

<b>The Junction Clubhouse Cairns Ltd</b>		
<b>Policy: Asbestos Management</b>		
Policy number: JQS.P.1.21		Date adopted: 21/08/2019
Authorised by: The Board		
Date last reviewed: 21/10/2020	Reviewed by: Quality Review Panel	Date of next review: 21/10/2022

<b>Related documents:</b>	
<b>Related policies and procedures, How To Task Lists, forms, registers or other organisational documents of The Junction</b>	<ul style="list-style-type: none"> <li>• Incident Report</li> <li>• Risk Management policy</li> <li>• Work, Health and Safety – General policy</li> <li>• Safe Work Method Statement (SWMS)</li> <li>• Asbestos Management Process Map</li> <li>• Site-Specific Induction checklist</li> </ul>
<b>Other standards</b>	<ul style="list-style-type: none"> <li>• Human Services Quality Standards</li> <li>• NDIS Practice Standards</li> </ul>
<b>Legislation or other requirements</b>	<ul style="list-style-type: none"> <li>• Work Health &amp; Safety Act 2011</li> <li>• Work Health and Safety Regulation 2011</li> <li>• <u>Code of Practice: How to Safely Remove Asbestos</u></li> <li>• <u>Code of Practice: How to Manage and Control Asbestos in the Workplace.</u></li> <li>• Human Rights Act 2019 (QLD)</li> </ul>

## **1. Purpose:**

The purpose of this policy is to establish responsibilities and action required to manage the risks to health and safety associated with exposure to airborne asbestos, in accordance with legislative requirements (Work Health and Safety Act & Regulation 2011 and related Asbestos Codes of Practice) and The Junction's Work Health and Safety Policy.

## **2. Scope**

This policy applies to all employees, members, contractors, volunteers and visitors involved in the operations of The Junction Clubhouse Cairns Ltd.

## **3. Policy statement**

The Junction is committed to ensuring a safe place of work for all persons who attend our workplace, which includes the elimination of, so far as reasonably practical, the risk of exposure of members, employees and others to airborne asbestos fibres. This extends to also managing any adverse impact to the environment from the uncontrolled release of asbestos containing material.

## **4. Procedures**

In undertaking any maintenance, renovations or handyman activities, The Junction will:

- 1.** Comply with applicable Commonwealth, State Health and Safety legislation, Codes of Practice and Australian Standards relevant to the management and control of asbestos
- 2.** Undertake a risk-assessment regarding known or potential asbestos exposure in accordance with the Risk Assessment policy
- 3.** Provide the required regulatory notifications prior to asbestos removal and where an emergency, which includes an actual or potential exposure to airborne asbestos, has occurred:
  - Not allow the commencement of any work, major or minor, at The Junction, without the management controls necessary to minimise the risk of exposure of asbestos being in place
- 4.** Distribute copies of The Junction Asbestos Register to all contractors and other stakeholders before they attend the site to review and/or carry out any work
- 5.** Conduct a Site-Specific Induction as soon as the subcontractor first enters the site
- 6.** Where there is a defined asbestos risk, ensure site specific asbestos management details are included in the Safe Work Method Statement (SWMS) provided to all subcontractors and finalised in consultation with the subcontractors

7. Ensure that all workers engaged by the subcontractor to remove asbestos containing material are trained and possess the relevant regulatory approved licence
8. Ensure when transporting and disposing of asbestos waste, subcontractors comply with regulatory requirements
9. Ensure members, employees and visitors are informed of, and have available, approved health monitoring where work with or near asbestos containing material is carried out
10. Respond effectively to any incident involving, actual or potential, uncontrolled exposure to asbestos containing material
11. When asbestos has been removed (>10m<sup>2</sup>), engage a licenced Asbestos Assessor to perform a clearance inspection and to provide a Clearance Certificate
12. Upon completion of each project, The Junction will provide all asbestos-related information gathered to relevant stakeholders eg members, employees, the board.

## 5. Review process

Policy review frequency: Annually	Responsibility for review: The Director
Review process: The Director as Chair of the Quality Review Panel convenes the panel to conduct reviews.	
Documentation and communication: All policy decisions will be documented and communicated through the Quality Review Panel observing the Document Control HTTL. Note: add version number after review.	