



## Property Services Asbestos Discovery Guidelines

<b>Category or Type</b>	Health and Safety
<b>Originally approved by, and date</b>	Property Services Director, 1 April 2015
<b>Date Policy will take effect</b>	1 April 2015
<b>Last approved revision</b>	0.2.5
<b>Sponsor</b>	Operations Manager, Property Services
<b>Responsible Officer</b>	Building Compliance Manager, Property Services
<b>Review date</b>	April 2017

### Purpose

The purpose of this guideline is to establish clear internal processes when unknown asbestos or materials suspected to contain asbestos are discovered.

### Organisational Scope

These procedures shall apply to all University of Otago Property Services Staff responsible for work within the grounds of all University of Otago owned and leased property in New Zealand.

### Definitions

**Asbestos Containing Materials (ACM)** - Any material containing more than one percent asbestos.

### Content

The following procedures apply when asbestos containing material or materials suspected to contain asbestos are discovered during work on University property.

1. All work must stop in the vicinity of the suspected asbestos containing material and the work site be secured to prevent the entry of unauthorised personnel.

2. The person in charge of the work site will immediately contact the Facilities Manager responsible for the building to advise them of possible asbestos containing material discovery, its location and that work has ceased until the extent of the asbestos risk has been determined.
3. The Facilities Manager will contact the Building Compliance Manager to inform them of the potential asbestos risk discovery. The Building Compliance Manager will compare the asbestos risk to the record in the K2 Asbestos Module (or the current system of record).
  - a. If the material has already found to have been investigated and confirmed to not contain asbestos, and the asbestos risk has been eliminated, the Building Compliance Manager will advise the Facilities Manager that access to the site and work may resume. The Building Compliance Manager will update the asbestos record, if and as required.
  - b. If a potential asbestos risk is present the Building Compliance Manager will contact Human Resources without delay via telephone [03 479 (4903)] for immediate risks then email (contact [andrea.mcmillan@otago.ac.nz](mailto:andrea.mcmillan@otago.ac.nz) AND [hsa@otago.ac.nz](mailto:hsa@otago.ac.nz)) advising them of the asbestos discovery risk so that Human Resources / Health and Safety Compliance can manage the personnel affected. The Facilities Manager will then raise a request for the investigation of a potential asbestos discovery.
4. The Building Compliance Manager will contact an approved asbestos contractor to investigate and report on the asbestos risk.
5. The asbestos contractor will assess the asbestos containing material and report to the Building Compliance Manager regarding the asbestos containing material based on an initial visual examination. If there is any doubt regarding asbestos a sample will be taken by the asbestos contractor for laboratory testing. The Building Compliance Manager will inform the Facilities Manager and Job Coordinator of the initial examination.
6. The visual inspection or test results will then confirm the absence or presence of asbestos and the asbestos contractor will advise the Compliance Manager advising of the risk to the occupants and follow up with a written assessment. The Building Compliance Manager will then update Human Resources as to the initial risk to the occupants of the space.
  - a. If the material is confirmed to be free of asbestos the Building Compliance Manager will advise the Facilities Manager, Job Coordinator and Human Resources that no asbestos was found and that work can continue at the site.
  - b. If the material is confirmed to contain asbestos the Building Compliance Manager will consult with the Facilities Manager and asbestos contractor on the process for removing or encapsulation of the asbestos risk and update the Job Coordinator on the status of the asbestos risk. The Building Compliance Manager will then update Human Resources as to the risk to the occupants of the space and to the planned process to resolve the asbestos risk.
7. Once it is confirmed by the asbestos contractor that the risk of asbestos exposure at the work site is removed or absent, the Building Compliance Manager will advise the Facilities Manager, Job Coordinator and Human Resources that work can continue and that the asbestos risk in the area has been resolved.
8. The Building Compliance Manager will update the K2 Asbestos Module based on the asbestos contractor's report.

## Related Policies, Procedures and Forms

*University of Otago Identification and Labelling of Asbestos Guidelines*  
*Health and Safety in Employment (Asbestos) Regulations 1998 including Schedule 3*  
*Health and Safety in Employment Act 1992*  
*Building Act 2004*  
*Resource Management Act 1991*  
*New Zealand Bill of Rights Act 1990*  
*Common Law of Torts*  
*Heritage New Zealand Pouhere Taonga Act 2014*  
*Capital Asset Management Plan*

*Health and Safety Management Plan*  
*Health and Safety Policy*  
*New Zealand Guidelines for the Management and Removal of Asbestos*  
*Australian Code of Practice for the Safe Removal of Asbestos NOSSHC:2002(2005)*

### **Contact for further information about this Policy**

If you have any queries regarding the content of this policy or need further clarification, contact the Building Compliance Manager, Property Services Division.