

What is an asbestos management plan?

The purpose of an asbestos management plan is to assist the building owner or controller of the premises to prevent exposure to airborne asbestos fibres while asbestos containing material remains in the workplace.

Under current legislation, consideration should be given to the removal of asbestos containing materials during any renovations, refurbishments or maintenance work in preference to other control measures such as encapsulation, enclosure or sealing.

The ultimate goal is for all workplaces to be free of asbestos containing materials, also referred to as ACM. An asbestos management plan clearly defines the procedures and responsibilities of those who have control, or to make aware of the potential asbestos hazard in the workplace.

The plan should set out clear aims, stating what is going to be done, when it is going to be done, and how it is going to be done. It must include:

- the workplace's register of asbestos
- details of maintenance or service work on the asbestos including:
 - who performed the work
 - the dates it was done
 - the scope of the work
 - any clearance certificates
- how people at risk are informed about asbestos in the workplace, the risks they pose and the control measures in place
- decisions about management options and the reasons for these decisions
- a timetable for action, including priorities and dates for reviewing risk assessments and specific circumstances that may affect the timetable
- monitoring arrangements
- the responsibilities of people involved in the plan
- training arrangements for workers and contractors
- a procedure for reviewing and updating the management plan and the register of asbestos, including a timetable
- safe work methods.

An asbestos management plan must be written in relation to identified or assumed asbestos or ACM, and for naturally occurring asbestos at a workplace. The asbestos management plan must include:

- the identification of the asbestos or ACM (e.g. a reference or link to the asbestos register and location of signs and labels)
- decisions and reasons about management of asbestos such as safe work procedures and control measures
- procedures for dealing with incidents or emergencies in relation to asbestos or ACM
- workers carrying out work involving asbestos (e.g. consultation, information and training responsibilities).

The initial step in developing an asbestos management plan is to engage an asbestos consultant, such as **Asbestos Surveys CQ Pty Ltd**, to undertake an asbestos inspection or survey.

The asbestos survey involves a visual inspection of the accessible areas of the building and collecting suspected samples of asbestos materials that are then analysed by a NATA accredited laboratory. An assessment of the risk to health is then carried out on the confirmed asbestos materials. Labels should also be affixed to the asbestos containing materials to warn people of the potential asbestos hazard.

Asbestos Surveys CQ specialise in completing all the steps to achieve an asbestos management plan, and will work together with you to ensure the safety of all involved.