method Statement.

Worker refers to a person who does work, whether or not for reward or recognition.

Workplace refers to a place where a person works.

WHSQ is an acronym for Workplace Health and Safety Queensland.

WHS Regulations refer to the *Work Health and Safety Regulations 2011* (QLD)

INFORMATION

Printable version (PDF) Downloadable version (Word)

| | |
|---------------------|--|
| Title | Asbestos Management Plan |
| Document number | 2023/0001101 |
| Purpose | The Asbestos Management Plan (AMP) ensures that Griffith University's legal obligations to prevent exposure to asbestos are carried out effectively. It provides staff, students, visitors and contractors to the University with an outline of responsibilities and management procedures for dealing with Asbestos Containing Materials (ACM). |
| Audience | Staff and Contractors |
| Category | Operational |
| Subcategory | Safety |
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| Policy advisor | Associate Director, Health and Safety Standards and Assurance |
| Approving authority | Director Health and Safety |

RELATED AND SUPPORTING DOCUMENTS

| | |
|-----------------|--|
| Legislation | Work Health and Safety Act 2011 (QLD) Work Health and Safety Regulations 2011 (QLD) How to manage and control asbestos in the workplace WHSQ Code of Practice (2021) How to safely remove asbestos WHSQ Code of Practice (2021) |
| Policy | Health, Safety and Wellbeing Policy |
| Procedures | N/A |
| Local protocols | Hazards – Asbestos Assessment Guideline |
| Forms | Asbestos Permit Template |

