# Purpose

The purpose of this standard is to provide a Wannon Water framework and guidance for the management of **Asbestos** to eliminate potential harm to human health, the environment and the community, as far as reasonably practicable, and to ensure compliance with legislative obligations.

Within our region, we own various assets, above and below ground, that can potentially be Asbestos Containing Materials (**ACM**). Exposure to its’ fibres may have dire consequences, including contracting diseases like mesothelioma, lung cancer and Asbestosis, and without effective management of its risks it may impact our Strategic Direction and Zero Harmaspirations.

# Scope

This standard applies to:

* Any employee or **Contractor** engaged in our activities where there’s a potential exposure risk to Asbestos.
* Any site owned or managed by us where Asbestos has been identified or there’s a likelihood of Asbestos being present

**Note:** Only licenced employees will be involved in **Non-Friable Asbestos** removal. All other Asbestos removal will be done by appropriately trained and licenced Asbestos removalists, contracted to do the work – this includes where, as a result of the work, Non-Friable Asbestos has the potential to become friable or create dust.

**Out of scope:**

* When a principal Contractor has been granted formal possession of a site whilst carrying out contracted work, it’s their responsibility to comply with the relevant Asbestos regulations and consult with our **Engaging Officer** to determine if their activities pose a risk to us.

# Standard requirements

| **Standards** | **Responsibility** | **Accountability** |
| --- | --- | --- |
| **General** |  |  |
| Assets, plant, and equipment purchased, installed, and used must:   * Comply with Australian Standards, including no ACM present * Be installed and used as per the manufacturer’s instructions * Be inspected, calibrated (where required) and maintained * Be fit for purpose. | **Executive People & Resilience**  BM Maintenance  BM Operations  BM Asset Creation | GM People & Business Services |
| PPE suitable for work being performed when working with Asbestos must be identified and provided. It must be used correctly (e.g., fitted), and maintained (e.g., cleaned and stored) – according to the standards described in our procedures or equivalent system[[1]](#footnote-2). | **Executive People & Resilience**  BM Corporate Services  BM Asset Systems  BM Asset Creation | GM People & Business Services |
| All members required to wear respiratory protective equipment must ensure it provides suitable protection for the type of removal work (e.g., clean shaven/free from makeup or use of continuous flow positive pressure respirators if there is the potential for dust generation). | **Executive People & Resilience**  BM Corporate Services  BM Asset Systems  BM Asset Creation  BM Maintenance  BM Operations | GM People & Business Services |
| Raise a Hazard Report where there’s a concern that we aren’t effectively controlling risks associated with Asbestos which could potentially harm our health or may impact the surrounding environment or community. | **Executive People & Resilience**  All BM | GM People & Business Services |
| Raise a Hazard Reportwhere there is damaged ACM or suspected ACM identified which isn’t on our registers. | **Executive People & Resilience**  All BM | GM People & Business Services |
| Raise an Incident Reportfor any exposure event to ACM. | **Executive People & Resilience**  All BM | GM People & Business Services |
| Confirmed or suspected notifiable incidents involving ACM must be investigated, reported a managed in accordance with the [*Incident Response and Reporting Procedure*](https://wannonwater.sharepoint.com/:w:/r/sites/cdms/Published%20Documents/Incident%20Reporting%20and%20Response%20Procedure.DOCX?d=w1d356679cafd4fecab53c8d7284efca8&csf=1&web=1&e=yFkptm)to ensure legislative requirements are met. | **Executive People & Resilience**  All BM | GM People & Business Services |
| **Management** |  |  |
| An Asbestos Survey Register must be available and maintained. It must describe the current location and condition of any ACM asset, excluding pipework. | **Executive People & Resilience**  BM Maintenance  BM Asset Systems | GM People & Business Services |
| All pipework containing ACM must be listed in the Enlighten (GIS) Asbestos Cement Pipe Register. | **BM Asset Systems**  BM Maintenance  BM Operations  BM Asset Creation | GM Assets & Service Delivery |
| Where ACM presents, an independent inspection program must be scheduled every 5 years or per previous inspection recommendations to identify and monitor its’ condition which is to be done by a licenced Asbestos assessor. | **Executive People & Resilience**  BM Maintenance  BM Asset Systems | GM People & Business Services |
| A system must be in place to ensure all buildings and structures containing ACM are labelled, as reasonably practicable. | **Executive People & Resilience**  BM Maintenance  BM Asset Systems | GM People & Business Services |
| **Pre-planning Asbestos Work** | | |
| Asbestos registers must be checked before performing removal, repairs, or demolition work on any buildings, structures, and pipes. | **BM Asset Systems**  BM Maintenance  BM Operations  BM Asset Creation | GM Assets & Service Delivery |
| A Task Risk Assessment (JSA)or equivalent system3must be completed for all types of Asbestos work[[2]](#footnote-3) (e.g., AC pipe removal, running cable through walls, repairs or painting walls/floors, demolition of building or structure). | **Executive People & Resilience**  BM Asset Systems  BM Asset Creation  BM Maintenance  BM Operations | GM People & Business Services |
| Signage and barricades must be appropriately placed to indicate the area where Asbestos works are being performed and notifications to adjacent areas, if practicable, prior to starting works. | **Executive People & Resilience**  BM Asset Systems  BM Asset Creation  BM Maintenance  BM Operations | GM People & Business Services |
| **Completing Any Works** | | |
| When working with or near Asbestos personnel must ensure that there is no use of:   1. High pressure water sprays 2. Compressed air 3. Brooms or anything else that might release Asbestos into the air; and   Any power tools unless exposure to airborne Asbestos is < 50% of the exposure standard. | BM Maintenance  BM Operations  BM Asset Creation | GM Assets & Service Delivery |
| For all applicable personnel a [*WorkSafe Class B Specific*](https://wannonwater.sharepoint.com/:b:/r/sites/cdms/Published%20Documents/WorkSafe%20Asbestos%20Removal%20Licence%20-%20Class%20B%20(Specific).pdf?csf=1&web=1&e=zGk6kO)*[[3]](#footnote-4)* removal licencemust be renewed and up to dateas per legislation. | **Executive People & Resilience**  BM Maintenance | GM People & Business Services |
| The removal and repair of **AC** pipes must be completed in accordance with our proceduresor equivalent system3, if using a contract removalist (e.g., [*Asbestos Management Procedure*](https://wannonwater.sharepoint.com/:w:/r/sites/cdms/Published%20Documents/Asbestos%20Management%20Procedure.docx?d=w739255008be844aca7f07d9c8b67bd41&csf=1&web=1&e=6lfOOG)). | **Executive People & Resilience**  BM Asset Systems  BM Asset Creation  BM Maintenance  BM Operations | GM People & Business Services |
| Asbestos removal works, excluding AC pipes, must be performed by a suitably trained and licenced person as per the WorkSafe Compliance Code - Removing Asbestos in Workplaces**.** | All BM | GM Assets & Service Delivery |
| For any inspection records and clearance certificates a copy must be provided to Risk & Resilience. | **Executive People & Resilience**  BM Asset Systems  BM Asset Creation  BM Maintenance  BM Operations | GM People & Business Services |
| For any removal of Asbestos, the asset information change form must be forwarded to Asset Systems. | **BM Asset Systems**  BM Maintenance  BM Operations  BM Asset Creation | GM Assets & Service Delivery |
| When Asbestos has been removed from our building asset the Victorian Asbestos Eradication Agency must be notified. | **Executive People & Resilience**  BM Asset Systems  BM Asset Creation  BM Maintenance  BM Operations | GM People & Business Services |
| **Storage & Transport** | | |
| The quantity of ACM stored at our Civil Maintenance Depots or other sites must be:   * <10m3 * Stored for <60 days. * Stored in dedicated Asbestos bins, labelled, and kept contained. * Double wrapped. * Stored only on sites with a current EPA A22 temporary storage registration (i.e., Camperdown, Casterton, Hamilton, Warrnambool, and Portland Depot sites)   ***Note:*** Where storage is above these requirements an EPA scheduled premise A01 permission (or licence exemption) is required. | **BM Maintenance**  BM Asset Systems  BM Asset Creation  BM Operations | GM Assets & Service Delivery |
| All vehicles transporting >50L of ACM per load must have:   * An EPA waste transport permit * Drivers are trained in handling or transporting Asbestos.   ***Note:*** Civil Maintenance maintain several vehicles with the required permits. | **BM Maintenance**  BM Asset Systems  BM Asset Creation  BM Operations | GM Assets & Service Delivery |
| An authorised prescribed industrial waste transport agent must be used to collect, transport, and dispose of ACM at a site licenced by the EPA to accept ACM – with records logged on the EPA Waste Tracker.  You can get an emergency waste transport certificate by contacting EPA on [**1300 372 842**](tel:1300%20372%20842). | **BM Operations**  BM Maintenance  BM Asset Systems  BM Asset Creation | GM Assets & Service Delivery |
| Records of waste transport certificates must be logged in EPA Waste Tracker, retained in CM and be accessible by the Environmental Risk Compliance Officer. | **BM Operations**  BM Maintenance  BM Asset Systems  BM Asset Creation | GM Assets & Service Delivery |
| **Notifications** | | |
| WorkSafe and other impacted stakeholders must be notified of Asbestos works as per our procedures3(e.g., Asbestos RemovalandOther Asbestos Workabove). | **Executive People & Resilience**  BM Asset Systems  BM Asset Creation  BM Maintenance  BM Operations | GM People & Business Services |
| Worksafe must be notified of any emergency works which may cause damage to buildings and/or structures prior to any demolition works. | **Executive People & Resilience**  BM Asset Systems  BM Asset Creation  BM Maintenance  BM Operations | GM People & Business Services |
| **Disposal & Decommissioning** | | |
| To minimise risks to human health, decommissioned Asbestos Cement (AC) Pipework may be left in-situ.  ***Note:*** The location of decommissionedpipework containing ACM must be maintained in theEnlighten (GIS) Asbestos Cement Pipe Register. | **BM Asset Systems**  BM Maintenance  BM Operations  BM Asset Creation | GM Assets & Service Delivery |
| Disposal/decommissioning of any asset, plant and/or equipment where there is a likelihood of ACM must be managed as per the [*Asbestos Management Procedure*](https://wannonwater.sharepoint.com/:w:/r/sites/cdms/Published%20Documents/Asbestos%20Management%20Procedure.docx?d=w739255008be844aca7f07d9c8b67bd41&csf=1&web=1&e=6lfOOG)– with records kept. | **BM Asset Systems**  BM Maintenance  BM Operations  BM Asset Creation | GM Assets & Service Delivery |

# Training and assessment

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| --- | --- | --- |
| **Standards** | **Responsibility** | **Accountability** |
| All managers with Responsibilities & Accountabilities within this document must be made aware of this Standard. | Executive People & Resilience | GM People & Business Services |

# Monitoring

| **Standards** | **Responsibility** | **Accountability** |
| --- | --- | --- |
| Employees performing Class B Specificremoval works must have received a medical examination:   * On starting employment * Every 2 years during the period they perform removal works. * Within 30 days of finishing a role involving removal works if they have not had an examination within the previous year. | **Executive People & Resilience**  BM Maintenance  BM Operations | GM People & Business Services |
| Information required by external stakeholders must be provided as requested (e.g., annual reporting to the Victorian Asbestos Eradication Agency). | Executive People & Resilience | GM People & Business Services |
| Compliance with and effectiveness of this Standard must be verified at least every four years by including periodic audits in the Audit Program. | Executive People & Resilience | GM People & Business Services |
| All records required by this Standard must be maintained in our records management systems. | Information Services Manager | Chief Information Officer |

# Definitions

|  |  |
| --- | --- |
| **Term** | **Means** |
| AC | Asbestos Cement |
| Accountability | The nominated General Manager who will approve any capital/operating expense requests (within the Instrument of Delegation) and any material changes to current work practices to meet requirements of the Standard. While there is one nominated General Manager it is noted that the Executive are collectively accountable for the Standard. |
| ACD | Asbestos containing dust |
| ACM | Asbestos Containing Material |
| Asbestos | Defines the name for a group of minerals that were used to manufacture a wide range of products including Australian buildings until the mid-late 1990’s. |
| BM | Branch Manager |
| Contractor | A person or company engaged to provide materials or work (construction, maintenance, service, supply, or operation) on a particular project or activity. This includes:   * Consultant - A person or company that provides professional expert advice. * Supplier   Labour Hire Company Performs outsourced work on a temporary basis, under the direction and control of Wannon Water. |
| Engaging Officer | The employee who has engaged the Contractor to undertake the works. |
| EPA | Environmental Protection Authority |
| EPA Waste Tracker | The EPA system to track the movement of reportable priority waste, it replaces waste certificates. |
| Friable Asbestos | May be crumbled, pulverised, or reduced to powder by hand pressure |
| GM | General Manager |
| Responsibility | The nominated person who is responsible for ensuring there is a system in place to meet a requirement (title in bold) and those who are responsible for delivering a task to an acceptable level of performance. All responsible person(s) must be of Branch Manager level or equivalent. |
| RPW | Reportable Priority Waste |
| Task Risk Assessment (JSA) | Job Safety Analysis Procedure and eform |
| Non-Friable Asbestos | When dry may not be crumbled, pulverised, or reduced to powder by hand pressure |

# Governance

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| --- | --- |
| **Parent policy / Standard** | * [*Zero Harm Policy*](https://wannonwater.sharepoint.com/:w:/r/sites/cdms/Published%20Documents/Zero%20Harm%20Policy.DOCX?d=w28a88858bc424da988df5d4ce744b530&csf=1&web=1&e=eGxbZJ) |
| **Associated Internal Documents** | * [*Asbestos Cement (AC) Pipe Removal and Disposal Safe Work Instruction*](https://wannonwater.sharepoint.com/:w:/r/sites/cdms/Published%20Documents/Asbestos%20Cement%20(AC)%20Pipe%20Removal%20and%20Disposal%20Safe%20Work%20Instruction.docx?d=we1dcde8dbb994d54aae31e4008cae89e&csf=1&web=1&e=1RgA1C) * [*Asbestos Cement (AC) Pipe Removal Control Plan*](https://wannonwater.sharepoint.com/:w:/r/sites/cdms/Published%20Documents/Asbestos%20Cement%20(AC)%20Pipe%20Removal%20Control%20Plan.docx?d=w9f93a952bf3c44debca3f261bdaa4537&csf=1&web=1&e=MOOxXf) * [*Asbestos Management Procedure*](https://wannonwater.sharepoint.com/:w:/r/sites/cdms/Published%20Documents/Asbestos%20Management%20Procedure.docx?d=w739255008be844aca7f07d9c8b67bd41&csf=1&web=1&e=bJz2Wm) * [*Asbestos Prescribed Industrial Waste (PIW) Collection and Disposal Agreement*](https://wannonwater.sharepoint.com/:b:/r/sites/cdms/Published%20Documents/Asbestos%20Prescribed%20Industrial%20Waste%20(PIW)%20Collection%20and%20Disposal%20Agreement.pdf?csf=1&web=1&e=CeZWqg) * Asset Change eForm * Enlighten (GIS) Asbestos Cement Pipe Register * [*EPA Asbestos Temporary Storage Permit (A22)\_Camperdown*](https://wannonwater.sharepoint.com/:b:/r/sites/cdms/Published%20Documents/EPA%20Asbestos%20Temporary%20Storage%20Permit%20(A22)_Camperdown.pdf?csf=1&web=1&e=To2gQu) * [*EPA Asbestos Temporary Storage Permit (A22)\_Casterton*](https://wannonwater.sharepoint.com/:b:/r/sites/cdms/Published%20Documents/EPA%20Asbestos%20Temporary%20Storage%20Permit%20(A22)_Casterton.pdf?csf=1&web=1&e=LPh6Fb) * [*EPA Asbestos Temporary Storage Permit (A22)\_Hamilton*](https://wannonwater.sharepoint.com/:b:/r/sites/cdms/Published%20Documents/EPA%20Asbestos%20Temporary%20Storage%20Permit%20(A22)_Hamilton.pdf?csf=1&web=1&e=TEeFFz) * [*EPA Asbestos Temporary Storage Permit (A22)\_Portland*](https://wannonwater.sharepoint.com/:b:/r/sites/cdms/Published%20Documents/EPA%20Asbestos%20Temporary%20Storage%20Permit%20(A22)_Portland.pdf?csf=1&web=1&e=Ied9Y9) * [*EPA Asbestos Temporary Storage Permit (A22)\_Warrnambool*](https://wannonwater.sharepoint.com/:b:/r/sites/cdms/Published%20Documents/EPA%20Asbestos%20Temporary%20Storage%20Permit%20(A22)_Warrnambool.pdf?csf=1&web=1&e=GEGpqN) * [*EPA Asbestos Transport Vehicle Registration (A10b)\_1BT5BK Casterton (R000138921)*](https://wannonwater.sharepoint.com/:b:/r/sites/cdms/Published%20Documents/EPA%20Asbestos%20Transport%20Vehicle%20Registration%20(A10b)_1BT5BK%20Casterton%20(R000138921).pdf?csf=1&web=1&e=G6sF4t) * [*EPA Asbestos Transport Vehicle Registration (A10b)\_1HZ2SE Camperdown (R000306172)*](https://wannonwater.sharepoint.com/:b:/r/sites/cdms/Published%20Documents/EPA%20Asbestos%20Transport%20Vehicle%20Registration%20(A10b)_1HZ2SE%20Camperdown%20(R000306172).pdf?csf=1&web=1&e=JFZhPa) * [*EPA Asbestos Transport Vehicle Registration (A10b)\_1NP2YO Hamilton (R000305411)*](https://wannonwater.sharepoint.com/:b:/r/sites/cdms/Published%20Documents/EPA%20Asbestos%20Transport%20Vehicle%20Registration%20(A10b)_1NP2YO%20Hamilton%20(R000305411).pdf?csf=1&web=1&e=vOO1Mb) * [*EPA Asbestos Transport Vehicle Registration (A10b)\_4F1242 Hamilton (R000138884)*](https://wannonwater.sharepoint.com/:b:/r/sites/cdms/Published%20Documents/EPA%20Asbestos%20Transport%20Vehicle%20Registration%20(A10b)_4F1242%20Hamilton%20(R000138884).pdf?csf=1&web=1&e=lH4kMr) * [*EPA Asbestos Transport Vehicle Registration (A10b)\_XOO042 Portland (R000138975)*](https://wannonwater.sharepoint.com/:b:/r/sites/cdms/Published%20Documents/EPA%20Asbestos%20Transport%20Vehicle%20Registration%20(A10b)_XOO042%20Portland%20(R000138975).pdf?csf=1&web=1&e=JOZSrk) * [*EPA Asbestos Transport Vehicle Registration (A10b)\_ZYE727 Warrnambool (R000306172)*](https://wannonwater.sharepoint.com/:b:/r/sites/cdms/Published%20Documents/EPA%20Asbestos%20Transport%20Vehicle%20Registration%20(A10b)_ZYE727%20Warrnambool%20(R000306172).pdf?csf=1&web=1&e=OlGVQL) * [*Notification of Asbestos Cement (AC) Pipe Removal Form*](https://wannonwater.sharepoint.com/:w:/r/sites/cdms/Published%20Documents/Notification%20of%20Asbestos%20Cement%20(AC)%20Pipe%20Removal%20Form.DOCX?d=w349976cfdcc04f4bb15ec39b11c28b64&csf=1&web=1&e=scjcr8) * [*Wannon Water Asbestos Survey Register*](https://wannonwater.sharepoint.com/:x:/r/sites/cdms/Published%20Documents/Wannon%20Water%20Asbestos%20Survey%20Register.XLSX?d=w8953930a519747db906391e2860946da&csf=1&web=1&e=Xcdqeb) * [*WorkSafe Asbestos Removal Licence - Class B (Specific)*](https://wannonwater.sharepoint.com/:b:/r/sites/cdms/Published%20Documents/WorkSafe%20Asbestos%20Removal%20Licence%20-%20Class%20B%20(Specific).pdf?csf=1&web=1&e=XzLdJ3) |
| **Legislation and External Documents** | * *Environment Protection Act 2017* (Vic) * *Environment Protection Regulations 2021* (Vic) * EPA Waste Tracker (online application) * *Dangerous Goods Act 1985* (Vic) * *Dangerous Goods (Transport by Road or Rail) Regulations 2018* (Vic) * *Occupational Health & Regulations 2017* (Vic) * *Occupational Health & Safety Act 2004* (Vic) * WorkSafe Compliance Code - Managing Asbestos in the Workplaces, December 2019 Edition 2 * WorkSafe Compliance Code - Removing Asbestos in Workplaces December 2019 Edition 2 * WorkSafe Notice of Asbestos Removal Form (online application) |
| **Approval** | Executive Committee |
| **Owner** | GM People & Business Services |
| **Content enquiries** | Safety Field Officer  Environmental Risk Compliance Officer |

# Document version history

|  |  |
| --- | --- |
| Version | Changes made to document |
| 1 | New document created as part of the new IMS Standard Framework |
| 2 | Document has been updated/changed to reflect current IMS Standardisation versions. This includes:   * Changed/updated the **Purpose, Scope, Training, Monitoring** to align with other standards. * Amended subheadings & reordered requirements to align with other standards. * Updates to those responsible to now reflect Branch Managers and above like other standards. * Added 3 x requirements based on other general standard requirements, which are: * Raise a **Hazard Report** where there is a concern that…environment or community. * Raise an **Incident Report** for any exposure event to ACM. * Confirmed or suspected notifiable incidents…accordance with the **Incident Response and Reporting Procedure**…are met. * Updates to those accountable to now reflect 1 x General Manager for each requirement. * Added definitions for **Asbestos, BM, Contractor, Engaging Officer, EPA, EPA Waste Tracker Tool,** and **GM.** * Minor administrative changes to reflect Brand Voice & ‘must’ statements. |
| 3 | Minor administrative changes. Section 2 Scope, Note updated to remove reference to asbestos cement pipes and amended grammar. |
| 4 | * Section 7 Governance: Reference to “Asset Change Form” replaced with “Asset Change eForm”. Other references replaced with so:control document links. |
| 5 | Update following Audit #1372   * Update Accountability and Responsibility definitions with revised definitions within the 6. Definitions table. Remove prior footnotes defining Accountability and Responsibility with old definitions * Minor formatting changes and addition of links to internal so:control documents * Re-arrange 6. Definitions table * Re-name 7. Governance table section “Associated Procedures/ Standard” to “Associated Internal Documents”. Re-arrange documents within and add links to missing so:control documents * Re-name 7. Governance table section “Legislation Mandating Compliance” to “Legislation and External Documents. Re-arrange documents within and update referencing style * Update references to m2 to m3 * Update reference “Cement Pipe Register” to “Enlighten (GIS) Cement Pipe Register” * Update requirement “An Asbestos Survey Register must be available and maintained. It must describe the current location and condition of any ACM” to specify that it relates to all assets, excluding pipework * Update requirement for completing JSA to include example of AC pipe removal * Update requirements for EPA Waste Tracker to specify that records are to be logged in EPA Waste Tracker, retained in CM and be accessible by the Environmental Risk Compliance Officer |

1. For Contractors, an equivalent system (e.g., **Safe Work Procedure, JSA, SWMS**) must be of equivalent or higher standard. [↑](#footnote-ref-2)
2. Excludes Tapping (sealed process for ‘screwing’ a ferrule into an existing main while still under pressure). [↑](#footnote-ref-3)
3. For removal of Asbestos Cement Pipes, which contains a form of Non-Friable ACM. [↑](#footnote-ref-4)