

Health and Safety Asbestos Management Plan

(Worked Example)

In accordance with the H&S at Work Act 2015 the aim of this organisation is

to eliminate risks to health and safety, so far as is reasonably practicable; and

if it is not reasonably practicable to eliminate risks to health and safety, to minimize those risks so far as is reasonably practicable when handling asbestos .

1) Identifying our hazards:

- a) Catalogue all the asbestos and suspected asbestos items that you have in your institution.
- b) Have an inventory of your asbestos and suspected asbestos items detailing where about on the item the suspected asbestos is present, and note the date of any testing that was done on the item. A list of worksafe approved contractors can be found here: <https://www.worksafe.govt.nz/the-toolshed/registers/asbestos-licence-holder-register/>
- c) Ideally take photographs of your asbestos containing items.

2) Assess the risks from your hazards:

- a) The risk of inhalation, accidentally or otherwise, of asbestos fibres.
- b) Use the worksafe hierarchy of controls and risk rating table to determine what are the possible actions you can take (<https://www.worksafe.govt.nz/topic-and-industry/hazardous-substances/managing/risk-management/>), this may include asbestos testing, asbestos removal, putting up “Do Not Touch” signs and/or making the asbestos safe.
- c) You may wish to consider conducting Asbestos medicals on staff members that have been handling asbestos items, and you can find out how to that here <https://www.ohwell.co.nz/asbestos-medicals/>

3) Have processes for accidents, incidents, emergencies and disposal:

- a) If a staff member dropped or knocked over an asbestos containing item and created a cloud of potential asbestos dust, are there procedures/instructions telling the staff what to do and who to contact.
- b) Do you have a process for disposing of asbestos containing items, you can find useful information here <https://www.worksafe.govt.nz/topic-and-industry/asbestos/where-to-dispose-of-asbestos/>
- c) Ensure that your staff know how to wear the correct Personal Protective equipment (PPE) when handling asbestos. You can purchase PPE from numerous H&S suppliers e.g. Blackwoods.

Keep your procedures simple and easy to read. Ensure that any emergency contact numbers are in large bold print on the front page e.g. Worksafe 0800 030 040

4) Document staff training:

- a) Keep training records for all your staff, this should include the dates the training was received.
- b) Ensure staff have regular training sessions and that training is updated at least every 2 years.
- c) Ask staff for feedback on training sessions to determine if the training is regarded as useful and/or effective.

5) Review the plan for effectiveness:

- a) In the light of any accidents, incidents, emergencies or disposals, review your procedure to see: 1) if it worked and 2) if it did not work, what do you have to do to ensure that it will work next time.
- b) Document and date any changes you make to your procedures.