

## 1 PURPOSE

To prevent occupational-related disease resulting from air-borne exposure to asbestos in the workplace.

To outline how risks arising from asbestos and other hazardous materials in the workplace shall be identified, assessed, and controlled.

## 2 SCOPE

This requirement applies to all employees, students, contractors, and other personnel at workplaces under the management or control of the University of Melbourne.

The University has undertaken comprehensive hazardous materials audits for each building under the management control of the University.

## 3 DEFINITIONS

### Asbestos

- (a) The asbestiform varieties of mineral silicates belonging to the serpentine or amphibole groups of rock-forming minerals, including:
- (i) actinolite asbestos
  - (ii) anthophyllite asbestos
  - (iii) chrysotile (white asbestos)
  - (iv) crocidolite (blue asbestos)
  - (v) grunerite asbestos (or amosite) (brown asbestos)
  - (vi) tremolite asbestos, or
- (b) any material or object, whether natural or manufactured, that contains one or more of the mineral silicates referred to in paragraph (a).

### Asbestos register

A register that includes:

- the location of the asbestos.
- the likely source of asbestos that is not fixed or installed.
- in relation to asbestos containing material (ACM).
  - the type of ACM,
  - whether the ACM is friable or non-friable,
  - the condition of the ACM,

- whether the ACM is likely to sustain damage or deterioration.
- so far as is possible, any activities likely to be carried out at the workplace that are, in view of their nature or design, likely to damage or disturb the asbestos.
- details of all inaccessible areas that are likely to contain asbestos; and
- date of each identification.

#### **Hazardous material audit**

An audit conducted by a competent person to identify and document the presence of hazardous materials including, but not limited to asbestos, lead, and polychlorinated biphenyl (PCB).

## **4 REQUIREMENTS**

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### **4.1 Guidance and advice**

The Director, Health & Safety shall:

- provide advice relating to asbestos.
- provide advice on the disposal of asbestos-containing equipment; and
- publish guidance on asbestos.

[Safety Bulletin - Labelling Asbestos Containing Materials](#)

### **4.2 Identify and assess**

The Director Campus Services shall ensure that a program (hazardous materials audit) is in place to identify and assess asbestos products within the structure or fabric of all buildings and infrastructure under the management or control of the University of Melbourne.

The hazardous materials audit, with regards to asbestos, shall:

- include each building under the management control of the University; and
- be recorded in an asbestos register.

Supervisors shall:

- ensure that equipment purchased does not contain asbestos products.
- ensure that all equipment under a department's control that contains asbestos is identified and labelled; and
- ensure that a register of all equipment containing asbestos is maintained. This register must contain:
  - a description of the equipment.
  - a serial number (where applicable); and
  - the location and type of asbestos.

### **4.3 Control**

The Director Campus Services shall ensure the control of asbestos is through a written plan of action that involves removing, enclosing, or encapsulating asbestos.

The supervisor shall ensure that risk assessments (see Section 4.5) are carried out on all equipment that contains asbestos and that the assessments are available to employee.

Contractors and employee shall check the asbestos register before commencing any work requiring access to any building spaces.

## 4.4 Labelling

The Director, Health & Safety shall provide labels for the identification of asbestos.

The Director, Campus Services shall ensure asbestos containing materials, buildings and infrastructure identified during audits are appropriately labelled where practicable.

Supervisors shall ensure asbestos products under their management or control are appropriately labelled where practicable.

## 4.5 Risk assessment of local area equipment

Equipment that may contain asbestos is usually old equipment (most likely pre-1985) where heat insulation was required. Some examples of this equipment are electric drying ovens, furnaces, heater stirrers, bar heaters, distillation apparatus, heating mantles, heat resistant mats and equipment made from Asbestos Cement sheet.

If the asbestos is fully encased and presents no risk, the equipment must be labelled as containing asbestos and the information documented on an asbestos register.

If asbestos is not encased, the equipment needs to be labelled as containing asbestos and a risk assessment conducted for possible exposure. The assessment must take into account:

- the type of asbestos.
- the condition of the asbestos (for example, is it friable or poorly bonded to the equipment).
- the age and general condition of the equipment.
- whether using the equipment is likely to cause a disturbance of asbestos in the equipment.
- any other factors that could affect the health of employee or students carrying out their duties.

If the assessment indicates that asbestos in the equipment presents a risk to health, then the supervisor shall seek advice from the local [Health and Safety Business Partner](#) on risk control or disposal.

## 4.6 Removal and disposal

The Executive Director Project Services, for projects under their control, shall ensure that the removal and disposal of asbestos is:

- conducted by an asbestos removal licence holder in accordance with the Occupational Health and Safety Regulations 2017 (Vic); and
- communicated to employees and others in the immediate or adjacent areas where the removal work is undertaken.

The Director Campus Services, for projects under their control, shall ensure that the removal and disposal of asbestos is:

- conducted by an asbestos removal licence holder in accordance with the Occupational Health and Safety Regulations 2017 (Vic); and
- communicated to employees and others in the immediate or adjacent areas where the removal work is undertaken.

Supervisors shall seek advice from the local [Health and Safety Business Partner](#) on the disposal of equipment containing asbestos.

Where support is sought, the Director, Health & Safety may assist with the communication of the asbestos removal work.

## 5 REFERENCES

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*Occupational Health and Safety Act 2004* (Vic)

*Occupational Health and Safety Regulations 2017* (Vic)

Compliance code: Managing asbestos in workplaces (Vic)

Compliance code: Removing asbestos in the workplace (Vic)

## 6 RESPONSIBILITIES

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Director, Health & Safety

Director, Campus Services

Executive Director, Project Services

Supervisor

## 7 ASSOCIATED DOCUMENTATION

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### 7.1 Processes

Nil

### 7.2 Forms

Nil

### 7.3 Guidance

[Safety Bulletin - Labelling Asbestos Containing Materials](#)