WORKSAFE
Mahi Haumaru Aotearoa

Managing asbestos in your building or workplace

Good practice guidelines for PCBUs

Consultation draft
September 2023

When reviewing this draft guidance please note the following:

- This draft guidance forms part of a wider suite of asbestos related guidance currently under development.
- Please see WorkSafe's Consultation webpage for more information on the other pieces of asbestos guidance under development.
- This draft does not necessarily present WorkSafe's final position on any matters contained within it.
- The current Approved Code of Practice: Management and removal of asbestos, and other published guidance should still be referred to as WorkSafe's primary guidance for managing asbestos.
- Please use the submission feedback form provided on WorkSafe's Consultation webpage to provide your feedback.

Submissions close Monday 2 October 2023

Completed submission forms can be sent to:
guidanceandeducationdevelopment@worksafe.govt.nz

Key points

Buildings built before 1 January 2000 are likely to contain asbestos material.

Unidentified or damaged asbestos material can create a health risk for workers and other people in the workplace.

If there is asbestos material in a building or workplace, the risks must be managed.

Persons conducting a business or undertaking (PCBUs) must identify asbestos material in their building or workplace and develop an asbestos management plan.

If there is more than one PCBU involved in a workplace, all PCBUs must work together to manage asbestos risks.

Note to readers

Use of 'must', 'should', and 'could'

The words 'must', 'should', and 'could' indicate whether:

- an action is required by law, or
- is a recommended practice or approach.

Term	Meaning
Must	Legal requirement that you must comply with
Should	Recommended practice or approach
Could	Recommended practice or approach

Key terms

A list of technical words, terms, and abbreviations used in these guidelines can be found in the glossary at the end of these guidelines. The glossary explains the meaning of each technical word, term, or abbreviation.

Lists

Lists of examples used in these guidelines are not complete lists. They may list some examples, but not all possible examples.

Images

Images used in these guidelines are a guide only. Images are not intended to provide technical specifications.

Example scenarios

Example scenarios used in these guidelines are for illustrative purposes only.

Contents

1.0 About these guidelines

1.1 What are these guidelines about?

These guidelines provide advice for persons conducting a business or undertaking (PCBUs) on dealing with asbestos in the buildings and workplaces they own or manage.

It can help PCBUs meet their duties under:

- the Health and Safety at Work Act 2015 (HSWA), and
- the Health and Safety at Work (Asbestos) Regulations 2016 (Regulations)
- the Health and Safety at Work (General Risk and Workplace Management) Regulations 2016
- the Health and Safety at Work (Worker Engagement, Participation, and Representation) Regulations 2016

In these guidelines, 'you' means the PCBU. A PCBU is an individual or a company, but it can also be other types of organisations. More information about PCBUs is available on the WorkSafe New Zealand website: Who or what is a PCBU? | WorkSafe

1.2 Who should read these guidelines?

These guidelines are for PCBUs that own, manage, or lease a building that has or could have asbestos in it, for example:

- commercial property owners
- property managers
- commercial tenants
- residential landlords
- project managers
- bodies corporate and their members
- health and safety professionals that provide health and safety advice to PCBUs.

These guidelines are written to accommodate the wide range of knowledge and experience of PCBUs that may refer to it. In some instances, PCBUs may need to refer to relevant experts for further guidance.

These guidelines are not intended for people that are not a PCBU (for example, homeowners and residential tenants).

1.3 What work is covered by these guidelines?

These guidelines cover any work that is carried out in a building that is on or at a workplace.

A workplace is any place where a worker goes or is likely to be while at work, or where work is being carried out (or is customarily carried out) for a business or undertaking.

Some examples of buildings that are often owned or managed by PCBUs are shown in Figure 1.

Figure 1: Examples of buildings that are often owned or managed by PCBUs

1.4 PCBU duties

Under HSWA, you have a duty to ensure the health and safety of your workers and other people, as far as is reasonably practicable.

This duty covers:

- any workers that are influenced by your business (for example, your workers, contractors, subcontractors, and apprentices), and
- other people that could be put at risk by their work (for example, tenants, visitors, customers, and passers-by).

Under the Regulations, you must:

- make sure that the risk of people being exposed to airborne asbestos at the workplace is eliminated, so far as is reasonably practicable, or
- if it not reasonably practicable to eliminate the risk, then minimise the risk as far as is reasonably practicable.

You must also make sure that the airborne contamination standard for asbestos is not exceeded at the workplace. The airborne contamination standard for asbestos is 0.1 fibres per millilitre of air. This means that for asbestos fibres in the air, the average concentration must not go above 0.1 fibres per millilitre of air.

The airborne contamination standard for asbestos is a control limit for the workplace. It does not set an acceptable limit for personal exposure. This means that people who are at risk of exposure to airborne asbestos above trace level must wear suitable PPE.

1.5 Risk management

You must manage risks so that the health and safety of workers and other people is not put at risk by the work you do.

Risk management is about:

- identifying hazards and assessing risks
- applying control measures to eliminate or minimise risks
- regularly reviewing control measures.

You must engage with your workers and their representatives, so far as is reasonably practicable, at all steps of the risk management process. These duties are found in the Health and Safety at Work (General Risk and Workplace Management) Regulations 2016.

You can read more about worker engagement, participation, and representation on the WorkSafe website: Good practice for worker engagement, participation and representation | WorkSafe

1.6 Overlapping PCBU duties

When more than one PCBU has the same health and safety duty in an asbestos matter, all PCBUs involved must, so far as is reasonably practicable:

- consult each other
- co-operate with each other, and
- co-ordinate their activities.

If there is more than one PCBU involved with managing asbestos risks in a building or workplace, all PCBUs should:

- discuss what work activities are being, or going to be, carried out
- agree on the degree of influence and control each PCBU has
- agree on who will manage what and how it will be managed
- agree on the use of shared facilities, if applicable
- monitor and check how things are going on an ongoing basis.

Examples of where PCBU duties are likely to overlap include:

- when a body corporate employs a property manager
- when a residential landlord employs a property manager
- when a commercial business leases a unit from a property owner.

Each business's responsibility to carry out their duties will most likely be different. This will depend on the ability of the business to influence and control the health and safety matter.

You should be able to explain the steps you take to consult, cooperate, and coordinate with other PCBUs about overlapping duties, and arrangements to control risks.

You must control any overlaps and risks that are appropriate for you to control. The nature of that control will reflect how much influence and control you have, and what is reasonably practicable in the circumstances. Arrangements (including monitoring arrangements) should be sensible and proportionate.

A business with more influence and control (and the greatest share of the responsibilities) will usually be in the best position to manage the associated risks.

You cannot contract out of your duties, but you can make reasonable agreements with other PCBUs to meet your duties. Each PCBU is responsible for making sure its own duties are met.

You can read more about overlapping PCBU duties on the WorkSafe website: Overlapping duties – quick guide | WorkSafe

EXAMPLE SCENARIO – OVERLAPPING DUTIES

Hemi is a landlord of a residential property that was built in the late 1980s. He rents the property out to the Thompson family. Hemi recently had an asbestos management survey completed for his property. From the results of the survey, he is aware that several interior walls are made from asbestos insulating board.

The Thompsons contact Hemi to let him know that there is minor damage to the dividing wall between the living room and kitchen that needs to be repaired.

Hemi knows that asbestos materials are generally safe if they are in good condition and are not disturbed or damaged. However, he is also aware that maintenance or refurbishment work could lead to the release of asbestos fibres, which could expose the Thompson family and tradespeople working in the house to harm.

Hemi decides to contact the asbestos surveyor who completed the original asbestos survey for advice. The asbestos surveyor assesses the damage and recommends that Hemi hire Liv – a local contractor that is experienced in repairs on asbestos materials – to carry out the work.

Liv carries out a risk assessment on the damaged asbestos material. She finds that the work can be completed as a minor repair. Before the repair starts, Hemi, Liv, and the Thompson family have a meeting. Hemi tells the family about the presence of asbestos in the wall and explains that all necessary precautions will be taken during the repair. Liv explains the control measures that will be in place to minimise the release of asbestos fibres into the air.

The Thompsons decide that they will stay with friends while the work is being done.

Hemi goes through his asbestos management plan with Liv before the work starts. He makes sure that the asbestos management plan is updated with details about the planned work, and includes some photographs of the damaged wall.

Liv's work plan for the repair includes using a shadow vacuum technique to capture any released asbestos fibres, wearing appropriate personal protective equipment (PPE, including respiratory protective equipment), and sealing off the area to prevent any potential spread of asbestos fibres to other parts of the house.

Throughout the process, Hemi keeps in regular contact with Liv, making sure that safety procedures are followed closely and that the work is going to plan. Once the repair is complete, Hemi checks the quality of the work and takes some more photos to include in his asbestos management plan, which he updates.

EXAMPLE SCENARIO – OVERLAPPING DUTIES

David owns a busy retail plaza in the heart of the city. The plaza houses a variety of shops, including a popular café run by Chiara and her family. David has hired Selphie Properties, a property management company, to oversee the maintenance of the building. Ingrid, an experienced property manager from Selphie Properties, has been managing the retail plaza for the last three years.

One day, Chiara calls Ingrid to report damage to a wall in the café caused by some rowdy customers. Chiara remembers that some work had been done in that area of the building several years ago, which required the café to close temporarily.

Ingrid immediately contacts David, the building owner, to discuss the issue. Remembering the previous work in the building, David authorises Ingrid to hire an asbestos surveyor to inspect the damaged area. The asbestos survey confirmed that the damaged wall had been constructed to enclose asbestos material, and that the asbestos material behind the wall had been disturbed by the incident.

Following the advice of the asbestos surveyor, Ingrid hires a licensed asbestos removalist to safely remove the asbestos material and repair the enclosing wall and a licensed asbestos assessor to inspect the work. She takes care to check that they are from different businesses so can work independently.

The licensed asbestos removalist that Ingrid hired prepares an asbestos removal control plan outlining the procedures for safely removing the asbestos and repairing the wall.

Before work starts, Ingrid organises a meeting with David, Chiara, and the asbestos removalist to establish each business's health and safety duties. They decide that:

- The asbestos removalist has the most influence and control over the workplace while the asbestos removal work is being carried out, so they will be responsible for managing risks to workers and the public created by the asbestos removal work.
- David and Ingrid have little control over the work or work site but do have control over the area around the work site, including any risks from the other businesses working in the same area. They will be responsible for managing those risks (for example, by communicating with others about the asbestos removal work).
- Chiara has little control over the work or work site but does have influence over her workers. She will be responsible for making sure her workers are informed about the asbestos removal work and stay away from the café while the asbestos removal work is being carried out.

Ingrid and David make sure the businesses in the retail plaza are told about the planned work and the steps that will be taken to manage the asbestos material. Chiara's café is temporarily closed to keep staff and customers safe while the work is carried out.

Ingrid coordinates the repair work, and David makes regular visits to the building to check the progress. After the asbestos material is removed and the wall repaired, the licensed asbestos assessor checks that the area is safe to re-enter and provides Ingrid with a clearance certificate. Ingrid and David work with Chiara to update the asbestos management plan before Chiara's café reopens.

1.7 Managing asbestos risks across a property portfolio

Managing asbestos risks across a property portfolio can be challenging. Each property may:

- be in a different condition or state of repair
- have a different budget
- have different occupancy considerations
- have different access requirements
- be used for different purposes
- be made of different construction materials.

If you own or manage a portfolio of properties, you will need to consider how you manage asbestos risks for each property. This is likely to include:

- how you will schedule and manage regular asbestos surveys for each property
- how you will communicate and work with other PCBUs involved with the management of asbestos in your properties (for example, commercial tenants and asbestos contractors)
- how you will keep asbestos records for each property up to date
- how you will make sure that your asbestos records are easily accessible when required.

EXAMPLE SCENARIO: MANAGING ASBESTOS RISKS ACROSS A PROPERTY PORTFOLIO

HeimerCo is a business that owns and manages a portfolio of 15 commercial properties spread across the city. Grace is the Asbestos Consultant that works for HeimerCo. She is responsible for managing asbestos-related concerns across HeimerCo's property portfolio.

Grace needs to coordinate two significant asbestos-related tasks at two of HeimerCo's buildings – an asbestos removal at the historical Bell Tower office complex and an asbestos survey at the busy Starscape Shopping Centre.

Bell Tower

Bell Tower is a 1970s low-rise office building on the outskirts of the city. An area of asbestos material identified in the last asbestos survey needs to be removed.

The quote for the work says that for the asbestos removal work to be done safely, some offices need to be temporarily relocated. Grace has been in regular contact the property manager for the Bell Tower, and with the commercial tenants that could be affected by the asbestos removal work.

Grace and the facilities manager hold a meeting with all the commercial tenants in the Bell Tower. Some of the tenants are annoyed that they need to move their offices. Grace explains that relocating their offices will help to keep their workers healthy and safe while the asbestos removal work is carried out. During the meeting, Grace, the facilities manager, and the commercial tenants agree that:

- Grace will coordinate and plan the asbestos removal work with the asbestos removal contractor.
- Grace will be responsible for making sure that relevant documents (for example, the asbestos management plan) are updated once the asbestos removal work is complete.
- The facilities manager will arrange and manage the temporary relocation of the offices, making sure the commercial tenants are moved safely.
- The facilities manager will make sure the asbestos removalist has access to the building.
- The commercial tenants will be responsible for making sure they are ready to move out of Bell Tower before the asbestos removal work starts.

Starscape Shopping Centre

Starscape Shopping Centre is a small shopping mall in the city centre. It was built in the late 1980s. The property manager, Andy, has managed Starscape for HeimerCo for the last 20 years.

Grace gets a notification from her property management database that Starscape is due for its routine asbestos survey. She contacts Andy to discuss the plan to have the asbestos survey carried out.

Andy tells Grace that he has already made a start. He says that knew the asbestos survey was due and has already arranged for an asbestos surveyor to survey the property. He tells Grace that they have had the same asbestos surveyor for the last 10 years and they know the building well.

Grace and Andy agree that:

- Andy will continue to coordinate with the asbestos surveyor and make sure they have access to all areas of the building.
- Andy will contact the commercial tenants to let them know when the asbestos survey will be happening. He will also make sure the tenants are given clear instructions on what to do when an asbestos survey is happening.
- Andy will send a copy of the asbestos survey report to Grace on the same day it is received.
- Grace will make sure that the asbestos management plan is updated with the results from the asbestos survey report.

1.8 Asbestos management process

Following an asbestos management process can help you meet your duties under HSWA and the Regulations.

An asbestos management process provides a structure to help you to:

- identify asbestos material in your building or workplace
- prioritise and manage the risks of asbestos
- keep up-to-date records of your asbestos management approach.

In this guidance, 'asbestos management process' refers to the process shown in Figure 2. The structure of this guidance follows the order of the asbestos management process.

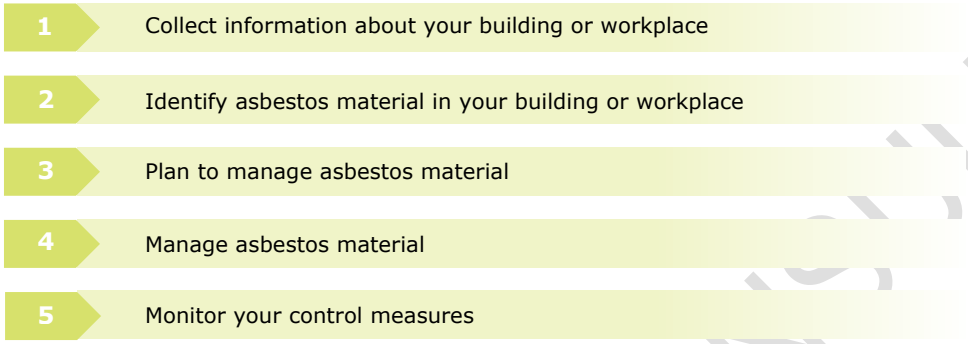

Figure 2: Asbestos management process

2.0 Asbestos in buildings and workplaces

2.1 What is asbestos?

Asbestos is a heat-resistant, fire-resistant, and insulating mineral that was commonly used in building materials.

Asbestos is made up of tiny fibres. When asbestos is disturbed or breaks down, asbestos fibres can be released into the air.

All forms of asbestos are harmful to humans.

2.2 Why is asbestos still a problem in New Zealand?

Even though asbestos has been banned, it still causes problems today. This is because many buildings built before 1 January 2000 still have asbestos material in them.

As these buildings get older, they need to be repaired, renovated, or in some cases, demolished. These activities can disturb asbestos and create a health risk for workers and other people in the workplace.

2.3 What problems can asbestos cause?

Asbestos is not dangerous if it is in good condition and is left alone and managed correctly. If asbestos material is damaged or disturbed, it can release fibres into the air.

When asbestos fibres are released into the air, they can be breathed in easily. Breathing in asbestos fibres can cause them to get trapped in the lungs, leading to serious health issues.

Asbestos fibres in the lungs cause several diseases, including:

- cancers (for example, lung cancer and mesothelioma)
- serious long-term lung conditions (for example, asbestosis).

Diseases caused by asbestos often cannot be cured. They can cause severe symptoms and can be life-threatening.

You can read more about the health problems caused by asbestos on the WorkSafe website: Asbestos in New Zealand | WorkSafe

2.4 Categories of asbestos

Asbestos can be classified into two categories based on its condition:

- **Friable asbestos** is flaky or powdery and can be crumbled or reduced to a powder without much pressure. Friable asbestos can easily release fibres into the air if it is disturbed.
- **Non-friable asbestos** usually has asbestos fibres bonded into another material such as cement or vinyl. Non-friable asbestos is less likely to release asbestos fibres into the air unless it is disturbed or has started to deteriorate.

The risk of harm from asbestos depends on its condition and how easily fibres are released into the air. Asbestos fibres are more likely to be released into the air if asbestos materials are:

- friable (flaky, powdery, or easy to crumble)
- in poor condition (for example, if they are flaking, peeling, or crumbling)

- disturbed in any way (for example, sanded, drilled, cut, or water blasted).

Airborne asbestos fibres are often too small to be seen with the naked eye. Even if you cannot see any dust particles in the air, asbestos fibres may still be present.

Non-friable (or bonded) asbestos materials generally do not release asbestos fibres if they are in good condition and are not disturbed.

2.5 Where you might find asbestos in your building or workplace

Many buildings in Aotearoa New Zealand have asbestos in them. If your building or workplace was built before 1 January 2000, it probably contains some asbestos materials.

Asbestos can also be found in some products that were manufactured before 2000. It was used to make products like brake linings, filters, and fireproof textiles.

Table 1, Figure 3, and Figure 4 below show some of the places where asbestos can be found in commercial and residential buildings.

Textured ceilings	Asbestos was often used in textured ceilings (for example, Glamatex or Whisper) for soundproofing and fire-resistance.
Fire doors	Asbestos was used in the centre of fire doors because it is fire resistant.
Workplace plant	Asbestos was used to make specific parts of workplace plant like gaskets, friction brake products, ducting joints, and vacuum pumps.
Wall and ceiling panels or sheeting	Asbestos cement (for example, Fibrolite) was commonly used in wet areas like kitchens, bathrooms, toilets, and laundry areas.
Backing for wall tiles and splashbacks	Asbestos can sometimes be found in the backing material of wall tiles, bath panels, and splashbacks in kitchens and bathrooms.
Carpet underlay	Some older carpet underlays may contain asbestos fibres.
Patching compounds and textured paint	Asbestos was sometimes used in patching compounds and textured paints for durability and fire resistance.
Vinyl floor tiles and linoleum backing	Asbestos can sometimes be found in vinyl floor tiles or in the felt backing of vinyl and linoleum flooring.
Insulation	Asbestos was used for insulation in heaters, fireplaces, stoves, roof cavities, and around hot water pipes because of its heat resistance.
Roof sheeting and ridge capping	Asbestos cement was often used in roof sheeting and ridge capping for its durability and weather resistance.

Gutters, downpipes, gables, and eaves	Asbestos can sometimes be found in gutters, downpipes, gables, and eaves (including the lining under eaves).
Electrical switchboards	Older electrical switchboards may contain asbestos as an insulating material.
Water pipes and flues	Asbestos was used to insulate water pipes and flues because it is resistant to heat.
Cladding	Asbestos can be found in some cladding materials for walls, including imitation brick cladding.
Fencing, carports, garages, outhouses, and sheds	Asbestos cement was often used in the construction of fences, carports, garages, outhouses, and sheds because it is durable and weather resistant.
Soil	Asbestos material may have been crushed with demolition waste and thrown to the ground during construction, so asbestos fibres can sometimes be found in soil.
Asbestos-contaminated dust	Asbestos fibres can be found in dust or debris that has settled within a building or workplace.

Table 1: Some of the areas where asbestos can be found in commercial buildings

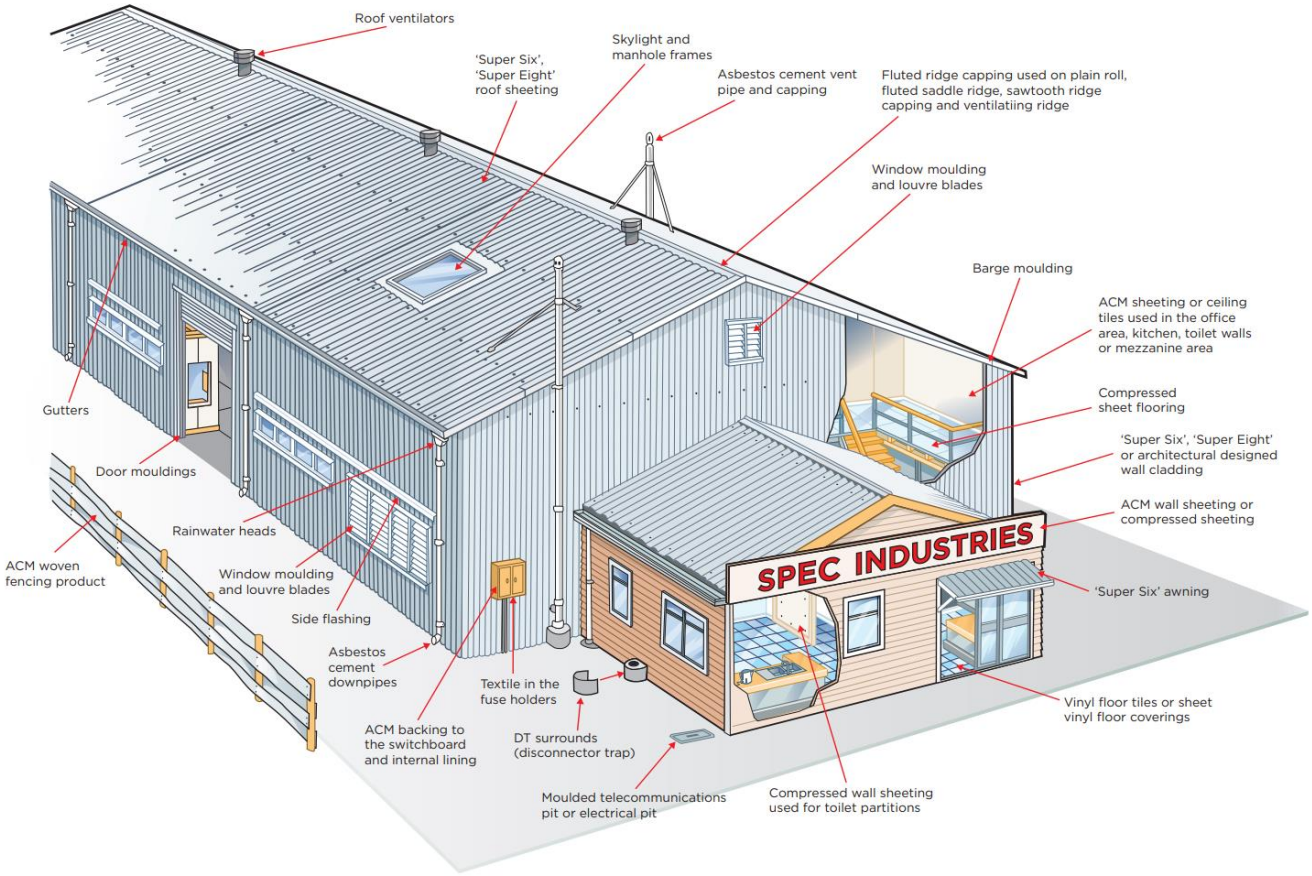

Figure 3: Areas where asbestos is commonly found in commercial buildings

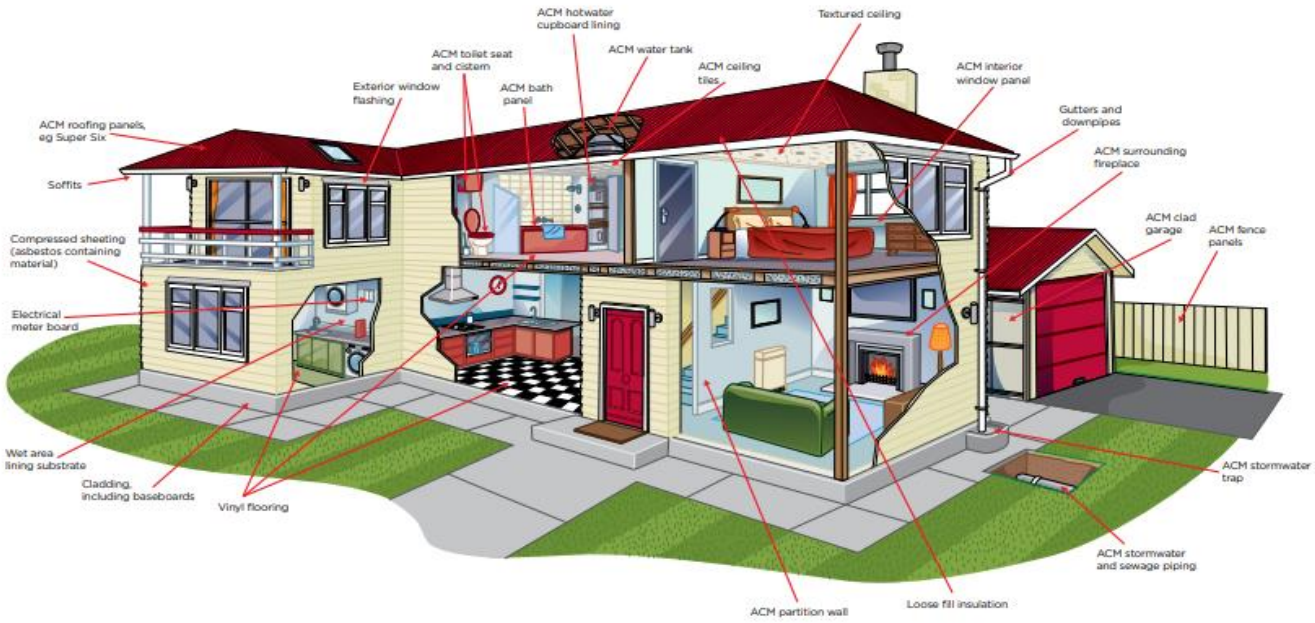

Figure 4: Areas where asbestos is commonly found in residential buildings

You can find a list of common products that may contain asbestos on the WorkSafe website: [A-Z of products that may contain asbestos | WorkSafe]

3.0 Asbestos contractors

3.1 Introduction

We recommend that you hire an asbestos contractor to help you carry out your asbestos management process.

Asbestos contractors are trained to identify, handle, and manage asbestos materials safely and effectively. The safest option is almost always to bring in a qualified professional.

You should only consider completing your asbestos management process without the help of an asbestos contractor if you are certain that you can:

- identify any asbestos material you find
- manage any asbestos material you find
- adhere to all relevant health and safety regulations.

3.2 Asbestos industry professionals

Asbestos industry professionals often work in specific areas of asbestos management. Table 2 outlines the main asbestos industry professionals you might come across if you need to manage asbestos in your building or workplace.

Asbestos industry professional	What they do
Asbestos surveyors	Asbestos surveyors are trained to identify asbestos. You should expect an asbestos surveyor to: - gather information about your building or workplace (for example, when it was built) - carry out a visual inspection of the building and any areas of suspected asbestos - take samples of suspected asbestos materials - provide you with a report of their findings.
Asbestos removalists	Asbestos removalists are trained to safely remove and dispose of asbestos. You should expect an asbestos removalist to: - review the findings of the asbestos surveyor and assess the work that needs to be done (for example, the type, amount, and location of asbestos materials) - make an asbestos removal control plan (ARCP) that explains the removal process and the safety measures that they will use - follow strict safety procedures and use specialised equipment to remove asbestos materials without releasing large amounts of harmful fibres into the air - properly dispose of asbestos waste.

Asbestos assessors	Asbestos assessors are trained to make sure that asbestos removal work has been completed to the required standard. You should expect an asbestos assessor to: - be from a different business to the asbestos removalist (that is, they should be independent) - review the work plan made by the asbestos removalist to make sure it is safe and suitable before work starts - inspect the area where asbestos material was removed from - collect samples of the air to test for asbestos fibres - confirm in writing that the area is safe to re-enter.

Table 2: Asbestos industry contractors that might be involved with managing asbestos in your building or workplace

3.3 Contractor independence

To be independent, an asbestos assessor must have no conflict of interest when they carry out their assessor work.

This means that the assessor must not be from the same business as the removalist for that specific job. This would create a conflict of interest, as the assessor could be influenced by their connection to the company doing the asbestos removal work. This could lead to biased reporting or inadequate inspections that put health or safety at risk.

Making sure asbestos contractors work independently when required helps to make sure that your asbestos management process is carried out to the highest standard. You should encourage open communication between any contractors you hire to help you manage asbestos material to avoid any conflicts of interest.

3.4 Other tradespeople

Other tradespeople may also be trained to manage asbestos material in certain circumstances. This can be important where the presence of asbestos may affect their work.

Carpenters, plumbers, electricians, painters, roofers, and other tradespeople that work on or in older buildings might encounter asbestos material as they work. They may need to work on or near asbestos material to do their work (for example, maintenance work). This type of work is known as asbestos-related work.

If tradespeople will be carrying out asbestos-related work, they must be trained to recognise and manage asbestos appropriately. This does not mean these tradespeople can remove large amounts of asbestos or carry out an asbestos survey, but they should be able to:

- recognise materials that may contain asbestos
- know when and how to stop work safely if they find or suspect asbestos material
- understand the procedures for informing their supervisor if they find or suspect asbestos material
- take precautions to minimise the release of asbestos fibres until an asbestos professional can address the situation.

In some cases, tradespeople have the necessary training to remove small quantities of certain types of asbestos materials. This is known as unlicensed asbestos removal work.

You should expect tradespeople who work with or near asbestos material to:

- request information about the asbestos material in your building or workplace before they start work
- complete a risk assessment before starting work on asbestos material
- follow all required safety procedures
- wear the correct personal protective equipment and respiratory protective equipment
- only carry out work within their level of training or competency

3.5 Choosing an asbestos contractor

Hiring a reputable asbestos contractor can help to make sure that work on asbestos in your building or workplace is done safely and to a high standard.

A reputable asbestos contractor should act with integrity and do their work in a way that shows professionalism and care to their workers and other people.

When you are choosing a contractor for work on asbestos on your building or workplace, think about:

REVIEWS AND REFERENCES

- A reputable asbestos contractor should be able to provide you with reviews, testimonials, or references from other customers. This should help you to understand the quality of their work and how professional they are.
- You can also search for reviews online to see what other people have experienced when they have hired the contractor.

EXPERIENCE AND QUALIFICATIONS

- You must make sure that your contractor is qualified to do the work needed. A reputable asbestos contractor will be experienced in carrying out work on asbestos effectively and safely. They should be able to tell you in detail about the experience they have doing similar work.
- A reputable asbestos contractor should also be able to provide you with information about the qualifications of their workers.

CERTIFICATION AND LICENSING

- You must make sure that your contractor has the appropriate certification and licence to do the work needed. Asbestos assessors must be licensed by WorkSafe New Zealand. Depending on the type of removal work that needs to be done, asbestos removalists may also need to be licensed.
- You can search the registers on the WorkSafe website to verify the licensing of assessors and removalists: Licence holder register | WorkSafe

INSURANCE

- A reputable asbestos contractor should be able to provide you with details about their public liability and indemnity insurance.

COST

- Cost is an important factor, but it should not be the only thing you consider when you are choosing an asbestos contractor. A contractor that offers the lowest price may not necessarily provide the highest quality service.
- Look for a contractor that offers a good balance of cost and quality. Getting multiple quotes can help you spot rates that are unusually high or low.

3.6 What you should receive from an asbestos contractor

An asbestos contractor should provide you with all the information you need to decide whether to go ahead with work.

The asbestos contractor should give you this information in writing as a formal quote or work plan.

A formal quote or work plan should include details about:

- what work will be done
- any tests or inspections that need to be done
- how long the work will take
- how much the work will cost
- any warranties or guarantees that will cover the work and materials
- what safety measures will be used to protect any workers in your building or workplace
- evidence of certifications, qualifications, and licences
- confirmation that relevant health monitoring is provided to their workers
- what disruptions there will be to your building or workplace while the work is going on.

The quote you receive from your asbestos contractor may highlight work that needs to be done by other tradespeople.

This means you might need to hire other tradespeople for parts of the job.

You should consider this when you are thinking about the cost of the work.

4.0 Collect information about your building or workplace

4.1 Introduction

Collecting information about your building or workplace is the first step in the asbestos management process (Figure 5).

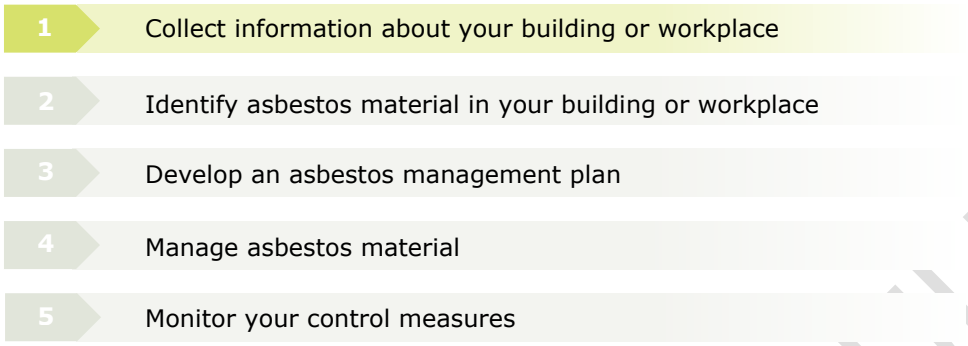

Figure 5: Asbestos management process – collecting information

4.2 Where to find information about your building or workplace

You should aim to collect as much information as possible about your building or workplace.

Examples of information sources that you could look for are shown in Table 3 below.

Source of information	What it can tell you
Land information memorandum (LIM) report	A LIM report contains information that a local council holds about a property, including its build date and any building consents and permits.
Building report	A building report can provide information on areas of a property that could contain asbestos.
Asbestos clearance certificates	Previous asbestos clearance certificates provide information about asbestos removal work that has been done in a property.
Asbestos survey reports	Previous asbestos survey reports may provide information about areas of a property where asbestos material has been identified.
Building maintenance records	Records of routine, preventative, or reactive maintenance work may contain information about identified asbestos materials or materials used.
Previous owners and tenants	Previous owners or tenants may be able to give you information about the construction of a property and any refurbishments carried out.

Inventories	Inventory records may provide information about items of plant or other products that may have been manufactured using asbestos.
Manufacturers and designers	The manufacturer or designer of a product or an item of plant should be able to provide information about whether it contains asbestos.
Experienced workers	Experienced workers may be able to provide information about the history of a property, including its construction, renovations, repairs, and any plant that it contains.

Table 3: Examples of information sources for details about asbestos in a property

You may find that some reports do not contain information about asbestos in your building or workplace, but they can still help with:

- deciding whether to hire a contractor to carry out an asbestos survey
- providing information to contractors about your building or workplace
- recording information during your asbestos management process.

4.3 Useful information about your building or workplace

Examples of information that can be helpful to collect are shown in Table 4 below.

Category	Information
Building	- Description of the use of the property (for example, industrial, retail, office). - Age and construction details. - Number of buildings and rooms. - Unusual features, underground areas, ducts, or shafts. - Surrounding grounds and associated buildings or structures. - Date of any extensions, refurbishments, or demolitions. - Legal considerations (for example, if the building is listed or was built in a conservation area).
Site	- Specific risks that you know about at the site. - Arrangements for access (including any restrictions).
Building contents	- Installed plant or equipment. - Location of heating and ventilation ducts, riser shafts, and lift shafts. - Services that may need to be isolated (for example, power, gas, or chemicals).
Users of the building	- Whether the building is vacant or occupied. - Areas that are commonly used by workers or other people.

Table 4: Types of information that can be helpful in the asbestos management process

5.0 Identify asbestos material in your building or workplace

5.1 Introduction

Identifying asbestos material in your building or workplace is the second step in the asbestos management process (Figure 6).

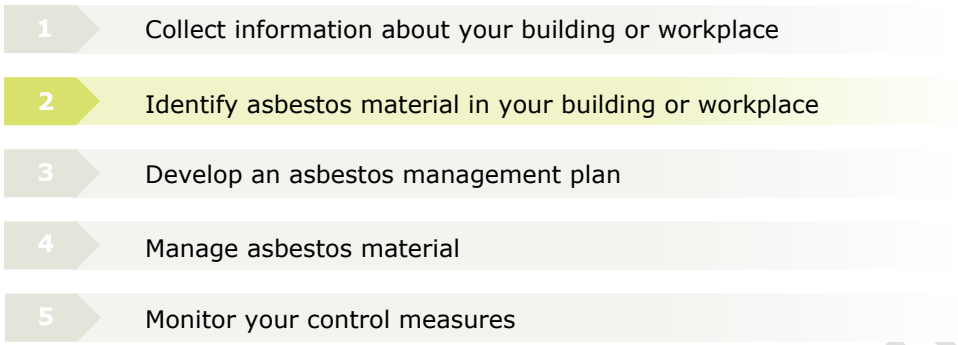

Figure 6: Asbestos management process – identifying asbestos material

Identifying asbestos in your building can help your workers and other people avoid areas that contain asbestos and so avoid exposure to asbestos fibres.

You must take reasonably practicable steps to identify all asbestos material in any building or workplace you own or manage. This includes:

- any asbestos material you already know about, and
- any asbestos material that you would reasonably be expected to know about as the building owner or manager.

5.2 Inspecting your building or workplace

The purpose of inspecting your building or workplace is to identify areas where there is asbestos or where there could be asbestos.

The person you choose to carry out an inspection of your building should be a competent person. Hiring an asbestos contractor to help you identify asbestos material in your building or workplace is likely to be the safest option.

Competent person

A competent person is someone who has the appropriate skills, training, knowledge, and experience to perform the task or role.

To carry out an inspection for asbestos material on your property, this should be a person that:

- can identify asbestos material
- is familiar with building and construction practices to help work out where asbestos is likely to be present
- can confirm whether asbestos material is friable or non-friable and evaluate its condition.

The person identifying asbestos should conduct a thorough visual inspection of areas of the building or workplace that are readily accessible, including all buildings, ceilings, cellars, and storage areas.

It can be helpful to take photos of any suspected asbestos, but only if this can be done without disturbing it.

5.3 Asbestos surveys

Asbestos surveys can be used to locate and identify asbestos material in your building or workplace. Asbestos surveys are usually carried out by asbestos surveyors.

There are different types of asbestos survey (Table 5). Your building or workplace may more than one type of asbestos survey. For example, a boiler house due for demolition will require a demolition survey, while offices at the same site may have a management survey.

Type of asbestos survey	Purpose
Asbestos management survey	An asbestos management survey is recommended during normal occupation and use of the building or workplace. Asbestos management surveys may involve minor intrusive work (for example, accessing behind panels and other surfaces). Any areas that are not accessible must be assumed to contain asbestos. An asbestos management survey can help you to: - find and record the location, amount, and type of asbestos material in your building or workplace - inspect and record information about the condition of any asbestos material in your building or workplace, and how accessible it is - confirm whether material suspected to be asbestos is asbestos.
Refurbishment or demolition survey	A refurbishment or demolition survey may be needed when your building or workplace (or part of it) is going to be refurbished or demolished. Refurbishment or demolition surveys are intrusive. This means that parts of the building structure may need to be disturbed (for example, breaking through walls, lifting carpets, or removing tiles). A refurbishment or demolition survey can help you to locate all the asbestos material in your building or workplace before refurbishment or demolition work starts.

Table 5: Types of asbestos surveys

If you choose to hire an asbestos contractor to carry out an asbestos survey on your building or workplace, you will need to decide what type of survey you need.

Confirm the survey type with your asbestos contractor. There should be a clear statement and record of:

- the type of survey that will be carried out
- the reasons for selecting that type of survey, and
- the areas of the building or workplace that will be surveyed.

You can use the information in the asbestos survey report to record the location of any asbestos material in an asbestos register. This information will also be helpful when you prepare your asbestos management plan.

5.4 What is an asbestos register?

The aim of an inspection is to produce an asbestos register. The asbestos register is a document that lists all identified or assumed asbestos in a building or workplace.

An asbestos register should include:

- the date asbestos material was identified or assumed
- the location, type, and condition of the asbestos
- an estimate of the area or quantity of asbestos
- details of inaccessible areas
- any results from sample analysis
- details of any past asbestos removal work.

It can be useful to include photos or drawings in your asbestos register to show the location of any asbestos material.

You can find a template asbestos register in Appendix A of this guidance.

5.5 Existing asbestos registers

If you already have an asbestos register for your building or workplace, you should make sure you keep it up to date.

You should also make your asbestos registers available to other PCBUs that are affected by your work.

5.6 If there is no asbestos register

If your building or workplace does not have an asbestos register, but asbestos material is suspected:

- you should create an asbestos register, then
- you must identify the asbestos material.

5.7 Assuming asbestos material is present

Always assume asbestos is present in your building or workplace until you are certain it is not.

If material in your building or workplace could be asbestos but you cannot identify it, you must assume that it is asbestos.

If you have assumed there is asbestos material in your building or workplace, you must:

- follow the requirements for managing asbestos until it is removed, or until testing shows that the material does not contain asbestos, and
- record information about your assumption in your asbestos management plan. For more information about asbestos management plans, see Section 6.0: Develop an asbestos management plan.

5.8 Assuming asbestos material is not present

To assume asbestos material is not present in your building or workplace, you must have reasonable grounds to believe this is the case.

Examples of reasonable grounds to assume asbestos is not present might include:

- knowing that your building or workplace was built after 1 January 2000
- an asbestos management plan confirms all asbestos has been removed
- a previous asbestos survey confirms there is no asbestos
- a product being very unlikely to contain asbestos (for example, wood or stone)
- a product being very unlikely to have had asbestos added (for example, glass or metal).

Important

It is not always easy to assume that asbestos materials are not present.

Even if building specifications state that asbestos materials were not used, workers may have used them for convenience (for example, as filler or packing and support material).

5.9 Areas that cannot be accessed

If your building or workplace has areas that cannot be accessed for inspection, you must assume these areas contain asbestos.

Examples of areas that cannot be accessed that might contain asbestos material include:

- enclosed building cavities
- the inner lining of plant (for example, boiler pressure vessels)
- the underside of vinyl tiles
- enclosed riser shafts
- air conditioning ducts.

5.10 What to do if you find or suspect asbestos material

If you find asbestos material in your building or workplace, or suspect something might be asbestos, follow the steps in Figure 7.

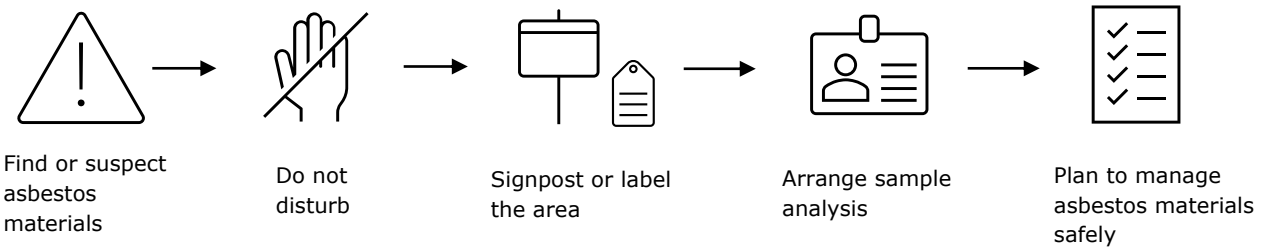

Figure 7: What to do if you find or suspect asbestos in your building

5.11 Showing where asbestos is in your building or workplace

If you find or assume there is asbestos material in your building or workplace, you must clearly indicate where it can be found. This is so anyone that needs to know about asbestos material to protect their health and safety is informed about it.

You could indicate the presence and location of asbestos material by using:

- Labels (Figure 8) attached directly on or next to identified asbestos if it is safe to do so.
- Written records, for example site plans or an asbestos register (Figure 9).
- Signs at the entrances of the building, workplace, or work area. Signs should be weatherproof and attached securely.

Figure 8: Asbestos label

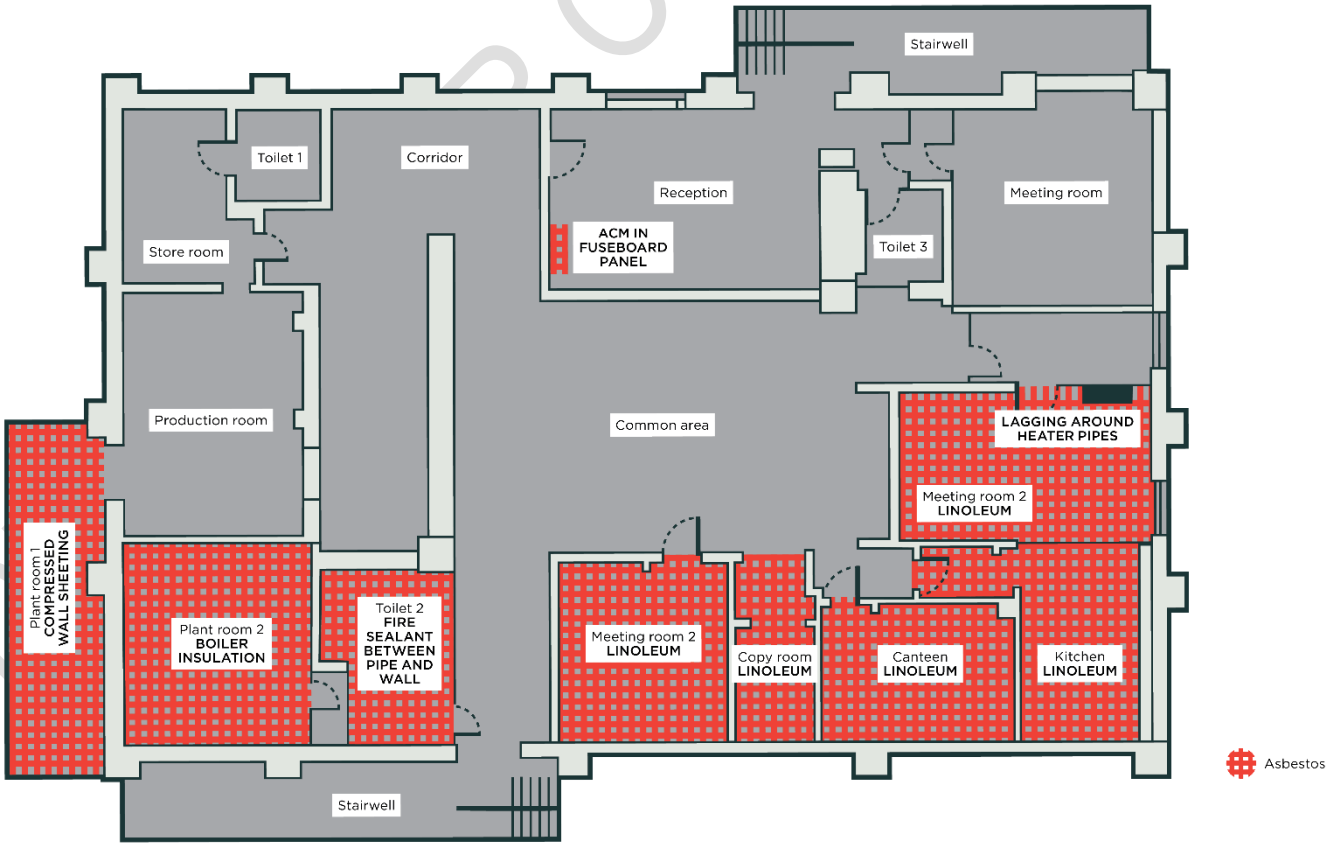

Figure 9: Example site plan showing areas where asbestos has been identified

Important

You must indicate the presence of asbestos material in a way that complies with any relevant safe work instruments in place.

A safe work instrument is a form of legislation that supports or complements regulations. You can find out more about safe work instruments on the WorkSafe website: About safe work instruments | WorkSafe

You can read more about indicating the presence and location of asbestos on the WorkSafe website: Policy clarification: Meeting the duty to indicate the presence and location of asbestos at work | WorkSafe

5.12 Sample analysis

It is very difficult to tell the difference between materials that contain asbestos and materials that do not. The only way to confirm that something is asbestos is to test a sample of it.

If the suspected asbestos material is stable, non-friable and will not be disturbed, it may be more practicable to assume it is asbestos, rather than test it.

Important

Asbestos sampling should only be done by a competent person.

Taking a sample of asbestos material for analysis can release asbestos fibres into the air, increasing the health risk. Sampling asbestos incorrectly could be more risky than leaving it alone.

If you arrange for a sample to be analysed, you must make sure that the analysis is done at an accredited laboratory.

You can find more information about accredited laboratories on the International Accreditation New Zealand (IANZ) website or the National Association of Testing Authorities (NATA) website:

Search accredited organisations | IANZ

Search accredited organisations | NATA

6.0 Develop an asbestos management plan

6.1 Introduction

When you have identified the presence, location, type, and condition of any asbestos material in your building or workplace, you can assess the risks it could cause.

Assessing the risks of exposure from asbestos material in your building or workplace will help you develop you plan to manage these risks.

Developing an asbestos management plan for your building or workplace is the third step in the asbestos management process (Figure 10).

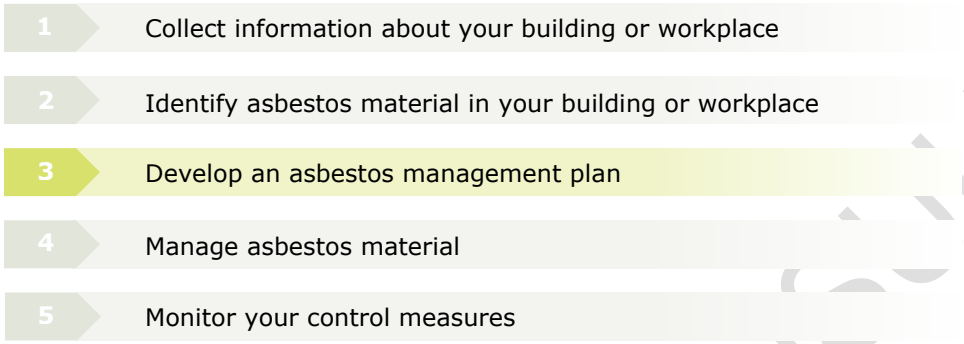

Figure 10: Asbestos management process – developing an asbestos management plan

6.2 Assess the risk of asbestos exposure

When you have identified the asbestos in your building or workplace, you will need to make a plan to assess the risks and manage them.

To assess the risk from asbestos material in your building or workplace, think about:

- who might be exposed to asbestos material
- how often asbestos material is likely to cause a risk (for example, whether the asbestos material is in an area that is used often or an area that is sealed off)
- what the possible consequences of asbestos exposure are
- how likely are the consequences of exposure to asbestos material.

Involve your workers and their representatives in the risk assessment process. They will have operational day-to-day knowledge that will help you make sure that risks are fully assessed.

Keep in mind that it can be easy to underestimate how likely a risk is, or how severe its consequences might be if it happens.

In your assessment, think about:

- the condition of the asbestos material
- whether the asbestos material is likely to be damaged or disturbed
- whether the asbestos material is likely to deteriorate
- the quantity of airborne asbestos fibres that could be released

- whether the asbestos material is in an area where workers or other people could be exposed to it
- potential routes for exposure (for example, through vents or ducts).

Remember

If asbestos material is in good condition and has not been disturbed, it may be unlikely to release fibres into the air. It may be safer to leave it alone and review its condition over time.

If asbestos material is in poor condition, has been disturbed, or if there is asbestos contaminated dust present, there is a higher risk that asbestos fibres could be released into the air.

6.3 What is an asbestos management plan?

An asbestos management plan is a document that sets out where any identified asbestos material is present and how it will be managed.

You must have an asbestos management plan in place for:

- any structure that has (or is likely to have) asbestos material
- any identified asbestos material in soil at your building or workplace
- any naturally occurring asbestos material at your building or workplace, and
- any asbestos material that is likely to be at your building or workplace from time to time.

Your asbestos management plan can help you to prioritise and manage asbestos risks if people at your building or workplace could be exposed to asbestos fibres.

6.4 What information is in an asbestos management plan?

Your asbestos management plan must be in writing, but it can be electronic or a paper hard copy. It must include information about:

- the identification and location of asbestos material (for example, where any signs and labels are located)
- decisions about how asbestos risks are managed and the reasons for these decisions (for example, safe work procedures and control measures)
- procedures for recording incidents or emergencies involving asbestos
- information about the workers who may carry out work on or near asbestos, including information about training, roles and responsibilities, and health monitoring.

You may also include any other information that describes how you plan to manage asbestos material in your building or workplace. This might include:

- information about the processes and procedures in place to manage asbestos risks (for example, air monitoring procedures)
- information about your asbestos documents (for example, where important documents are kept)
- key dates (for example, scheduled document reviews, audits, or inspections)
- contact details for people involved with managing asbestos in your building or workplace.

You can access a template asbestos management plan on the WorkSafe website: Asbestos management plans | WorkSafe

You can also find a template asbestos management plan in Appendix B of this guidance.

6.5 Who is responsible for preparing the asbestos management plan?

You are responsible for making sure an asbestos management plan is prepared for your workplace.

Sometimes, duties will be shared between multiple PCBUs (for example, when several businesses operate in the same building, or when property ownership is shared).

The extent of the duty to manage asbestos risks depends on the influence and control of each PCBU. The more influence and control a PCBU has over a building, workplace, work activities, or workers, the more responsibility it is likely to have.

Each PCBU must, so far as reasonably practicable, consult, cooperate, and coordinate with other PBCUs to determine what each is responsible for. This includes who will be responsible for preparing the asbestos management plan.

You cannot contract out of your duty to prepare an asbestos management plan.

EXAMPLE SCENARIO: PCBUS WORKING TOGETHER TO CREATE AN ASBESTOS MANAGEMENT PLAN

Nina is the new owner of a 1970s commercial building in the town centre. She has hired Oscar, an experienced property manager, to help manage the building. The property has a tenant, Wendy, who runs a busy hair salon from the building.

Oscar asks Nina for all the paperwork that was handed over with the building. He notices that the documentation does not include an asbestos management plan. Nina and Oscar ask Wendy if she has a copy of the asbestos management plan, but she has never heard of one before.

Nina and Oscar recognise the need for an asbestos management plan given the age of the building and the likelihood of asbestos being present. Nina asks Oscar to hire an asbestos surveyor to inspect the building.

In the meantime, Wendy, is busy running her salon and managing her employees. She is initially hesitant about the asbestos survey and the potential disruption it could cause for her business. However, she stays in touch with Nina and Oscar, and they work together to fit in the asbestos survey around her schedule, outside normal working hours, so there is minimal disruption to the salon's operations. Nina and Oscar agree to be at the building on the day of the asbestos survey to provide the asbestos surveyor with access to all areas of the salon.

The asbestos surveyor finds several areas where asbestos is present. Once the asbestos surveyor's report is complete, Nina asks Oscar to take the lead and work with the asbestos surveyor to create a comprehensive asbestos management plan. Oscar and the asbestos surveyor use the detailed survey report to create the asbestos management plan, noting down the locations and conditions of the asbestos material, along with a plan to manage the asbestos material.

Nina reviews the asbestos management plan, making sure that Oscar has included all the relevant information from the survey report and the procedures to manage the asbestos materials on site safely.

Once the asbestos management plan is finalised, Nina, Oscar, and Wendy meet with the asbestos surveyor to discuss the findings. They make sure to include Wendy's contact information in the asbestos management plan and give her access to an electronic copy. Then they all review the asbestos management plan and discuss the steps they will take to manage the identified asbestos.

6.6 Who can help you develop your asbestos management plan?

You may choose to hire a competent person to help you prepare your asbestos management plan. This could include:

- a workplace health and safety professional
- a qualified occupational hygienist
- an asbestos contractor (for example, an asbestos surveyor).

Even if you choose to hire someone to help you, you are still responsible for preparing your asbestos management plan.

6.7 Who needs access to your asbestos management plan?

You must make sure an up-to-date copy of your asbestos management plan is readily accessible to:

- workers and their representatives (such as health and safety representatives)
- PCBUs working, or requiring work to be carried out, at the building workplace
- any health and safety inspector that asks to see it.

You should also keep a copy of your asbestos management plan at the workplace.

6.8 Recording asbestos material that is in your building or workplace for a short time

You do not need to include asbestos material that is only in your workplace for a short time in your asbestos management plan.

For example, if plant that contains asbestos is in your workplace briefly while it is being repaired, this would not need to be recorded in your asbestos management plan. But if you often repair plant that contains asbestos, this should be recorded in your asbestos management plan.

6.9 Reviewing your asbestos management plan

You must review your asbestos management plan every five years, or when:

- asbestos control measures are reviewed
- asbestos is removed, disturbed, sealed, or enclosed
- the asbestos management plan is no longer suitable to manage the risks (for example, if new asbestos is identified, or if there is a change to the layout of the building or workplace).

EXAMPLE SCENARIO: MAKING SURE THE ASBESTOS MANAGEMENT PLAN IS UP TO DATE

MaxiCo is a business that owns and manages a portfolio of properties spread out across the country. The portfolio includes several cinemas of different ages and sizes, from small single-screen cinemas to modern multi-screen complexes.

Quinn is the Asbestos Consultant for MaxiCo and is responsible for managing the asbestos management plans for each property in the portfolio.

Quinn uses a portfolio management system to help them manage the portfolio. The system holds important details about each of the properties, including details about its construction, building materials, renovations, and previous asbestos surveys and management. The system is also set up to send reminders when the asbestos management plan for a property is due to be reviewed.

Quinn receives a reminder that the asbestos management plan for The Silver Circle is due for review. The Silver Circle is a beautiful Art Deco building built in 1936, and like many buildings of its age, it has some areas that contain asbestos material. The Silver Circle is one of three cinemas owned by Final Cut Cinemas.

Quinn sets up a meeting with Peter, the property manager for Final Cut, to talk about the asbestos management plan for the property and to plan for an asbestos survey. They agree that the asbestos survey should be carried out when the cinema is closed, and that Peter will be on site to give the surveyor access to the building.

Quinn contacts an asbestos surveyor who has done asbestos survey work for MaxiCo in the past. Once the survey is completed, the asbestos surveyor sends their asbestos survey report to Peter and Quinn.

While reviewing the current survey findings for The Silver Circle, Quinn spots a note that says asbestos material was discovered in an overhead area near the projector room. They compare the recent survey with previous survey findings. Previous surveys state that there was a hatch in the ceiling, but it had been marked as 'inaccessible'.

Quinn contacts Peter and discovers that the hatch was blocked by the old lamp projector setup. However, with the old projector had been upgraded to a much smaller laser projector, and the hatch had become accessible.

Quinn and Peter work together to the update the asbestos register and asbestos management plan for The Silver Circle. Together, they review the information in the survey report, discuss the risks, and decide that they will need to hire an asbestos professional for advice on how the risk should be managed. They both agree to seal off the hatch in the meantime, and make sure the hatch is labelled to show that there is a risk of asbestos exposure.

If you need to make changes to your control measures to manage risks, you must update your asbestos management plan.

6.10 Who can request a review of your asbestos management plan?

A representative for workers at a workplace can request a review of your asbestos management plan if they reasonably believe that:

- the health or safety of the work group they represent is at risk, and
- the asbestos management plan has not been reviewed to address the health or safety risk.

You must review the management plan if a representative requests that you do so.

7.0 Manage asbestos material

7.1 Introduction

When you have assessed the risks from the asbestos material you have identified or assumed, you will need to manage them.

Managing the asbestos material in your building or workplace is the fourth step of the asbestos management process (Figure 11).

1. Collect information about your building or workplace
2. Identify asbestos material in your building or workplace
3. Develop an asbestos management plan
4. Manage asbestos material
5. Monitor your control measures

Figure 11: Asbestos management process – managing asbestos material

7.2 Hierarchy of control measures

The ways of managing risks are ranked from the highest level of protection and reliability to the lowest. This ranking is known as the hierarchy of control measures (Figure 12).

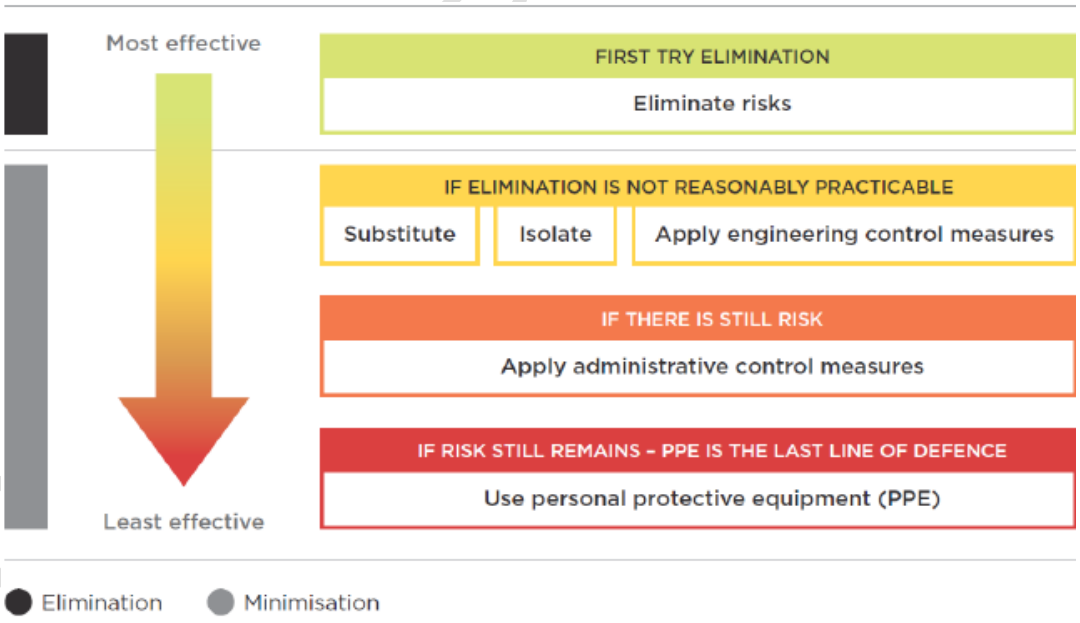

Figure 12: Hierarchy of control measures

Using the hierarchy of control measures to manage risks will help you make sure you are using the most effective control measures first. Table 6 below provides examples of control measures that might be used to manage risks at events.

Action		What is this?
Elimination		Removing the source of harm, for example arranging for asbestos to be removed from the building or workplace.
Minimisation	Substituting (wholly or partly)	Swapping the hazard with something that has a lower risk.
	Isolating or preventing contact	Separating people from the source of harm, for example enclosing asbestos material to minimise the risk of exposure.
	Using engineering control measures	Using physical control measures to reduce exposure to a hazard, for example using equipment to minimise the of release of asbestos fibres.
	Using administrative control measures	Using safe methods of work, procedures, or processes, for example using signs and labels to identify areas where there is asbestos.
	Using personal protective equipment (PPE)	Using or wearing items to minimise risks to personal health and safety, for example providing your workers with respiratory protective equipment.

Table 6: Example control measures for the management of asbestos material

7.3 Managing the risk of asbestos exposure

You must take reasonably practicable steps to eliminate the risk of asbestos exposure.

If it is not reasonably practicable to eliminate the risk, you must minimise the risk so far as is reasonably practicable. This means using control measures to:

- reduce the chance of people being exposed to asbestos
- reduce how severe the harm is if people are exposed to asbestos.

Control measures to minimise risk should be used in combination to reduce the risk of asbestos exposure.

Ideally, the control measures you use should reduce the severity of exposure **and** the chance of it happening.

7.4 Prioritising risks

You will need to decide which asbestos risks to deal with first.

Your asbestos management plan can help you determine which risks could be most likely to result in exposure to asbestos.

Prioritise managing these risks first, then move on to managing risks that are less likely to result in exposure to asbestos.

7.5 Control measures for managing asbestos risks

The type of control measure you use to manage asbestos exposure should provide the least total risk.

You will need to weigh up the benefits of using a control measure against any risks that it could create. This is likely to include thinking about:

- whether the asbestos material is friable or non-friable
- the condition of the asbestos material
- the location and accessibility of the asbestos material
- what affect a control measure might have on the occupants of your building or workplace.

Examples of control measures that can be used to manage the risk of asbestos exposure are shown in Table 7.

Type of control measure	Things to consider
Removing Complete removal of asbestos material from the building	Removing asbestos material eliminates the hazard, so that: - the asbestos material no longer presents a risk to workers and other people in your building or workplace - the asbestos material does not complicate recovery efforts in an emergency (for example, a fire, flood, or earthquake) - no ongoing management is required. Removing asbestos material can: - increase the immediate risk of asbestos exposure (especially to asbestos removal workers) - disrupt building or workplace use - be costly and time-consuming.
Enclosing Placing a physical barrier between the asbestos material and the surrounding area	Enclosing asbestos material can minimise the risk without as much disruption to the building or workplace. Enclosing asbestos material: - does not eliminate the hazard - requires ongoing maintenance - means there is an ongoing risk of entry into the enclosure - can complicate rescue and recovery efforts in an emergency.
Encapsulating Coating the asbestos material with a product that penetrates into the material and hardens	Encapsulating asbestos material can be relatively quick and cost effective (depending on the size of the area). Encapsulating asbestos material: - does not eliminate the hazard - may make future removal more difficult and costly - may disrupt building or workplace use

	- can complicate rescue and recovery efforts in an emergency.
Sealing Applying a protective coating that creates a seal	Sealing asbestos material can be relatively quick and cost effective (depending on the size of the area). Sealing asbestos material: - does not eliminate the hazard - should only be used as an interim control measure - requires ongoing maintenance - may make future removal more difficult and costly - may disrupt building or workplace use - can complicate rescue and recovery efforts in an emergency.

Table 7: Control measures to manage asbestos material

7.6 Removing asbestos material

Removing asbestos is an example of a control measure that can eliminate the risk of asbestos exposure. Always consider removing asbestos, where it is reasonably practicable.

If you have identified asbestos in your building or workplace and it needs to be removed, you will likely need to hire an asbestos removal contractor.

Depending on the type of asbestos removal that you need, your contractor may need to be licensed (Figure 13).

Licensed asbestos removal work is divided into Class A and Class B work. Licensed asbestos removalists must have an appropriate training certificate for the type of asbestos removal they carry out.

- A Class A licensed removalist can remove any amount of friable and non-friable asbestos
- A Class B licensed removalist can only remove non-friable asbestos.

You must make sure that the asbestos contractor you hire is qualified to carry out the asbestos removal work.

A register of licensed asbestos removalists is available on the WorkSafe website: Licence holder register | WorkSafe

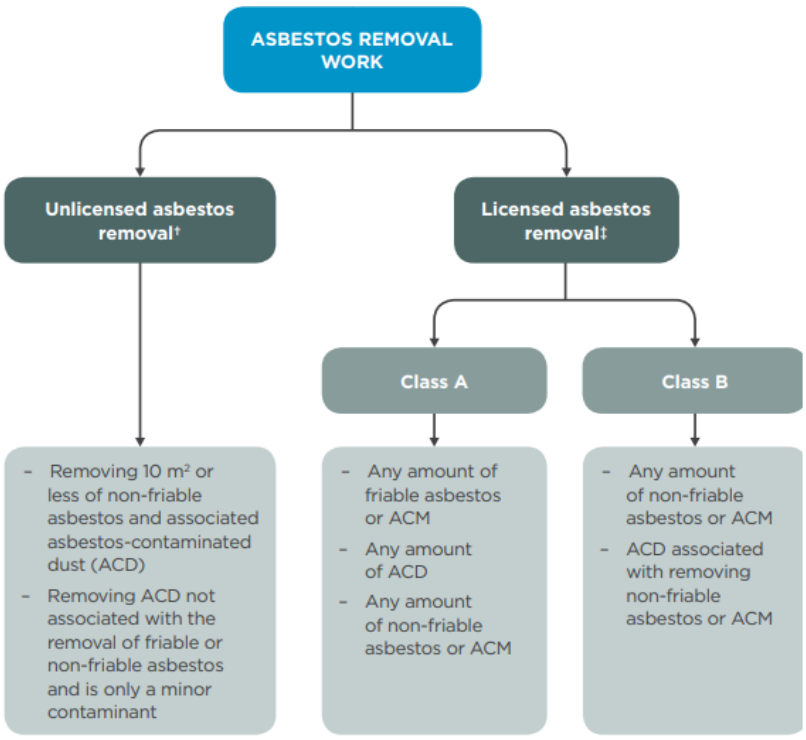

Figure 13: Types of asbestos removal work

7.7 When is asbestos removal appropriate?

Asbestos removal may be appropriate when:

- the surface of the asbestos material is friable
- the asbestos material is badly damaged (for example, water damage or lichen growth)
- the asbestos material is in air conditioning ducts
- airborne asbestos levels are above the legal limit
- other control measures are not appropriate.

Asbestos removal may not be appropriate when:

- the asbestos material is located in a complex or dangerous area of the building or workplace
- the asbestos material is in an area that cannot be accessed
- removal would be extremely difficult and another control measure would manage the risk.

7.8 What to do when asbestos removal work is being carried out

If the asbestos removal work is licensed, your licensed asbestos removalist will prepare an asbestos removal control plan (ARCP) for you. You should share this plan with anyone that might be affected by the asbestos removal work.

If the asbestos removal work is Class A, you must make sure that air monitoring is carried out by an independent licensed asbestos assessor.

You should follow the directions of your asbestos removal contractor when asbestos removal work is being carried out. You must also make sure no one has access to the removal area (other than people directly involved in the removal work), so far as is reasonably practicable.

7.9 Telling other people about asbestos removal work

Before asbestos removal work, you must make sure that the following people are told about the intended removal work and when it will start:

- Your workers.
- Any other persons at your building or workplace.

You must also take all reasonable steps to make sure that you tell the following people about the intended removal work and when it will start:

- Any PCBU at, or in the immediate vicinity of your building or workplace.
- Anyone that occupies premises in the immediate vicinity of your building or workplace.

If air monitoring has been done as part of the asbestos removal work, you must share the results with:

- your workers and their representatives
- any other PCBUs involved with your building or workplace
- so far as is reasonably practicable, other people living or working in the area who could be affected by asbestos contamination.

EXAMPLE SCENARIO: COMMUNICATING WITH OTHERS AFFECTED BY ASBESTOS REMOVAL WORK

The Harrison Building is a landmark in on the edge of town, at the end of Pātaka Avenue. It was built in the late 1970s and is home to four commercial businesses on the ground floor and six residences on the first floor. It is a popular tourist attraction because of its clocktower and its unusual architecture.

The facilities manager for the Harrison Building, Jonathan, is managing a refurbishment project to modernise an area at the back of the building. An asbestos refurbishment survey found friable asbestos materials in ceiling spaces that could be disturbed by refurbishment work. To minimise the risk of occupants of the Harrison Building and others nearby being exposed to asbestos, Jonathan arranges to have the asbestos material removed.

After talking about the asbestos removal project with a licensed asbestos removalist, Jonathan starts to let the occupants of the Harrison Building know about the planned work. He sends out a detailed email to all the businesses on the ground floor and all the residents of the first floor. His email explains:

- the reason for the upcoming asbestos removal work
- the potential risks of the work
- the expected timeline for the work
- the safety measures that will be put in place, and
- details for an evening meeting to give the businesses and their employees to ask questions and raise any concerns.

Jonathan then considers the area around the building that could be affected by the asbestos removal work. Next door to the Harrison Building is a busy café, with the rest of Pātaka Avenue made up of a row of four large residential houses. He drops off printed information into letterboxes of the business and houses on Pātaka Avenue.

Jonathan also keeps the local community informed about asbestos removal work by using the Harrison Building's website and social media accounts.

7.10 Enclosing asbestos material

Enclosing involves placing a physical barrier between the asbestos material and the surrounding area to:

- minimise the risk of exposure to asbestos fibres, and
- minimise the risk of the asbestos material being damaged or disturbed.

Enclosing asbestos material should be considered if removal is not reasonably practicable or cannot be done immediately.

The enclosure needs to be inspected and maintained regularly to make sure it is still providing an effective barrier. If there is any sign of damage or disturbance to the enclosure or to the asbestos material inside, you should arrange for:

- urgent repair
- further enclosure, or
- asbestos removal.

7.11 When is enclosing asbestos material appropriate?

Enclosing asbestos material may be appropriate when:

- removing the asbestos material would be extremely difficult or dangerous
- asbestos fibres can be fully contained within the enclosure
- most of the surface of the asbestos material cannot be accessed
- it is unlikely that the enclosure will be disturbed.

Enclosing asbestos material may not be appropriate if:

- there is a possibility that the enclosure could be damaged (for example, water damage)
- the asbestos material cannot be fully enclosed.

7.12 Encapsulating asbestos material

Encapsulating asbestos material involves using a liquid product (an encapsulant) that penetrates the surface of the asbestos material. When the liquid dries, it binds the asbestos fibres together, minimising the risk of fibres being released into the air.

Encapsulating asbestos material should be considered if removal is not reasonably practicable or cannot be done immediately.

Asbestos material that has been encapsulated needs to be checked regularly for signs of deterioration or damage. If there is any sign of damage or disturbance to the asbestos material, you should arrange for:

- urgent repair (for example, reapplication of the encapsulant), or
- another control measure to be used (for example, asbestos removal).

7.13 When is encapsulating asbestos material appropriate?

Encapsulating asbestos material may be appropriate when:

- removing the asbestos material would be extremely difficult or dangerous
- the asbestos material is unlikely to be damaged

- the asbestos material can be easily inspected.

Encapsulating asbestos material may not be appropriate if:

- the asbestos material is deteriorating
- the asbestos material is water-damaged
- the area of damaged asbestos material is large.

7.14 Sealing asbestos material

Sealing asbestos material involves a sealant to the surface of the asbestos material. When the sealant dries, it creates a protective layer that physically traps asbestos fibres. This reduces the risk that the fibres will be released into the air.

Sealing asbestos material should be considered if removal is not reasonably practicable or cannot be done immediately.

Asbestos material that has been sealed needs to be checked regularly for signs of deterioration or damage. If there is any sign of damage or disturbance to the enclosure or to the asbestos material inside, you should arrange for:

- urgent repair (for example, reapplication of the sealant), or
- another control measure to be used (for example, asbestos removal).

7.15 When is sealing asbestos material appropriate?

Sealing asbestos material may be appropriate when:

- removing the asbestos material would be extremely difficult or dangerous
- the asbestos material is unlikely to be damaged
- the asbestos material can be easily inspected.

Sealing asbestos material may not be appropriate if:

- the asbestos material is deteriorating
- the asbestos material is water damaged
- the area of damaged asbestos material is large.

7.16 When is it appropriate to leave asbestos material alone?

In some cases, leaving asbestos material alone may be the safest reasonably practicable action to take.

It may be appropriate to leave asbestos material alone if:

- the risk of exposure is very low, and
- the asbestos material is in good condition, unlikely to be damaged, and is fully contained or cannot be accessed.

7.17 Demolition and refurbishment

If your building or workplace contains or might contain asbestos material and you are planning demolition or refurbishment work, before work starts, you must engage a competent person to:

- inspect the areas of your building or workplace (including inaccessible areas such as wall cavities), and

- identify any asbestos material likely to be disturbed by the planned work.

If it is not reasonably practicable to determine if there is asbestos or asbestos material installed in the building, structure, or plant, then you must assume that asbestos is present.

Before any demolition or refurbishment work starts, you must make sure that any asbestos material is removed so far as is reasonably practicable (unless the asbestos material can only be accessed by demolition). Minor or routine maintenance work does not trigger this requirement.

Demolition, refurbishment, or maintenance?

Demolition means work to demolish or dismantle a structure, or part of a structure that is loadbearing or otherwise related to the physical integrity of the structure.

Refurbishment means carrying out work in a building or structure with an emphasis on changing or upgrading it.

Maintenance means care or upkeep that is planned, routine, or urgent work that keeps the building or structure in a proper condition or working order. Maintenance is incidental work that can be done quickly and safely with minimal control measures needed to ensure safety.

When you are thinking about whether a job is maintenance or refurbishment, ask yourself what the primary purpose of the work is. Refurbishment is about making a change or an upgrade, whereas maintenance is about maintaining what you already have.

For example, minor work on a kitchen such as fixing a plumbing fixture would be maintenance. Removing cabinetry or flooring for replacement would be refurbishment.

You can read more about the demolition, refurbishment, and maintenance on the WorkSafe website: Demolition and refurbishment | WorkSafe

EXAMPLE SCENARIO: ROUTINE MAINTENANCE WORK CHANGES TO REFURBISHMENT WORK

Auron Developments has been contracted to carry out a routine flooring maintenance job in Goldside Community Hall. The hall was built in the late 1950s and was well used by the local community. It was renovated in the 1990s thanks to a dedicated committee of local residents.

Over the years, the hall has served many purposes: it has been a place where town meetings were held and where generations of children have taken part in community plays, recitals, and educational programs. The manager of Goldside Community Hall has arranged for several maintenance tasks to be completed while the hall is closed over the winter.

Alex, a project manager for Auron Developments, is responsible for overseeing the maintenance project. Following company procedure, an asbestos management survey has been specifically completed as part of the planning for maintenance work on the floor of the main hall.

As the maintenance team get started with the work, they find significant water damage underneath the flooring. What was supposed to be a minor repair now needs much more attention. The flooring will need to be completely replaced.

Alex checks the asbestos management survey report for more information about the state of the flooring. He realises that the asbestos management survey was comprehensive, but it did not explore the deeper layers underneath the vinyl flooring. He is not certain, but he thinks that replacing the flooring will also mean that the scope of the work will need to change from maintenance to refurbishment.

Alex stops his workers from working on the flooring until an asbestos refurbishment/demolition survey is completed. He reaches out to Dr Felicia Moore, an asbestos consultant, to investigate further. After explaining the situation, Dr Moore advises Alex that he will need to commission an asbestos refurbishment/demolition survey. She explains that a refurbishment survey will be much more intrusive than the previous asbestos management survey and will probably involve lifting parts of the flooring to inspect the deeper layers. It will help to make sure that all potential asbestos hazards are identified and managed appropriately.

Alex hires an asbestos surveyor experienced with refurbishments in older buildings. After a thorough and intrusive inspection, the asbestos surveyor confirms that there is asbestos material under the layer of vinyl flooring. Pulling up the vinyl flooring without suitable control measures could have put the health and safety of workers at risk, as well as the health and safety of people that use the hall.

Alex schedules a meeting with the senior management team at Auron Developments and the manager of Goldside Community Hall. He presents the findings of the asbestos refurbishment/demolition survey and explains the problem of the newly discovered asbestos material.

After discussing the plan for the project, they agree on a new timeline and budget for the project, ensuring that the hall would be safe for the community to use. Alex hires a licensed asbestos removalist to remove the old flooring with appropriate control measures in place.

7.18 Emergency demolition

You must make sure, so far as is reasonably practicable, that you have a procedure to reduce the risk of asbestos exposure in an emergency (for example, after a fire or earthquake). This procedure must be recorded in your asbestos management plan.

If there is an emergency at your building or workplace and a structure or plant that contains asbestos material needs to be demolished, you must notify WorkSafe before the demolition starts.

You can read more about notifying WorkSafe on the WorkSafe website: Notify WorkSafe | WorkSafe

8.0 Monitor your control measures

8.1 Introduction

Monitoring your asbestos control measures helps to make sure you can respond to changes in asbestos risks. Your control measures should be reviewed on an ongoing basis to check that they are still managing your asbestos risks and to identify any new asbestos risks that need to be managed.

Monitoring your control measures is the last step of the asbestos management process (Figure 14).

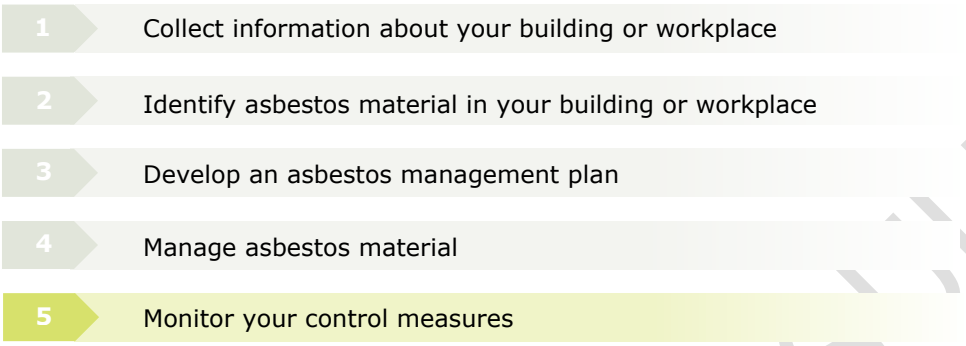

Figure 14: Asbestos management process – monitor your control measures

8.2 Maintain effective control measures

If you put a control measure in place to manage the risk of asbestos exposure, you must make sure it is effective and maintained so that it stays effective.

This means that control measures must be regularly monitored and checked to ensure that they are still managing the risk effectively. This should occur on an ongoing basis – not just when the control measure is first put in place.

You should regularly inspect areas of your building or workplace that contain or are assumed to contain asbestos material. Inspections should assess:

- the condition of asbestos material
- any signs of deterioration of asbestos material, and
- the effectiveness of encapsulation, sealing, or enclosure.

If you discover that a control measure is no longer effective or needs to be changed, you must update your asbestos management plan.

8.3 Review your control measures

Monitoring how well your asbestos control measures are performing can help to show you if your control measures are still effective.

You must review and, when needed, revise your control measures to maintain a work environment that is without risks to health and safety, so far as is reasonably practicable.

Control measures must be reviewed and revised as needed to make sure they remain effective. Some examples of situations where you must review your control measure are shown in Table 8.

Review must occur	Details
If the control measure does not control the risk it was put in place to control, so far as is reasonably practicable.	If an incident occurs or if monitoring shows the control measure is not managing the risk, you must review your asbestos control measures. For example, if: - routine air monitoring shows an increased level of asbestos fibres - asbestos material that was encapsulated gets damaged - a structure enclosing asbestos material has deteriorated.
Before a change at the workplace that is likely to cause a new or different risk to health and safety that the measure may not effectively control.	A change at the workplace could include a change to: - the workplace or building itself (for example, a refurbishment) - any aspect of the work environment (for example, bringing in a permanent item of plant that contains asbestos), or - a system of work, a process, or a procedure (for example, changing the route for goods at a warehouse to account for areas where there is asbestos cement).
If a new relevant hazard or risk is identified.	Changes in your building or workplace can cause asbestos material that was previously safe to be hazardous again. New asbestos risks can be introduced in many ways, including: - changes in building use - new construction or renovation work - accidental, criminal, or environmental damage - second-hand plant - aging of the building or workplace.
If the engagement with your workers indicates that a review is necessary.	You must have practices in place that give your workers reasonable opportunities to participate effectively in improving health and safety in the business or undertaking on an ongoing basis (these are known as worker participation practices). This includes processes for workers to report health and safety issues (for example, concerns that asbestos risks are not being adequately managed). You can read more about worker engagement and participation on the WorkSafe website: Worker engagement and participation | WorkSafe

If a health and safety representative (HSR) requests a review.	A HSR can request a review of a control measure if they reasonably believe that: - the health and safety of a member of the work group represented by the HSR may be at risk, and - you have not adequately reviewed the control measure in response to the circumstance.

Table 8: Examples of situations that require a review of your control measures

8.4 Health monitoring

Health monitoring means monitoring a person to identify any changes in their health status because of exposure to certain health hazards arising from the conduct of the business or undertaking.

Health monitoring is a way to check if the health of workers is being harmed from exposure to hazards while carrying out work. It aims to detect early signs of ill-health or disease.

If you have work that involves asbestos taking place at your building or workplace, you are responsible for making sure that health monitoring is provided for the workers involved.

The duty to provide health monitoring is shared between relevant PCBUs. This means that you may not be providing health monitoring to workers, but you must check that health monitoring is being provided to workers by another PCBU.

EXAMPLE SCENARIO: CHECKING THAT HEALTH MONITORING IS IN PLACE

Commerce Towers is a landmark office complex built in the 1980s, recently purchased by Anderson Properties. The buildings in the complex have not been renovated since they were built and are known to contain asbestos materials. Before Anderson Properties can proceed with their plan to modernise the complex, the asbestos needs to be removed.

The company has received a bid for the work from Bassett Asbestos Removal, a licensed asbestos removal contractor known for its professionalism and safety standards. Bassett Asbestos Removal have estimated that the asbestos removal work will take three months and will need a team of at least ten workers.

James, the Chief Health & Safety Officer for Anderson Properties, is responsible for making sure that all contractors follow health and safety regulations in all their projects. As Bassett Asbestos Removal's bid was being considered, James requested detailed information about their health monitoring plans.

Sumira, Bassett Asbestos Removal's Operations Manager, provided James with information about their health monitoring procedures. Sumira explained that Bassett Asbestos Removal keeps records of each worker's health monitoring, which is done every two years. The health monitoring includes a physical examination, focused on the respiratory system and lung function. She also clarified that the examination takes into account the worker's demographics, medical history, and records of any exposure to asbestos from past projects.

Sumira also showed James the procedures in place to encourage workers to talk about any concerns they might have about their health.

Feeling confident that suitable health monitoring procedures were in place for Bassett Asbestos Removal's workers, James was comfortable to proceed with their bid for the asbestos removal work at Commerce Towers.

You can find more information about health monitoring on the WorkSafe website: Exposure monitoring and health monitoring – guidance for businesses | WorkSafe

8.5 Review your asbestos management process

Reviewing your asbestos management process helps you to find out whether the procedures in place are working as they should. Acting on the lessons learned from your review can help you make sure your process stays fit for purpose.

Reviewing your asbestos management process can help you to:

- spot potential issues early, and
- act before a problem becomes worse.

Your review should consider:

- the individual stages of asbestos management (for example, collecting information, identifying asbestos material, assessing risks, and managing asbestos material)
- how these stages work together as a cohesive process, and
- what lessons were learned at each stage of the process.

For example, your review of your asbestos management process might reveal that:

- information about your building or workplace is kept in too many different places and is difficult to find
- contact information for people included in your asbestos management plan is out of date
- equipment needed to reach certain areas of the building has been moved to another site.

If you make a change to your asbestos management process as a result of your review, you must update your asbestos management plan.

8.6 Involve your workers

You should have a suitable process in place to allow workers to report incidents, near misses, or health and safety concerns.

Involve your workers or their representatives whenever you review or update your asbestos control measures or review your asbestos management process. You should also consult with other PCBUs that are involved with managing asbestos in your building or workplace.

For more information on worker engagement, participation and representation see the WorkSafe website: Good practice for worker engagement, participation and representation | WorkSafe

Appendix A: Glossary

TERM	DEFINITION
Accredited laboratory	A laboratory that is accredited by International Accreditation New Zealand (IANZ) or National Association of Testing Authorities (NATA). A laboratory may also be approved by WorkSafe to analyse samples for the presence of asbestos or asbestos-containing material (ACM) for up to 12 months while undergoing accreditation.
Air monitoring	Measuring airborne asbestos fibres by sampling and analysing them.
Airborne contamination standard for asbestos	The average concentration of 0.1 respirable asbestos fibres per millilitre of air over any eight-hour period.
Asbestos	A naturally occurring fibrous silicate mineral (rock-forming mineral). There are two groups of asbestos, and six common types: - actinolite - grunerite (or amosite) (brown) - anthophyllite asbestos - chrysotile asbestos (white) - crocidolite asbestos (blue) - tremolite asbestos.
Asbestos management plan	A document that sets out where any identified asbestos material is present and how it will be managed.
Asbestos management process	A framework that can be followed which sets out how to manage asbestos material in a building or workplace. Its steps include information about how to: - identify asbestos material in your building or workplace - prioritise and manage the risks of asbestos - keep up-to-date records of your asbestos management approach.
Asbestos management survey	An assessment of a building or workplace undertaken by an asbestos surveyor to: - identify and record the location, amount, and type of asbestos material present - inspect and record information about the condition of asbestos material present

	- confirm whether material suspected to be asbestos material is asbestos material.
Asbestos refurbishment or demolition survey	An assessment of a building undertaken by an asbestos surveyor when a building or workplace (or part of it) is going to be refurbished or demolished. The purpose of a refurbishment or demolition survey is to locate all the asbestos material in a building or workplace before refurbishment or demolition work starts.
Asbestos register	A document that lists all identified or assumed asbestos in a building or workplace.
Asbestos Regulations	The Health and Safety at Work (Asbestos) Regulations 2016.
Asbestos removal control plan (ARCP)	A document prepared by a licensed asbestos removalist that includes information about: - how the asbestos removal will be carried out (including the method, tools, equipment, and PPE that will be used) - the asbestos material that will be removed (including its location, type, and condition) - the asbestos removal area for the work and any air monitoring points - how asbestos waste will be transported and disposed of.
Asbestos removal licence	A Class A or Class B asbestos removal licence.
Asbestos removal work	Work involving the removal of asbestos, asbestos-contaminated soil, or asbestos-containing material.
Asbestos removalist	A PCBU that carries out asbestos removal work.
Asbestos surveyor	A PCBU that carries out asbestos survey work.
Asbestos waste	Asbestos material, asbestos-contaminated soil, or asbestos-containing material that has been removed. Asbestos waste also includes items used during work with or on asbestos material (for example, plastic sheeting and disposable PPE) that needs to be disposed of.
Asbestos-containing material (ACM)	Any material or thing that, by its design, contains asbestos.
Asbestos-contaminated dust (ACD)	Dust or debris that has settled within a workplace and is (or is assumed to be) contaminated with asbestos.
Asbestos-contaminated soil	Soil that is contaminated with asbestos material.
Asbestos-related work	Work involving asbestos other than asbestos removal work.

Business or undertaking	The usual meanings are: - business: an activity usually carried out with the intention of making a profit or gain - undertaking: an activity that is non-commercial in nature (for example, certain activities of a local authority or a not-for-profit group).
Certified (training)	A certificate obtained from a training provider for undergoing training for either Class A or Class B licensed asbestos removal work.
Class A asbestos removal licence	A licence that authorises the holder to carry out Class A asbestos removal work.
Class A asbestos removal work	Asbestos removal work for which a Class A asbestos removal licence is required.
Class B asbestos removal licence	A licence that authorises the holder to carry out Class B asbestos removal work.
Class B asbestos removal work	Asbestos removal work for which a Class B asbestos removal licence is required.
Clearance inspection	An inspection of an asbestos removal area after asbestos removal work has been completed to verify that the area is safe for normal use.
Competent person	A competent person is someone who has the appropriate skills, training, knowledge, and experience to perform the task or role.
Control measure	A way of eliminating or minimising risks to health and safety.
Demolition	Demolishing or dismantling a structure, or part of a structure that is loadbearing or otherwise related to the physical integrity of the structure.
Duty	A legal obligation to act responsibly according to the law.
Duty holder	A person who has a duty under HSWA. There are four types of duty holders – PCBUs, officers, workers and other persons at workplaces.
Eliminate	To remove the sources of harm (for example, equipment, substances, or work processes).
Emergency	An uncontrolled event that has caused, or could cause: - loss of life - injury - serious property damage.

	It can include declarations of civil defence emergencies, fires, or other significant incidents. It does not include delays unless these are the result of one of the above situations.
Friable	Flaky or powdery asbestos that can be crumbled or reduced to a powder without much pressure. Friable asbestos can easily release fibres into the air if it is disturbed.
Good Practice Guidelines (GPG)	Describes current 'good practice' to help duty holders understand and apply their duties under HSWA.
GRWM	Health and Safety at Work (General Risk and Workplace Management) Regulations 2016.
Hazard	A potential source of harm. It could include an object, situation, or behaviour.
Health monitoring	Monitoring a person to identify any changes in their health status because of exposure to certain health hazards arising from the conduct of the business or undertaking. Health monitoring is a way to check if the health of workers is being harmed from exposure to hazards while carrying out work. It aims to detect early signs of ill-health or disease.
HSWA	Health and Safety at Work Act 2015. The key work health and safety legislation in New Zealand. HSWA applies to all work and workplaces unless specifically excluded. You can find the full text of the Act on the New Zealand Legislation website.
IANZ	International Accreditation New Zealand.
Licensed asbestos assessor	A competent person licensed by WorkSafe to carry out clearance inspections for Class A asbestos removal work.
Licensed asbestos removal work	Removal work for which a Class A or Class B asbestos removal licence is required.
Licensed asbestos removalist	A PCBU that holds a Class A or Class B asbestos removal licence.
Minimise	To take steps that protect the health and safety of people by reducing the likelihood of an event occurring, reducing the level of harm to people if it does occur, or both.
NATA	National Association of Testing Authorities.

Non-friable asbestos	Non-friable asbestos usually has asbestos fibres bonded into another material such as cement or vinyl. Non-friable asbestos is less likely to release asbestos fibres into the air unless it is disturbed or has started to deteriorate.
Other persons at the workplace	Includes workplace visitors and casual volunteers (who are not volunteer workers). These people have their own health and safety duties to take reasonable care to keep themselves safe and to not harm others at a workplace.
Overlapping duties	When a PCBU shares duties with other PCBUs. When two or more PCBUs are working together at the same location or through a contracting chain, they must work together to fulfil their duties of care and manage risks. Where those duties overlap, the PCBUs must consult, cooperate and coordinate with each other to meet their health and safety responsibilities to workers and others.
PCBU	Person conducting a business or undertaking. In most cases a PCBU will be a business entity, such as a company. However, an individual carrying out business as a sole trader or self-employed person is also a PCBU. A PCBU does not include workers or officers of a PCBU, volunteer associations with no employees, or home occupiers that employ or engage a tradesperson to carry out residential work.
Plant	Includes: - any machinery, vehicle, vessel, aircraft, equipment (including personal protective equipment), appliance, container, implement, or tool; and - any component of any of those things, and - anything fitted or connected to any of those things.
Policy clarification	Aims to 'clear things up' – by clarifying WorkSafe's approach on a specific issue.
Position	Outlines how WorkSafe interprets key concepts in law.
PPE	Personal protective equipment. Anything used or worn by a person (including clothing) to minimise risks to the person's health and safety. This may include – but is not limited to: - respiratory protective equipment - protective helmets - protective eyewear

	- protective boots - protective gloves - hearing protection - high-vis clothing - sunhats - sunscreen and lip protection - safety harness systems.
Primary duty of care	A PCBU must ensure, so far as is reasonably practicable, the health and safety of workers, and that other persons are not put at risk by its work. This is called the 'primary duty of care'.
Readily accessible	The document can be accessed without difficulty in hard copy, electronic form, or any other form.

Reasonably practicable	What is or was reasonably able to be done to ensure health and safety taking into account and weighing up relevant matters including:
	- the likelihood of the risk concerned occurring or workers being exposed to the hazard
	- the degree of harm that might result
	- what the person concerned knows, or ought reasonably to know, about:
	  ○ the hazard or risk
	  ○ ways of eliminating or minimising the risk
	- the availability and suitability of ways to eliminate or minimise the risk
	- after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.
	For more information, see WorkSafe's fact sheet: Reasonably practicable.

Refurbishment	Carrying out work in a building or structure with an emphasis on changing or upgrading it.
Risk	Risks arise from people being exposed to a hazard (a source of harm).
Safe work instrument (SWI)	A type of subordinate instrument (sometimes called tertiary legislation) under HSWA. SWIs can be used for almost any purpose, however, they only have legal effect where specifically referred to in relevant regulations. SWIs can be used to:

	- prescribe detailed or technical matters or standards that change relatively frequently and will often be industry-specific - set additional or modified workplace controls for hazardous substances approved or reassessed by the Environmental Protection Authority - provide an alternative means of complying with regulations - support the effective operation of the health and safety regulatory framework, for instance by setting exposure monitoring standards or stipulating requirements for training, competence, or safety management systems.
Safety data sheet (SDS)	Describes the properties and uses of a substance, that is, its identity, chemical and physical properties, health hazard information, precautions for use, and safe handling information.
Sample analysis	Methods used to identify and quantify asbestos in materials or soils.
Shadow vacuuming	Holding a vacuum cleaner nozzle close to the task being performed and sucking the debris away as it is created.
Trace level	An average concentration over any 8-hour period of less than 0.01 respirable asbestos fibres per millilitre of air.
WEPR	Health and Safety at Work (Worker Engagement, Participation, and Representation) Regulations 2016.
Worker	An individual who carries out work in any capacity for a PCBU. A worker may be: - an employee - a contractor or subcontractor - an employee of a contractor or subcontractor - an employee of a labour hire company - an outworker (including a homeworker) - an apprentice or a trainee, a person gaining work experience or on a work trial - a volunteer worker. Workers can be at any level (for example, managers are workers too). A PCBU is also a worker if the PCBU is an individual who carries out work in that business or undertaking.

Workplace	Any place where a worker goes or is likely to be while at work, or where work is being carried out or is customarily carried out. Most duties under HSWA relate to the conduct of work. However, some duties are linked to workplaces.
WorkSafe/WorkSafe New Zealand	The government agency this is the key work health and safety regulator. Other government agencies can be designated to carry out certain health and safety functions, for example, Maritime New Zealand and the Civil Aviation Authority. Previous work health and safety regulators include OSH, Department of Labour, and MBIE.

Appendix B: Asbestos register (example)

Building/workplace address:					**Name of competent person:**					
Date identified	**Location**	**Product type**	**Description**	**Friable or non-friable**	**Condition**	**Amount**	**Accessibility**	**Tested**	**Test result**	**Action taken**
15 June 2022	*Ground floor changing cubicle*	*Vinyl flooring*	*Square tile with black adhesive*	*Non-friable*	*Excellent*	*2600mm x 2000mm*	*Accessible – used every day*	*Yes – 30 June 2022*	*Positive*	*Labelled, avoid disturbance*
15 June 2022	*Service access EH-3*	*Pipework*	*Gaskets*	*Non-friable*	*Good*	*Small amount between pipes*	*Accessed by maintenance staff only*	*No*	*Assume positive*	*Labelled*

Appendix C: Asbestos Management Plan (example)

The Health and Safety at Work (Asbestos) Regulations 2016 require an up-to-date asbestos management plan for a workplace where asbestos or asbestos-containing material (ACM) is identified, or is likely to be present.

A Person Conducting a Business or Undertaking (PCBU) with management or control of the workplace must ensure that a written asbestos management plan is prepared. The regulations specify what information must be in the plan.

You can use this template to develop an Asbestos Management Plan. (Note: A **separate** demolition and refurbishment survey is required to identify asbestos before demolition or refurbishment is carried out at a workplace).

Questions 1–7 must be completed.

The plan should help you to keep everyone healthy and safe. Keep it short, simple and easy to understand.

It must be easy for the following people to access:

- workers and their representatives (such as Health and Safety representatives), and
- PCBUs working, or requiring work to be carried out, at the workplace.

WorkSafe information:
Asbestos management plans
Management and removal of asbestos

You must engage and consult with workers when you are identifying hazards and working out how to manage risks.

1 The workplace

If asbestos or asbestos-containing material (ACM) is identified at your workplace, a PCBU with management or control of the workplace must make sure that both the presence and the location of asbestos material is clearly indicated. If the building owner and the tenant/s share management and control of the workplace, then they share the overlapping duty to prepare the Asbestos Management Plan.

This Asbestos Management Plan covers the management of asbestos and any asbestos-containing material (ACM) at:
Business name and street address of workplace

If your organisation has other physical addresses (workplaces in a different location to the one above) you need to **prepare site-specific documents for each location.**

PCBU with management or control of the workplace

This could be the building owner, who should know where the asbestos or ACM is located in the building or structure.

Name:	Type here
Position/job title:	Type here
Email:	Type here
Mobile phone:	Type here

2 Plan preparation and review

Plan prepared by

Name:	Type here
Position/job title:	Type here
Email:	Type here
Mobile phone:	Type here

Date:	Click here to enter a date or click the drop-down arrow
Version:	Type here

Reviewing and revising this plan

The PCBU with management or control of the workplace must review and (if necessary) revise this Asbestos Management Plan if:

- an asbestos control measure is reviewed
- asbestos at this workplace is removed, disturbed, sealed or enclosed
- five years have passed since the plan was last reviewed
- the plan is no longer adequate for managing the asbestos risks, for example, if new asbestos is identified or a previously inaccessible area is now accessible
- a worker representative requests a review under regulation 14 of the Health and Safety at Work (Asbestos) Regulations 2016

Date/s this plan has been reviewed/revised:
Click here to enter a date or click the drop-down arrow
Click here to enter a date or click the drop-down arrow
Click here to enter a date or click the drop-down arrow
Click here to enter a date or click the drop-down arrow
Click here to enter a date or click the drop-down arrow

3 Identification of asbestos or asbestos-containing material

Identify where asbestos or asbestos-containing material (ACM) is found, or is likely to be found, in your workplace, for example, in which wall, room, building or other structure.

- You can also attach photos, drawings or site plans that show where the asbestos is located. (Insert or attach documents to this plan. See the site plan example on the last page of this template.)
- Include any places where the asbestos is not easily reached.

Fill out the table on the following page(s), including details about the decisions, and reasons for decisions, about how the risk of exposure to asbestos/ACM is managed.

If you do not know which buildings, structures or products at your workplace contain asbestos/ACM, or where it is located, it is recommended that an asbestos survey be carried out by a competent person such as an asbestos surveyor.

WorkSafe information:
Managing asbestos risks
A-Z of products that may contain asbestos

BUILDING OR STRUCTURE CONTAINING ASBESTOS/ACM *Provide as much detail as possible, such as which wall or room on what level.*	**PRODUCT/ ITEM CONTAINING ASBESTOS/ ACM**	**TYPE OF ASBESTOS /ACM**	**ESTIMATED VOLUME OR AREA**	**FRIABLE OR NON-FRIABLE?**		**DESCRIBE CONDITION**	**HOW RISK OF EXPOSURE TO ASBESTOS/ ACM WILL BE MANAGED** *What control measures will be used (e.g. removal; encapsulation; sealing; enclosure)?*	**REASONS** *Explain why each control measure was chosen.* *If no action is required, explain why.*	**TIMEFRAME FOR COMPLETION** *(DD/MM/YYYY)*	**METHOD OF IDENTIFICATION** *How was the asbestos/ACM identified?* - *Asbestos survey (attach a paper copy or an electronic copy to the back of this form)* - *Assumption* - *Other method (explain below, for example: asbestos is indicated on building plans).*
				Friable[1]	Non-friable[2]					
Plant Room 1 Ground Floor Steel Pipe Factory – main building, 555 Korowai Ave, Rilburne	*Compressed wall sheeting*	*White (chrysotile)*	*34 sq meters*	☐	☑	*Good condition, painted, no damage evident*	*No control measure needed as very low risk of exposure*	*No action needed because asbestos is stable and unlikely to be damaged*	*10/10/24 Review due five years after plan developed*	☐ *Assumption* ☐ *Asbestos survey (attach copy to back of form)* ☑ *Other method* *Indicated on building plan*
Level 2 Copier Room Inkmo Print 210 Snoote Street Wellington	*Behind wall with tall windows*	*Type unknown – assumed*	*20 sq meters*	☐	☑	*Unknown*	*No control measure needed as very low risk of exposure*	*No action needed because asbestos is stable and*	*10/10/24* *Review due five years after plan developed*	☑ *Assumption* ☐ *Asbestos survey (attach copy to back of form)*

[1] **Friable asbestos** is in powder form, or able to be crumbled, crushed, or reduced to a powder by hand pressure when dry.
[2] **Non-friable asbestos** is not in powder form, and is not able to be crumbled, crushed, or reduced to a powder by hand pressure when dry. It includes asbestos and ACM containing asbestos fibres reinforced with a bonding compound, such as asbestos cement sheet in good condition.

								unlikely to be damaged	*☐ Other method* *If other is selected, please type here*

BUILDING OR STRUCTURE CONTAINING ASBESTOS/ACM	PRODUCT/ ITEM CONTAINING ASBESTOS/ ACM	TYPE OF ASBESTOS / ACM	ESTIMATED VOLUME OR AREA	FRIABLE OR NON-FRIABLE?		DESCRIBE CONDITION	ACM WILL BE MANAGED HOW RISK OF EXPOSURE TO ASBESTOS/	REASONS	TIMEFRAME FOR COMPLETION	METHOD OF IDENTIFICATION
Type here	Type here	Type here	Type here	☐	☐	Type here	Type here	Type here	Click here to enter a date or click the drop-down arrow Type here	☐ Assumption ☐ Asbestos survey (attach copy to back of form) ☐ Other method If other is selected, please type here
Type here	Type here	Type here	Type here	☐	☐	Type here	Type here	Type here	Click here to enter a date or click the drop-down arrow Type here	☐ Assumption ☐ Asbestos survey (attach copy to back of form) ☐ Other method If other is selected, please type here
Type here	Type here	Type here	Type here	☐	☐	Type here	Type here	Type here	Click here to enter a date or click the drop-down arrow Type here	☐ Assumption ☐ Asbestos survey (attach copy to back of form) ☐ Other method If other is selected, please type here
Insert more rows by right-clicking the table and selecting Insert	Type here	Type here	Type here	☐	☐	Type here	Type here	Type here	Click here to enter a date or click the drop-down arrow	☐ Assumption ☐ Asbestos survey (attach copy to back of form)

										Type here	☐ Other method If other is selected, please type here

How are you indicating the presence and location of asbestos/ACM to the people at this workplace who need to know that it is there? For example, people whose work could expose them to respirable asbestos fibres?

You can choose how to indicate that asbestos/ACM is present and where it is. For example, make an asbestos record, put a sign on the nearest door, use labels, or mark it on a site plan (see the example on the last page of this template). Make sure people know where to find this information or are given it before they start work.

Type here

WorkSafe information:

Meeting the duty to indicate the presence and location of asbestos at work

4 Procedures for managing incidents or emergencies involving asbestos or ACM

How will incidents or emergencies involving asbestos/ACM be managed?

ACTION	NAME AND ROLE OF PERSON/S RESPONSIBLE
For example, stop work immediately, secure and evacuate work area, contact site manager. Add additional steps — see your workplace emergency plan for details.	
Type here	Type here
Insert more rows by right-clicking the table and selecting Insert	Type here

WorkSafe information:
Workplace emergency plans

Main contact person/s for incident/emergency management (e.g. site manager, facilities manager)

Name:	Type here
Position/job title:	Type here
Email:	Type here
Mobile phone:	Type here

Name:	Type here
Position/job title:	Type here
Email:	Type here
Mobile phone:	Type here

5 Procedures for recording details of incidents or emergencies involving asbestos or ACM

After you have handled an incident or emergency, make sure that everyone at the workplace knows what happened and how to prevent a similar event happening again.

How and where will information about incidents or emergencies be recorded? For example, in a database or other electronic record, in a risk register, in a site diary or notebook.
Type here

6 Workers carrying out work involving asbestos – information and training

The information and training workers require will depend on the work to be done, how much supervision workers need, the type of asbestos in your workplace, and the risk of exposure.

Licensed asbestos removal work can only be carried out by a licensed removalist who has completed certified training.

Information and training

What information and training *has already been provided* to workers carrying out asbestos-related work?

For example: asbestos awareness training; safe work methods; site-specific instructions, what PPE equipment is required (see Section 14 of Management and removal of asbestos)

Type here

What information and training *is still to be provided* to workers carrying out asbestos-related work?

For example: asbestos awareness training; safe work methods; site-specific instructions.

Type here

WorkSafe information:

Training for workers doing work involving asbestos (excluding licensed asbestos removal workers)

Work with asbestos/ACM should be supervised so that it is carried out safely. Supervisors should:

- check that workers have -`site awareness' – including knowing the locations of asbestos/ACM indicated in this Asbestos Management Plan, so they can avoid disturbing asbestos in or near the work area
- explain what to do in an emergency involving asbestos.

7 Workers' roles and responsibilities

A. Identify each **worker (for example employee)** carrying out work involving asbestos/ACM. Briefly describe each worker's role and responsibilities. For example: boiler room maintenance; plumbing work involving pipes and lagging.

Note: If the worker is a contractor or sub-contractor, then enter their details in section (**B**) below.

NAME	ROLE (TITLE/POSITION)	RESPONSIBILITIES (TASKS/MAIN ACTIVITIES)
Rob Smith	*Caretaker*	*Boiler room maintenance*
Type here	Type here	Type here
Type here	Type here	Type here
Insert more rows by right-clicking the table and selecting Insert	Type here	Type here

B. Identify each contractor or sub-contractor carrying out work involving asbestos/ACM. Briefly describe their role and responsibilities. For example: electrician replacing the switchboard panel; technician working in lift shaft.

This information must be updated each time a contractor or sub-contractor is working on your site.

NAME ON SITE		ROLE (TITLE/POSITION) AND COMPANY	RESPONSIBILITIES (TASKS/MAIN ACTIVITIES)	DATES: FROM/TO
Mary Ng		*Electrician*	*Working on main fuse-board*	*10/10/19 to 12/10/19*
Type here		Type here	Type here	Type here
Type here		Type here	Type here	Type here
Insert more rows by right-clicking the table and selecting Insert		Type here	Type here	Type here

8 Worker health monitoring

***Note**: The requirement for worker health monitoring applies only to certain workplaces*. Health monitoring must be provided for workers who may be exposed to asbestos while carrying out certain types of asbestos-related work.

Get advice about whether health monitoring is required for workers, taking into account:

- their exposure to asbestos/ACM
- how long they have been exposed to it
- the type of work that they do;
- the level of risk or potential risk to health and safety;
- whether respiratory protective equipment (RPE) is being used to manage risk.

An occupational hygienist on the HASANZ Register can provide advice.

If health monitoring is required for your workers, what health monitoring has been – or will be – carried out?
Type here

WorkSafe information:
Health monitoring

9 You can choose whether or not to include more information

It is good practice to keep written notes about asbestos-related results, records or other documents relating to this plan. For example: schedules for completing asbestos work, air monitoring test results, asbestos survey results, training records.

You can add photos, site plan/s *(remove or replace the following example)*, or other relevant documents here. Link to electronic files or attach printed or photocopied records.

To attach a Word or PDF document click Insert > Object > Text from File
For more information on inserting a Word or PDF document, visit office.com

Other comments/information:
Type here