

# Toitū Te Whenua Land Information New Zealand Asbestos Management Plan



## Table of Contents

<b>Executive summary</b> .....	<b>5</b>
<b>1 Background and introduction</b> .....	<b>7</b>
<b>2 Statutory requirements, codes of practice and guidelines</b> .....	<b>8</b>
<b>3 Background to asbestos</b> .....	<b>9</b>
<b>4 Key roles and responsibilities</b> .....	<b>10</b>
4.1 LINZ Executive Leadership Team .....	10
4.2 LINZ Crown Property leadership team .....	10
4.3 LINZ Crown Property .....	11
4.3.1 LINZ Crown property managers.....	11
4.3.2 LINZ senior portfolio managers and portfolio managers .....	11
4.3.3 LINZ Project and Hazard Management Delivery Team.....	12
4.4 Suppliers delivering external property management; .....	13
4.5 LINZ health and safety .....	14
4.6 LINZ employees .....	15
4.7 Tenants/occupiers.....	15
4.7.1 Tenants/occupiers of residential properties.....	15
4.7.2 Tenants/occupiers of non-residential properties.....	15
4.8 Suppliers delivering asbestos removal and asbestos related works.....	16
<b>5 Asbestos workers competency</b> .....	<b>17</b>
5.1 Suppliers undertaking asbestos removal or consulting works .....	17
5.2 Training .....	18
5.2.1 LINZ staff and suppliers delivering property management .....	18
5.2.2 Suppliers undertaking asbestos removal or consulting works .....	18
5.2.3 Other suppliers.....	18
5.3 Personal protective equipment (PPE) and respiratory protective equipment (RPE) .....	19
5.4 Health monitoring .....	19
<b>6 LINZ principles of asbestos management</b> .....	<b>19</b>
<b>7 Procedure for identifying asbestos on sites</b> .....	<b>21</b>
7.1 Asbestos survey .....	22
7.1.1 Asbestos management survey.....	22
7.1.2 Identification of asbestos.....	23
7.1.3 Asbestos material assessment .....	23
7.1.4 Prioritisation of properties for assessment of the asbestos risk .....	25
7.1.5 Refurbishment and demolition survey .....	25

7.1.6	Re-inspections.....	26
<b>8</b>	<b>Asbestos management options.....</b>	<b>26</b>
<b>9</b>	<b>Work involving asbestos.....</b>	<b>30</b>
9.1	'Asbestos related work' activity.....	31
9.2	'Asbestos removal work' activity.....	32
9.2.1	Licensed asbestos removal.....	32
9.3	Protocols for suppliers working on Crown-owned properties.....	33
9.4	Accidental discovery of asbestos and emergencies.....	34
<b>10</b>	<b>General asbestos disturbance controls.....</b>	<b>35</b>
10.1	Use of equipment.....	36
10.2	Work area isolation.....	36
10.3	Personal protective equipment.....	36
10.4	Personnel and access.....	37
10.5	Decontamination.....	37
10.5.1	..... Decontamination of work area	37
10.5.2	..... Decontamination of equipment.....	37
10.5.3	..... Personal decontamination and hygiene.....	38
10.6	Disposal of asbestos and asbestos contaminated waste.....	38
<b>11</b>	<b>Documentation, monitoring and record keeping.....</b>	<b>39</b>
11.1	Documentation.....	39
11.2	Indication of asbestos identified on sites.....	40
11.3	Monitoring.....	41
11.4	Record keeping.....	42
11.5	Providing asbestos management plans and records to site.....	42
11.6	LINZ asbestos register.....	42
11.7	Site-Specific asbestos management plan.....	43
<b>Appendix 1.</b>	<b>Glossary.....</b>	<b>44</b>
<b>Appendix 2.</b>	<b>Site-Specific Asbestos Management Plan.....</b>	<b>69</b>
<b>Appendix 3.</b>	<b>LINZ Asbestos Register MASTER.....</b>	<b>85</b>

## Document history and status

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## LINZ Endorsed by



28 May 2021

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Jerome Sheppard – DCE Crown Property

## Review limitations:

In preparing this Asbestos Management Plan for Toitū Te Whenua Land Information New Zealand (LINZ), WSP New Zealand Limited (WSP) has relied upon data, surveys, analyses, designs, plans and other information provided by or on behalf of LINZ. Except as otherwise stated in the report, WSP has not verified the accuracy or completeness of the data. To the extent that the statements, opinions, facts, information, conclusions and/or recommendations in this Report are based in whole or part on the Client Data, those conclusions are contingent upon the accuracy and completeness of the Client Data. WSP will not be liable in relation to incorrect conclusions or findings in the Report should any Client Data be incorrect or have been concealed, withheld, misrepresented or otherwise not fully disclosed to WSP.

March 2020

# Executive summary

WSP New Zealand Limited (WSP) was engaged by Toitū Te Whenua Information New Zealand (LINZ) to;

- Undertake a review of the Overarching Asbestos Management Plan (OAMP) prepared by Pattle Delamore Partners – (PDP) May 2018 (A3337671) and
- Update this Toitū Te Whenua Asbestos Management Plan so it is an operational and practicable document but also to ensure that LINZ meet the minimum requirements of the asbestos regulations.

This document has been prepared to assist LINZ with their role and general duties for 'Persons Conducting a Business or Undertaking' (PCBU) under the *Health and Safety at Work Act 2015* (the Act) to ensure, so far as is reasonably practicable, that the workplace is without risks to the health and safety of any person.

From this point forward the LINZ Operational Asbestos Management Plan will be referred to as this OAMP.

This OAMP is a multipurpose document, it documents the policy and procedures for the safe management of asbestos at any residential and non-residential Crown-owned property managed by LINZ.

And it is the Operational Asbestos Management Plan (OAMP) for the residential portfolio and the vacant (and never accessed) non-residential properties. It is important to note, that management of asbestos at any Crown non-residential tenanted/occupied properties managed by LINZ will be managed under a Site-Specific AMPs, as this is a legislative requirement.

To clarify, if a vacant non-residential building is to be accessed for any reason, for example a property inspection by a LINZ employee, or third-party supplier, then the property can no longer be managed under this OAMP. Prior to accessing the vacant non-residential property, a Site-Specific AMP needs to be obtained to identify any risk.

A description of residential and non-residential buildings are defined as:

- a residential building is one that was initially designed, built and consented solely as a domestic residential dwelling. It does not include buildings of which the original purpose was not solely residential, although it may be used as residential now.
  - For example, including but not limited to, a standalone house, or a block of flats. It excludes for example, disused schools which are now being used for residential means, but this does include the former principal's house that may form part of a legal parcel of the school land.

- A non-residential building, is a building that was initially designed, built and consented as anything other than solely a domestic residential dwelling. It includes buildings of which the original purpose was not residential, although it may be solely used as residential dwelling now.
  - For example, including but not limited to, a disused school site, hospitals, industrial sites, or commercial buildings.
- If a vacant non-residential property is to be accessed or occupied, (access examples include but are not limited to, security monitoring, pest control, maintenance contractors, property managers undertaking inspections, or fire and building compliance inspections) the asbestos management will **no** longer be covered by this OAMP. and a Site-Specific Asbestos Management Survey along with a corresponding LINZ Site-Specific AMP will need to be obtained prior to LINZ granting access to the property.
- When a Site-Specific AMP is required for a non-residential building, an Asbestos Management Survey must be undertaken to identify the asbestos containing materials at the property.
- If demolition is to occur at any LINZ managed building built before the year 2000 an Asbestos Demolition Survey must be undertaken. An Asbestos Management Survey, or other type of asbestos report is not sufficient.
- If refurbishment is to occur on a building, an Asbestos Refurbishment Survey may be required. This will depend on the scope of work, age of building and scope of the refurbishment work. Talk to the Land and Property, Project and Hazard Management Delivery Team to confirm survey requirements.

Note that **all** asbestos surveys and removalist works will be managed by the Land and Property, Project and Hazard Management Delivery Team, please send any asbestos related works requests or asbestos related queries to [projecthazardmanagementteam@linz.govt.nz](mailto:projecthazardmanagementteam@linz.govt.nz) for response/advice/action/management.

Should you have any questions, please do not hesitate to contact the undersigned.



Authored by

Matthew Taylor  
Senior Scientist - Occupational Hygiene



Approved by

Frank Macdonald  
Work Group Manager – Occupational Hygiene

# 1 Background and introduction

This OAMP has been prepared to assist LINZ with their role and general duties for 'Persons Conducting a Business or Undertaking' (PCBU) under the *Health and Safety at Work Act 2015* (the Act) to ensure, so far as is reasonably practicable, that the workplace is without risks to the health and safety of any person. For the purposes of LINZ management of asbestos. The definition of the 'workplace' in this OAMP relates to both Crown-owned residential and vacant (never accessed) non-residential buildings/properties (i.e. commercial buildings, schools, farms, etc) and non-residential tenanted/occupied properties/buildings.

LINZ is responsible for managing land titles, geodetic and cadastral survey systems, topographic information, hydrographic information, supporting government decision making around foreign ownership and managing Crown property. As part of this role, LINZ manages a wide variety of Crown-owned land and property. This includes pastoral land in the South Island high country, lakebeds, riverbeds, forests, and in particular a broad range of residential and non-residential properties, as well as a number of closed facilities including, schools, courthouses, hospitals, medical centres and prisons.

LINZ, as managers of Crown-owned residential and non-residential properties (both operational and closed), has a duty of care as a PCBU under the Act and the *Health and Safety at Work (Asbestos) Regulations 2016* (Asbestos Regulations) to ensure the health and safety of workers in relation to exposure to airborne asbestos at the workplace. Given the age and types of Crown-owned properties managed by LINZ, a large number may contain asbestos building materials and, in some cases, could be in a poor/ or deteriorated state, or have legacy issues associated with inadequate removal and/or maintenance practices in the past.

Due to the large and complex number of properties managed by LINZ, this OAMP details how asbestos is identified and managed by LINZ across their entire portfolio. LINZ uses a prioritisation tool to assess the non-residential portfolio. The Prioritisation Tool identifies the urgency and risk level of these properties that are managed by Site-Specific AMPs. If you require further information or would like a demonstration of the Prioritisation Tool please contact the Project and Hazard Management Delivery Team, [projecthazardmanagementteam@linz.govt.nz](mailto:projecthazardmanagementteam@linz.govt.nz).

This OAMP has been developed to document the procedures to be implemented for minimising the risks to human health relating to the exposure to asbestos in the workplace and to ultimately assist LINZ to comply with their legal obligation to identify and manage asbestos in the workplace in accordance with the Asbestos Regulations. It also provides information on how LINZ manages asbestos containing material (ACM) within their portfolio of properties, including the steps for identifying asbestos, the procedures for managing the in-situ asbestos in building materials, providing control

measures to reduce the risk of exposure to asbestos, and procedures to be implemented when disturbing or removing ACM as part of routine maintenance work and/or larger refurbishment/demolition works on Crown-owned buildings.

Asbestos contamination may be present on and in Crown-owned land and properties where asbestos building materials are in poor condition/deteriorated state, or where historical landfilling or other land use activities have resulted in the placement or deposition of asbestos contaminated material. If asbestos contamination in soil is suspected, please refer to the requirements under the Resource Management (National Environmental Standard for Assessing and Managing Contaminants in Soil to Protect Human Health) Regulations 2011.

This OAMP is limited to the identification and management of asbestos and is not intended to address other hazards that may be present at a workplace, such as other hazardous materials including lead-based paint, fall from heights or electrical risks. These risks must also be identified and controlled. Contractors undertaking the work will need to develop a site-specific health and safety plan and comply with all necessary LINZ and/or external property managers health and safety procedures and protocols.

## 2 Statutory requirements, codes of practice and guidelines

There are a number of regulatory requirements, codes of practice and guidelines that apply to the identification and management of asbestos in the workplace (including in soil) in New Zealand. The most important of these are:

- [Health and Safety at Work Act 2015](#);
- [Health and Safety at Work \(Asbestos\) Regulations 2016](#) (referred to as the 'Asbestos Regulations');
- [Code of Practice for the Management and Removal of Asbestos](#) (November 2016) (referred to as the 'ACOP');
- [Code of Practice for Conducting Asbestos Surveys](#) (October 2016); and
- [New Zealand Guidelines for Assessing and Managing Asbestos in Soil](#) (BRANZ, November 2017).

It is important that all LINZ portfolio/property managers and third-party suppliers (Suppliers) delivering property management services and Suppliers delivering, asbestos surveys, asbestos removalist and asbestos related works services, are familiar with and operate in accordance with these regulations and codes of practice. These documents are referred to throughout this OAMP.



A glossary is available in **Appendix 1** to assist with the understanding and interpretation of key terms and definitions used throughout this OAMP. This is based on the glossary from the Approved Code of Practice (ACOP).

## 3 Background to asbestos

Asbestos is a naturally occurring mineral fibre that was used in various building and other products, mainly between the 1940s and late 1980s. Buildings constructed after 1990 are generally less likely to contain asbestos. However, as materials containing asbestos were still permitted to be imported into New Zealand until recently, some buildings constructed after 1990 may still contain ACMs.

Asbestos is a versatile product, which withstands heat, erosion and decay, and has fire and water-resistant properties. The common types of asbestos available commercially have been chrysotile (white), crocidolite (blue) and amosite (brown). These asbestos types vary in physical and chemical properties, but all show good qualities of tensile strength, flexibility and resistance to heat and chemical attack.

Asbestos containing materials can exist in two distinct forms – bonded (generally quite stable) and friable (a more unstable form). Bonded (or stable) forms of asbestos can be found in materials such as (but not limited to) asbestos-cement sheets, roof tiles, vinyl floor tiles and electrical switchboards. Friable asbestos, when dry, is in the form of a powder, or can be crumbled, pulverized or reduced to powder by hand pressure. Friable forms of asbestos materials include (but are not limited to) sprayed asbestos insulation, pipe and boiler insulation and woven asbestos fabric.

The widespread use of ACM in the manufacturing, building and construction industries, combined with the inadequate waste management, deferred or poor maintenance practices and building demolition practices in the past have also resulted in asbestos contamination of soil in some situations. Unless managed correctly, this can result in an exposure risk to site workers and the general public.

There are a number of adverse health effects associated with exposure to asbestos, including asbestosis (progressive and irreversible scarring of lung tissue that impairs breathing), lung cancer and mesothelioma (cancer of the linings around the lungs and abdomen).

It should be noted that, without exception, the risk driver for asbestos exposure is via inhalation of airborne fibres. If there are no airborne asbestos fibres, there is no risk to human health. On this basis, provided asbestos building products are in a good condition, free from any defects, are encapsulated, and are safely maintained there is no reason to remove asbestos products from the workplace.

## 4 Key roles and responsibilities

In order to appropriately manage asbestos in the workplace it is the collective responsibility of the following groups to ensure the requirements of this OAMP are implemented:

- LINZ Executive Leadership Team;
- LINZ Crown Property Leadership Team;
- LINZ Crown Property (i.e. LINZ Crown property managers, senior portfolio managers and portfolio managers and the Project and Hazard Management Delivery Team);
- Suppliers delivering external property management;
- LINZ Health and Safety Team;
- LINZ employees;
- Tenants/occupiers; and
- Suppliers delivering asbestos removal and asbestos related works.

Each group has a role to play in ensuring the risk of exposure to asbestos in the workplace is managed effectively. Some of the responsibilities for the different roles to managing asbestos at the operational level are detailed below.

### 4.1 LINZ Executive Leadership Team

The LINZ Executive Leadership Team (ELT) ensures that appropriate resourcing and funding is made available so that LINZ complies with its health and safety duties under the relevant legislation and regulations. It will provide overall direction and is accountable for the LINZ health and safety system, including policy and procedures for the management of asbestos in the workplace.

### 4.2 LINZ Crown Property leadership team

The LINZ Crown Property Leadership Team (CPLT) will provide clear expectations and direction, as well as maintain LINZ's policy and procedures for the management of asbestos in the workplace to ensure compliance with relevant laws and regulations. CPLT will also assist ELT to meet its obligations as outlined in Section 4.1.

## 4.3 LINZ Crown Property

LINZ Crown Property refers to the following group of staff:

- Crown property managers; and
- Senior portfolio managers and portfolio managers
- Project and Hazard Management Delivery (PHD) Team

LINZ Crown Property has a coordination role to ensure the effective implementation and functioning of this OAMP and the overall management, monitoring and control of asbestos in the workplace and ensuring that it is updated when required.

### 4.3.1 LINZ Crown property managers

Crown Property Managers will also be responsible for the following:

- To ensure that all policies, procedures and instructions as stipulated in this OAMP are undertaken.
- Work with their team and collaborate with others to identify hazards, including asbestos, and eliminate or minimise the risk to the lowest possible levels so far as reasonably practicable.
- Create an environment where it is safe to speak up about concerns.
- Escalate health and safety matters, as appropriate.
- Ensure that actions or inactions do not impact on the health and safety of others.

### 4.3.2 LINZ senior portfolio managers and portfolio managers

Senior portfolio managers and portfolio managers will also be responsible for the following:

- Work with their team and collaborate with others to identify hazards, including asbestos, and eliminate or minimise the risk to the lowest possible levels so far as reasonably practicable;
- Engage the PHD Team to procure and manage suppliers when an asbestos survey, Site-Specific AMP, or asbestos removal works are required at a LINZ-managed property, including properties managed by Suppliers (i.e. Colliers) (Section 4.3.3);
- Undertaking or arranging re-inspections for ACM as part of ongoing maintenance site visits of buildings/properties (Section 7.1.6);

- Maintaining, reviewing and updating the LINZ Asbestos Register's for the properties we manage. LINZ Asbestos Register details the available asbestos information for a particular property (Section 11.4);
- Maintaining, reviewing and updating Site-Specific AMPs (Section 11.7);
- Visual assessment of the condition of the previously identified ACM to determine whether the material remains in a satisfactory condition, or if deterioration has occurred since the previous inspection. Also known as a 're-inspection' (Section 7.1.6);
- Provide this OAMP and any Site-Specific AMPs to tenants/occupiers, LINZ staff and all suppliers attending the site (Section 11.5);
- Make sure the tenants/occupiers and all suppliers are aware of their responsibilities and adhering to them;
- Understand, and be trained and competent in the following asbestos processes (i.e. not necessarily to do the work, but to understand the process involved, Section 5):
  - Asbestos identification and management
  - Refurbishment/demolition
  - Maintenance/minor repair
  - Asbestos risk assessment
  - Asbestos control and management options
  - Ongoing asbestos management
  - Accidental discovery
  - Work involving asbestos – when and who to engage for what purpose
- Report all incidents or potential hazards for risk assessment and/or action;
- Understand responsibilities of all stakeholders and the measures adopted to control risks associated with ACM;
- Comply with all policies, procedures and instructions as stipulated in this OAMP and use the appropriate channels to speak up; and
- Ensure that actions or inactions do not impact on the health and safety of others.

### 4.3.3 LINZ Project and Hazard Management Delivery Team

As well as the responsibilities above, the senior portfolio managers and portfolio managers in the PHD Team are also responsible for the following:

- Being responsive to work requests or advice, hazard management sought by Crown Property teams and LINZ suppliers, all asbestos related queries to be sent to [projecthazardmanagementteam@linz.govt.nz](mailto:projecthazardmanagementteam@linz.govt.nz) for action;

- Procuring and managing suppliers to review and update this OAMP and to obtain Site-Specific AMPs for all Crown-owned properties managed by LINZ, including properties managed by a supplier (i.e. Colliers);
- If a Site-Specific AMP identifies a high risk, due the condition of asbestos on the site, the PHD team will work with the property manager to implement the immediate actions required to eliminate risk to tenants/occupier and suppliers attending the property (i.e. restricting access to the high risk area and placing hazard signs). The PHD team will then manage all works required to remove the asbestos hazard at the property;
- Procuring and managing suppliers from the appropriate panel to undertake asbestos removal works in all cases, including properties managed by a supplier;
- Procuring and managing suppliers from the appropriate panel to undertake third-party verification of asbestos removal works in all cases, including properties managed by a supplier;
- Review of Asbestos Removal Control Plans (ARCP) and Site-Specific Safety Plan (SSSP) prior to works being undertaken;
- To provide written permission to proceed with any asbestos removal works; and
- To file and share the Site-Specific AMPs or clearance reports with the supplier and the LINZ staff managing the property, so they can share it with the tenants/occupiers.

## 4.4 Suppliers delivering external property management;

External property managers contracted by LINZ will need to;

- Provide this OAMP and any Site-Specific AMPs to tenants/occupiers and other LINZ suppliers attending the property (Section 11.5).
- Ensure any AMP is being implemented and ensure all tenants/occupiers, their contractors and other LINZ suppliers attending the property are aware of their responsibilities regarding asbestos management and adhere to this OAMP and any Site-Specific AMPs;
- Suppliers undertaking routine condition inspections at properties, to report on changes of known or assumed asbestos, (if they are suitably qualified and approved by LINZ to do so) while liaising with LINZ Crown Property regarding all asbestos matters (Section 7.1.6);
- To inform LINZ when an asbestos survey, or removal works, may be required, external property managers are **not** to engage suppliers to undertake asbestos surveys or removal works;

- Understand, be trained and competent in the following processes (i.e. not necessarily to do the work but to understand the process involved, Section 5);
  - Asbestos identification and management
  - Refurbishment/demolition
  - Maintenance/minor repair
  - Accidental discovery of asbestos
  - Work involving asbestos – when and who to engage for what purpose
- Report all incidents, or potential hazards, for risk assessment and/or action to LINZ Crown Property;
- Make sure the tenants/occupiers and other LINZ suppliers attending the property are aware of their responsibilities;
- Understand LINZ responsibilities and all stakeholders, as well as the measures adopted to control risks associated with asbestos;
- Comply with all policies, procedures and instructions as stipulated in this OAMP and use appropriate channels to speak up; and
- Ensure that actions or inactions do not impact on the health and safety of others.

## 4.5 LINZ health and safety

The LINZ Health and Safety Team shall provide specialist advice to LINZ Crown Property and assist with general health and safety requirements. This includes:

- Partnering with Crown Property to determine the training required to ensure LINZ staff can safely identify asbestos and understand the process to safely manage the associated risk;
- Partner with Crown Property to maintain and review asbestos risk registers;
- Support training and enable Crown Property to ensure 'best practice' site-specific safety plans are developed and in place prior to visiting any site containing asbestos;
- Provide support to Crown Property to review any supplier asbestos management plans and provide feedback to ensure they are compliant with the 'Asbestos Regulations';
- Support Crown Property investigate any unintentional exposure to asbestos, including containing the site, and conducting a health and safety incident investigation; and
- Partner with Crown Property to ensure reporting mechanisms are in place and reviewed on a regular basis.

## 4.6 LINZ employees

All LINZ employees are required to:

- Report all incidents or potential asbestos hazards through the LINZ H&S incident management system 'Orange Button';
- Understand the responsibilities of the LINZ Land and Property and the measures adopted to control risks associated with asbestos;
- Comply with all policies, procedures and instructions as stipulated in this OAMP and use the appropriate channels to speak up; and
- Ensure that actions or inactions do not impact on the health and safety of others.

## 4.7 Tenants/occupiers

### 4.7.1 Tenants/occupiers of residential properties

In this OAMP a residential building is one that was **initially** designed, built and consented **solely** as a domestic residential dwelling (section 95A (6) of the Resource Management Act). It does not include buildings of which the original purpose was not solely residential, although it may be used as residential now.

All tenants/occupiers of Crown-owned residential buildings/properties are required to:

- Have received a copy of, or have access to, this OAMP and any Site-Specific AMPs (Section 11.5);
- Comply with their tenancy agreement terms and conditions;
- If controls identified in this OAMP or any Site-Specific AMPs are not adequate to control asbestos in the building, the tenant/occupier must inform LINZ, or its external property manager, to ensure further controls are put in place and managed;
- Report all damage/incidents relating to identified or suspected asbestos to LINZ Crown Property; and
- Should a tenant/occupier conduct a business from a residential property (e.g emergency housing) and their business plan requires a Site-Specific AMP, it is the responsibility of the business to obtain a Site-Specific AMP. LINZ will manage that residential property under this OAMP.

### 4.7.2 Tenants/occupiers of non-residential properties

In this OAMP a non-residential building, is a building that was **initially** designed, built and **consented** as anything other than solely a domestic residential dwelling. It includes buildings which original purpose was not residential, although it may be solely used as

residential dwelling now. For example, including but not limited to; a disused school site, hospitals, industrial sites, commercial buildings.

All tenants/occupiers of Crown-owned non-residential buildings/properties are required to:

- Ensure an understanding of this OAMP and any Site-Specific AMPs, and ensure the documents are made available to all their employees, visitors and their third-party suppliers;
- Written acceptance from LINZ must be obtained before any work is undertaken on buildings in the property if LINZ is responsible for the maintenance of the property;
  - If the tenant/occupier is responsible for the maintenance, then all asbestos related documents must be kept and provided to LINZ (Section 11.4)
- Report all damage/incidents relating to identified, or suspected, ACM to LINZ or the external property manager;
- Understand and comply with your roles and responsibilities in asbestos identification and notify LINZ or the external property manager;
- If controls identified in this OAMP, or any Site-Specific AMP, are not adequate to control asbestos in the workspace the tenant/occupier must inform LINZ or the external property manager to ensure further controls are put in place and managed;
- Tenants/occupiers are responsible for asbestos on any buildings/structures, plant and equipment that they personally own and have constructed or use on LINZ-managed Crown land. The tenant/occupier is responsible for obtaining their own Site-Specific AMPs for these buildings/structures, plant and equipment (i.e. pastoral properties); and
- They must comply with all policies and legislation i.e. *Health & Safety at Work Act 2015*, Asbestos Regulations.

## 4.8 Suppliers delivering asbestos removal and asbestos related works.

All LINZ suppliers or suppliers of LINZ tenants/occupiers delivering asbestos removal or asbestos related works are required to:

- Receive and understand this OAMP and any Site-Specific AMPs;
- Ensure that their employees and sub-contractors are aware of their responsibilities regarding asbestos management;
- Hold current LINZ approved health and safety accreditation, or LINZ approved/agreed external property managers accreditation (i.e. IMPAC Prequal);



- Ensure that written confirmation has been received from LINZ Crown Property, or the external property manager, before commencing any works;
- Ensure the asbestos register in the Site-Specific AMP (specific to the work area), is inspected prior to any works to determine whether ACM is knowingly present;
- Comply with the procedures stated in this document and any other procedures stipulated or specified in contract documents;
- Submit all documentation required to undertake your works to LINZ or the external property manager;
- Follow all legislation, regulations and codes of practice associated with asbestos in the workplace.

## 5 Asbestos workers competency

All workers undertaking any works involving asbestos, including the management of, must show a level of competency in regard to their knowledge of asbestos, its health effects and the controls to reduce the risk of exposure to asbestos fibres.

### 5.1 Suppliers undertaking asbestos removal or consulting works

The LINZ Project and Hazard Management Delivery Team is responsible for engaging and managing suppliers to deliver asbestos consultancy and Suppliers to deliver asbestos removal works. Please send work requests or queries to [projecthazardmanagementteam@linz.govt.nz](mailto:projecthazardmanagementteam@linz.govt.nz) for action.

An asbestos removal supplier or asbestos consultant engaged for work on LINZ-managed sites must be engaged from the respective LINZ procured panels, which as a prerequisite will be pre-qualified for health and safety before being allowed to undertake certain types of asbestos works.

For asbestos removalists this will be a minimum of:

- Class A asbestos removal licence
- Hold the appropriate insurances

For asbestos consultants this will be a minimum of:

- Asbestos assessor licence
- Meets the required level of experience

## 5.2 Training

### 5.2.1 LINZ staff and suppliers delivering property management

When LINZ staff and suppliers delivering property management services undertake works to assess the asbestos risk on site, they must have completed asbestos awareness training.

The asbestos awareness training presentation or course must cover the following:

- Understanding the LINZ legal obligations *Health and Safety at Work Act 2015* and our responsibilities under the Asbestos Regulations and the ACOP;
- LINZ asbestos policy. This must include the function of this OAMP and any site-specific AMPs;
- Types of asbestos that could be present in various applications across a variety of sites under Crown ownership;
- Material assessment on potential asbestos, including differentiating between friable and non-friable in relation to the asbestos regulations;
- Personal protective equipment (PPE) and respiratory protective equipment (RPE) required for assessments;
- Understand how to engage the PHD Team when asbestos consultancy or removal works are required on a LINZ managed property.
- Understand how the PHD Team determine competency of sub-contractors, when to engage asbestos consultants and asbestos removal suppliers from the panel; and
- Understand how the PHD Team determine whether the scope of works, the asbestos controls and the methodology are adequate to undertake any asbestos related works, asbestos consulting and/or asbestos removal works, including the review of Asbestos Removal Control Plans (ARCP) and SSSPs.

### 5.2.2 Suppliers undertaking asbestos removal or consulting works

Suppliers undertaking asbestos removal or consulting works will have their respective training competency determined by the requirements as defined in the LINZ procured panels.

### 5.2.3 Other suppliers

Other suppliers who are undertaking asbestos related works must provide evidence that they have received asbestos awareness training, and that the training was adequate for the works they are proposing to undertake. The contracting company must provide the date the relevant training was provided, which should also include other types of training or certification, such as mask fit testing.

## 5.3 Personal protective equipment (PPE) and respiratory protective equipment (RPE)

All LINZ staff and suppliers who require PPE or RPE to be used as a control for asbestos must show a level of competency and training in the correct use and maintenance of the equipment.

RPE selection and use must comply with AS/NZS 1715:2009, selection use and maintenance of respiratory protective equipment. This includes the requirements for regular mask fit testing (within at least the last 12 months), and that the users face is clean shaven.

## 5.4 Health monitoring

Asbestos health monitoring is required for workers undertaking ongoing asbestos related works and are at risk of exposure to airborne asbestos while performing that work.

LINZ staff are not expected to undertake ongoing works where they are at risk of exposure to asbestos, and as such are not broadly required to undergo health monitoring. However, individual employees may feel it is required based on their specific experiences and these will be evaluated on a 'case by case basis'.

Asbestos removalist and asbestos surveyors are required to be involved in a health monitoring regime.

Persons undertaking asbestos related works should indicate if they are part of a health monitoring regime. If not, they must complete a risk assessment that takes into account every task that potentially involves asbestos in their role (LINZ and non-LINZ) and determine whether health monitoring is required.

# 6 LINZ principles of asbestos management

LINZ general principles of asbestos management are summarised below:

- To ensure the health and safety of workers in relation to exposure to airborne asbestos in the workplace by taking reasonable steps to identify all possible locations of asbestos within Crown-owned buildings and structures.
- Due to the large number of properties managed by LINZ (over 18,000 properties, including land and land with buildings), it is not realistic or practical to undertake asbestos surveys on all Crown-owned buildings/properties to identify asbestos. As such, if an asbestos survey has not been undertaken for a particular property and the property has buildings constructed prior to 2000, then as an interim approach an assumption will be made that asbestos is likely to be present until proven otherwise;

- LINZ recognise that asbestos is found in many different forms, and the risk associated with each form is different. Residential and non-residential have different risk characteristics and LINZ has identified that for its portfolio that generally non-residential buildings are at higher risk. This is due to more friable asbestos having been used in these buildings, maintenance that has not been as consistent, and many of the properties are no longer occupied and suffer from vandalism.
- In this OAMP;
  - a residential building is one that was initially designed, built and consented solely as a domestic residential dwelling (section 95A (6) of the Resource Management Act). It does not include buildings of which the original purpose was not solely residential, although it may be used as residential now.
  - a non-residential building, is a building that was initially designed, built and consented as a anything other than solely a domestic residential dwelling. It includes buildings of which the original purpose was not residential, although it may be solely used as residential dwelling now.
- Residential buildings will be assumed as containing asbestos based on the model presented in the WorkSafe New Zealand website <https://worksafe.govt.nz/topic-and-industry/asbestos/working-with-asbestos/where-asbestos-can-be-found/>.
- All LINZ managed tenanted/occupied non-residential properties are to have Site-Specific asbestos management surveys undertaken and Site-Specific AMPs drafted within a timeframe and is based on the outputs of the prioritisation tool. It is anticipated that this will take two to five years, starting in 2020.
- If asbestos is assumed to be present (i.e. there has been no asbestos survey previously prepared and/or no site-specific testing of the suspected material has been carried out), materials are to be treated as containing asbestos, unless specifically known not to contain asbestos i.e. wood and GIB. Suppliers undertaking works on the property must therefore understand that the appropriate actions are implemented in accordance with the Asbestos Regulations. Alternatively, prior to the commencement of any site works, rather than assuming that asbestos is present, testing of specific material that is likely to be disturbed during any works can be undertaken. For example, if the works only included replacing or disturbing the eaves lining/soffits of a building, then testing on the eaves lining/soffits would be required. It is likely that when works are undertaken on a particular site, that a full survey of the entire site would be recommended, based on the outcomes of the prioritisation tool. However, this would occur on case by case basis and at the discretion of LINZ;
- Ensure personal exposure to airborne asbestos fibres do not exceed 0.01 respirable fibres per millilitre of air (fibres/ml) over any eight-hour period (defined in the Asbestos Regulations and ACOP as 'trace level' and is the

detection limit to which laboratories are able to detect asbestos fibres with any certainty). In combination with other methods, this concentration is used as the acceptable level for re-occupation following licenced asbestos removal works;

- Ensure that the airborne contamination standard for asbestos is not exceeded at the workplace. This is defined in the Asbestos Regulations as being the average concentration over any eight-hour period of 0.1 respirable asbestos fibres/ml of air. Note that this airborne contamination standard sets a level of respirable asbestos fibres in the air that cannot be exceeded (unless it is inside an asbestos removal enclosure using negative pressure);
- LINZ priority is for the ongoing, long-term management of asbestos in the workplace rather than complete removal of all asbestos from buildings within Crown-owned properties. Asbestos is only likely to be removed by LINZ during future demolition/refurbishment works, or when a risk to human health is identified (refer to Section 8.0);
- Consideration may be given by LINZ to the removal of asbestos during any renovations, refurbishments or maintenance work in preference to other control measures such as encapsulation, enclosure and sealing;
- LINZ will take reasonable steps to prevent exposure to airborne asbestos fibres and take into account the results any risk assessments conducted for identified or presumed asbestos within a specific property/building;
- Only competent persons should undertake the identification and risk assessment of asbestos. A 'competent person' is someone who has the knowledge, experience, skills and qualifications to carry out a particular task;
- Tenants/occupiers that are PCBUs of Crown-owned buildings/properties will provide all employees, workers and contractors on premises where asbestos is identified present or assumed to be present, and all other persons who may be exposed to asbestos as a result of being on the premises, with a copy of the asbestos management survey for that building/structure (if available); and
- Prior to any work involving the disturbance of asbestos, tenants/occupiers that are PCBUs will ensure all workers and contractors acknowledge that they are aware of the presence of asbestos (whether confirmed or suspected) and will comply with this OAMP and any Site-Specific AMPs and the Asbestos Regulations, relevant codes of practice and guidelines.

## 7 Procedure for identifying asbestos on sites

LINZ will ensure, so far as is reasonably practicable, that all asbestos or ACM giving rise to a risk at the workplace is identified and managed. As stated in Section 6.0, due to the number of properties managed and limited number of existing asbestos surveys undertaken across the portfolio, a large number of buildings/properties will be assumed to contain ACM and that any physical works within a building will need to be managed and carried out in accordance with the Asbestos Regulations unless proven otherwise.

The main mechanisms which will assist with the identification of ACM within a building/property include:

- During routine building inspections of Crown-owned properties by LINZ portfolio managers and suppliers delivering property management services, or other qualified third parties (refer to Section 7.1);
- Minor repairs and routine maintenance works (i.e. work involving asbestos – refer to Section 8.0 for management process);
- Renovations/refurbishments and demolition works (i.e. work involving asbestos – refer to Section 8.0 for management process);
- Accidental discovery of asbestos by contractors/maintenance workers and/or tenants/occupiers, or where damage has occurred to asbestos (refer to Section 8.0 for management process). The accidental discovery may include previously unidentified or suspected asbestos is encountered, or where asbestos is in a poor/deteriorated condition (such as broken cement sheet fragments, exposed asbestos pipe lagging, etc). In addition, the accidental discovery may also be associated asbestos in soils, such as asbestos fragments on the ground surface (refer to Section 9.4); and
- Due diligence assessment/asbestos management survey as part of a property acquisition or divestment process.
- Asbestos surveying prompted by desktop study. “High risk” sites identified by LINZ prioritisation assessments may require surveying.

## 7.1 Asbestos survey

There are several mechanisms that may initially identify suspected asbestos within a building/property, which may then result in the requirement to engage an asbestos consultant to undertake an asbestos survey.

The three main types of asbestos surveys that LINZ will routinely require to be carried out by a competent person (i.e. asbestos consultant) will include:

- Management surveys
- Refurbishment surveys
- Demolition surveys

All survey data must be recorded and provided on the LINZ Asbestos Register Template as per Section 11.6.

### 7.1.1 Asbestos management survey

An **‘asbestos management survey’** is carried out to locate, as far as reasonably practicable, the presence and extent of any suspected asbestos within a building which

could be accessed, damaged or disturbed during normal occupancy and maintenance works. The extent of the intrusive works (sampling) will vary between buildings, but will be dependent on a number of factors such as the type of building, accessibility, building construction, etc. While asbestos surveys usually involve sampling and accredited laboratory analysis to confirm whether asbestos is present or not, management surveys also involve presuming the absence or presence of asbestos. It is important that, so far as reasonably practicable, all asbestos is identified so that suitable management of the risk posed by asbestos can be implemented.

In general, an asbestos management survey will include the following: -

1. Identification of asbestos
2. Asbestos material assessment
3. Asbestos management options

These are discussed further below.

## 7.1.2 Identification of asbestos

An asbestos management survey will be undertaken by an asbestos consultant from LINZ panel who will be responsible for identifying and sampling the suspect materials and sending them to an accredited laboratory for analysis. The asbestos management surveys must include the LINZ asbestos register with all cell entries to be completed.

An assessment of fugitive dust (i.e. 'asbestos-contaminated dust', ACD) may also form part of asbestos surveys, in particular for specialist facilities such as closed hospitals, schools or prisons because asbestos products were widely used and may have resulted in legacy contamination from past inadequate removal and maintenance practises overtime (e.g. within service tunnels, boiler houses, etc). This would form part of the asbestos material assessment (see below) and result in immediate management control measures (i.e. restricting access), or undertaking further work (e.g. air monitoring) as part of a more detailed risk assessment.

The information in the asbestos management survey will be used to help manage any risk identified on site to tenants/occupiers and help manage any routine or future work that may disturb the asbestos identified (refer to Section 8.0).

## 7.1.3 Asbestos material assessment

A material assessment of any identified or presumed asbestos will be undertaken by the asbestos consultant preparing the asbestos survey. A material assessment identifies the potential of an asbestos containing material to release asbestos fibres and is used to help facilitate the most appropriate management measures/controls.

The material assessment algorithm used during this survey is prescribed in the WorkSafe New Zealand (WorkSafe) *Good Practice Guideline for Conducting Asbestos Surveys* (2016) as shown in the table on the following page.

SAMPLE VARIABLE	SCORE	EXAMPLES OF SCORES
Product type (or debris from product)	1	Asbestos-reinforced composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, semi-rigid paints or decorative finishes, asbestos cement etc).
	2	AIB, millboards, other low-density insulation boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper and felt.
	3	Thermal insulation (eg pipe and boiler lagging), sprayed asbestos, loose asbestos, asbestos mattresses and packing.
Extent of damage/deterioration	0	Good condition: no visible damage
	1	Low damage: a few scratches or surface marks, broken edges on boards, tiles etc.
	2	Medium damage: significant breakage of materials or several small areas where material has been damaged revealing loose asbestos fibres.
	3	High damage or delamination of materials, sprays and thermal insulation. Visible asbestos debris.
Surface treatment	0	Composite materials containing asbestos: reinforced plastics, resins, vinyl tiles.
	1	Enclosed sprays and lagging, AIB (with exposed face painted or encapsulated) asbestos cement sheets etc.
	2	Unsealed AIB, or encapsulated lagging and sprays.
	3	Unsealed lagging and sprays.
<b>TOTAL</b>		

SCORE	POTENTIAL TO RELEASE FIBRES
7-9	High
4-6	Medium
1-3	Low

Non-asbestos materials have no potential to release asbestos fibres.

Material Assessment Algorithm (Source: WorkSafe New Zealand).

The material assessment process identifies four variables which affect how much fibre is released from an asbestos containing material when it is disturbed.

The four variables used in a material assessment are:

- Product type;
- Extent of damage or deterioration;
- Surface treatment; and



- Asbestos type.

LINZ asbestos register template (Appendix 3) must be used for each asbestos survey, it follows the algorithm above and will assign a product score for a wide range of products to ensure consistency between properties/sites and the surveyors.

A LINZ Site-Specific AMP template is available in Appendix 2.

The asbestos management survey identifies the location, condition and type of asbestos, the Site-Specific AMP records the management of the asbestos identified.

### 7.1.4 Prioritisation of properties for assessment of the asbestos risk

Prioritisation of asbestos risk will be undertaken by the LINZ Crown Property teams through the Prioritisation Tool. LINZ will take into account the asbestos identified and its condition assessment along with the LINZ teams detailed knowledge of site activities. If you require further information, or would like a demonstration of the Prioritisation Tool, please contact the Project and Hazard Management Delivery Team, [projecthazardmanagementteam@linz.govt.nz](mailto:projecthazardmanagementteam@linz.govt.nz)

### 7.1.5 Refurbishment and demolition survey

A more intrusive asbestos survey would be required where additions or alterations and/or demolition works are to be carried out on an existing building (the requirements of when to carry out a refurbishment or demolition survey are outlined in Section 9.0). A '**refurbishment survey**' and '**demolition survey**' will need to be carried out prior to the commencement of any additions/alterations to a building and prior to any building demolition works as required in Section 21 of the Asbestos Regulations.

A refurbishment/demolition survey is a fully intrusive survey (i.e. inspection of areas that are usually in-accessible for management surveys such as wall cavities, floor spaces, etc.) to determine the presence of asbestos within the building/structure that may require special handling and disposal during the intended refurbishment/demolition works.

Refurbishment and demolition surveys should only be conducted in un-occupied areas to eliminate or minimise risks to the public or workers on the premises, following the completion of the survey and if the building is planned to be re-occupied, then reinstatement of any damaged walls or floorboard should be completed. The asbestos consultant undertaking the works will be required to ensure that the appropriate health and safety and decontamination protocols are implemented to ensure that other personnel or contractors entering the site aren't exposed to asbestos as a result of the survey.

## 7.1.6 Re-inspections

Re-inspections can be conducted by LINZ (senior portfolio managers and/or portfolio managers) or a suitable qualified supplier. Most of the re-inspections will be undertaken by the LINZ external property managers during annual property inspections and documented in the inspection report. This will comprise of a visual assessment of the condition of the previously identified asbestos in the Site-Specific AMP to determine whether the material remains in a satisfactory condition, or if deterioration has occurred since the previous inspection.

Such re-inspections will determine if any remedial action, such as encapsulation, isolation or removal of the asbestos is required. If the condition of the asbestos condition has changed the site asbestos register and Site-Specific AMP must be updated to include the change in condition, and any additional controls that are in place.

The frequency of re-inspection will be based on the outcome of the asbestos risk assessment and/or the asbestos material assessment (i.e. higher risk properties will require more frequent inspections). The re-inspection interval will be qualified in any Site-Specific AMP. In cases where a Site-Specific AMP is deemed 'not required' for a particular site, the reinspection interval will be set at a period no longer than every five years.

## 8 Asbestos management options

Depending on the asbestos materials assessment and the outputs from the prioritisation tool, site-specific controls to manage the risk to tenants/occupiers of Crown-owned buildings/properties may be required, as-specified in the LINZ asbestos register.

The following controls and management options have been adopted:

- Deferral (i.e. leave in-situ, manage and monitor)
- Seal/encapsulate
- Enclose/isolate
- Remove
- Restrict access

The control and management options implemented will be appropriate to the level of risk identified. The recommendations reported will be those found in the LINZ asbestos register and reported in Site-Specific AMPs.

The controls outlined in the LINZ asbestos register are based on the controls detailed in *WorkSafe's Managing Asbestos Information Sheet 4* outlined in Table 1 below.

This table will be used as a guide to help determine the appropriate asbestos management option. The assessment can be carried out by trained and competent LINZ

staff and can also be undertaken in conjunction with the person undertaking the asbestos surveys.

**Table 1: Asbestos control and management options**

OPTION	OPTION INVOLVES	APPROPRIATE WHEN	NOT APPROPRIATE WHEN
Removal	<ul style="list-style-type: none"> <li>complete removal of asbestos or ACM from a building</li> </ul>	<ul style="list-style-type: none"> <li>surface is friable or asbestos is poorly bonded</li> <li>asbestos is severely water-damaged or liable to damage or deterioration</li> <li>there is lichen growth or lichen-related damage</li> <li>asbestos is located in air conditioning ducts</li> <li>airborne asbestos levels exceed exposure standard</li> <li>other control techniques are inappropriate</li> </ul>	<ul style="list-style-type: none"> <li>asbestos is located on complex or inaccessible surfaces</li> <li>removal would be extremely difficult and other techniques are satisfactory</li> </ul>
Encapsulation <sup>1</sup>	<ul style="list-style-type: none"> <li>coating ACM with a product that penetrates into and hardens the material</li> </ul>	<ul style="list-style-type: none"> <li>asbestos removal is difficult or not feasible</li> <li>minimal likelihood of asbestos being damaged</li> </ul>	<ul style="list-style-type: none"> <li>asbestos is deteriorating or has been water-damaged</li> </ul>
Sealing <sup>1</sup>	<ul style="list-style-type: none"> <li>applying a protective coating to the ACM that creates an impermeable seal for the asbestos e.g. paint</li> </ul>	<ul style="list-style-type: none"> <li>building has a short life expectancy</li> <li>asbestos is readily visible for regular assessment</li> </ul>	<ul style="list-style-type: none"> <li>applying the sealant may damage the asbestos</li> <li>area of damaged asbestos is large</li> </ul>
Enclosure <sup>1,2</sup>	<ul style="list-style-type: none"> <li>placing a barrier between ACM and the surrounding environment</li> </ul>	<ul style="list-style-type: none"> <li>asbestos removal is extremely difficult</li> <li>fibres can be fully contained within the enclosure</li> <li>most of the surface is inaccessible (enclosed)</li> <li>disturbance to, or entry into the enclosure is unlikely</li> </ul>	<ul style="list-style-type: none"> <li>enclosure is liable to be damage or water damage may occur</li> <li>asbestos cannot be fully enclosed</li> </ul>

Restrict access

- restrict access to the high-risk area/s and place RESTRICTED access hazard signs and inform any Tenants/ Occupiers of the restrictions.

Deferral

- no action taken at the present time

- risk of asbestos exposure is **high**
- known or presumed asbestos fibres are or have the potential to be airborne (i.e. most of the buildings at the Tokanui Psychiatric Hospital are restricted because there is a high risk of asbestos exposure because of deteriorated friable asbestos lagging throughout the buildings. Hazard and no access signs are placed on all access points)
- please note once access has been restricted **only** qualified, competent suppliers wearing appropriate PPE and RPE with decontamination units are able to enter the area
- Please note restricted access will **only** be lifted once the asbestos removal has been completed and the third-party clearance verification certificate for re-occupation has been received
- risk of asbestos exposure is negligible, **and**
- asbestos is inaccessible and fully contained, **or**
- asbestos is stable and unlikely to be damaged

- there is a possibility of asbestos damage or deterioration
- airborne asbestos dust levels exceed exposure standards

Notes:

1. If the enclosure, encapsulation or sealing options are used then the location of the asbestos must be clearly indicated and recorded.
2. This option is only acceptable when ACM is in good condition and the barrier is designed to protect against mechanical damage.

## 9 Work involving asbestos

It is important that prior to **any** scheduled or routine maintenance work, additions, alterations, refurbishment or demolition of buildings or structures, that determination of the potential of asbestos being present in the building/structure/equipment is carried out.

For routine maintenance/repair work, an asbestos survey and previous asbestos investigations for that particular building can be reviewed to check if asbestos has been identified in the intended work area. If no information is available for a particular building then an asbestos management survey or sampling exercise could be undertaken to assist with the planning of the work. Alternatively, asbestos must be assumed to be present in the work area and all necessary measures implemented in accordance with the Asbestos Regulations.

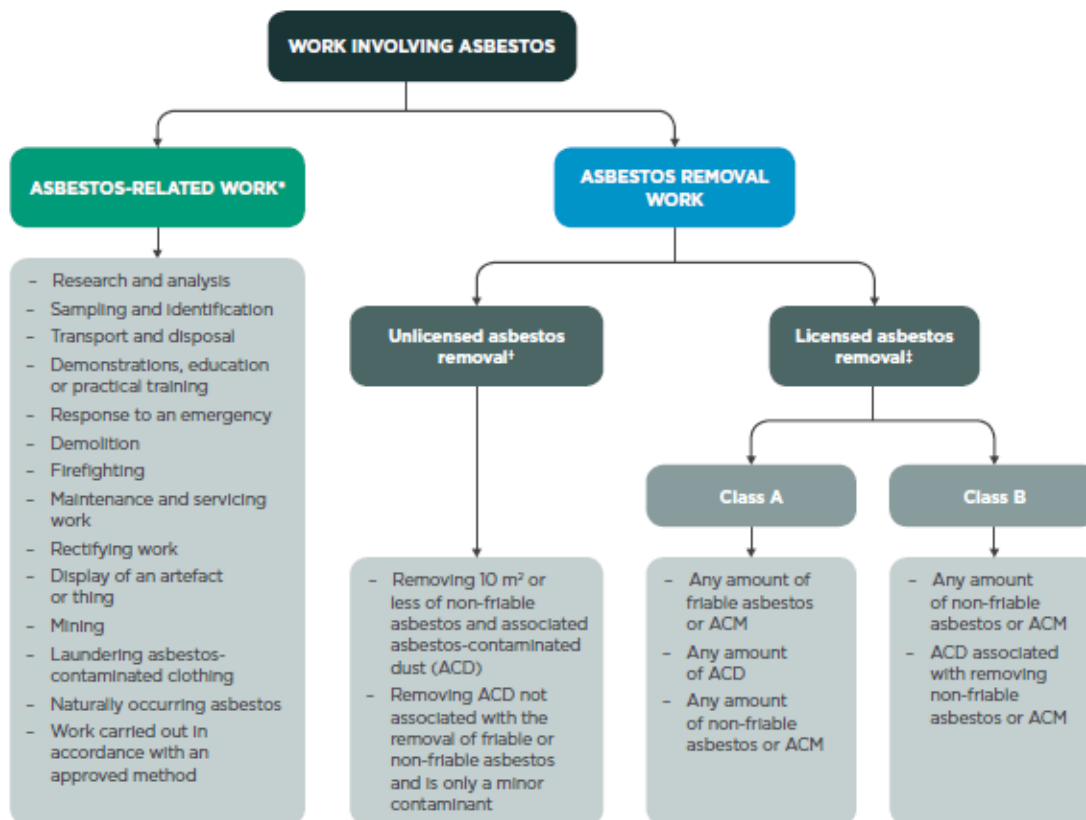
The decision as to whether a survey is required to continue the work, or to continue as the work area is assumed to contain asbestos must be made between the persons undertaking the work and the LINZ property manager. The decision-making process should consider the type of work, extent of work, potential need for dust mitigation controls and competency of persons undertaking the site work.

For alterations, additions, refurbishment or demolition work, buildings constructed prior to January 2000, or if there is suspicion that asbestos may be present in a building/structure, a '**refurbishment/demolition survey**' is required to be undertaken by a competent person (i.e. asbestos consultant engaged under the LINZ panel) under the Asbestos Regulations (refer to Section 6.2.2).

To minimise the potential of exposure to asbestos, LINZ PHD Team should be notified of any work involving asbestos via email to [projecthazardmanagementteam@linz.govt.nz](mailto:projecthazardmanagementteam@linz.govt.nz)

If it has been determined that asbestos is to be disturbed or removed as part of a work programme/schedule, the work will be categorised as either '**asbestos related work**' or '**asbestos removal work**'. This will enable the appropriate required level of competence of the contractor to be determined and whether the work needs to be carried out by a licenced removalist.

The Asbestos Regulations regulate the type of work people can do with asbestos, ACM and asbestos-contaminated dust or debris. The following is an overview of the permitted work involving asbestos and the definition of the type of asbestos work and the competency/licensing requirements. Any work involving asbestos outside of these definitions is prohibited by the Asbestos Regulations.



Source: WorkSafe New Zealand.

These definitions are further detailed in the following sections.

## 9.1 'Asbestos related work' activity

This definition covers a number of 'minor works' involving minor disturbance of asbestos, including tasks such as cutting a small hole or hand-drilling a few holes in a cement sheet (i.e. purpose to maintain, install, reconfigure or repair a service). This could potentially cover a number of activities associated with general maintenance and repair works on Crown-owned buildings/properties, however it is LINZ's policy that if any removal of asbestos is required, then the works must be carried out as 'asbestos removal work' this includes removal works of asbestos under 10m<sup>2</sup> and Section 9.2 will apply.

Contractors involved in 'asbestos **related** work' do not need to be a licenced asbestos removalist, however, they must show a level of competency in the general handling, management and disposal of asbestos including knowledge of the hazards associated with exposure to asbestos. However, in order to undertake asbestos related work, the contractor must show competency in the following;

- Must have written evidence of asbestos awareness training.
- Must provide a SSSP and safe work method statement for the works being undertaken and must meet the minimum safety and decontamination requirements set out in the Approved Code of Practice (ACOP).
- If works are going to disturb known, suspected or assumed asbestos then additional methodology needs to be provided. This includes documented control procedures for the generation of dust and asbestos decontamination controls, which need to be supplied to LINZ for approval prior to commencing works.

## 9.2 'Asbestos removal work' activity

### 9.2.1 Licensed asbestos removal

If any work involves the removal of bonded asbestos and/or friable asbestos, then in accordance with the Asbestos Regulations the removal works shall be considered to be licensed removal works and shall be undertaken by, or, under the supervision of a licensed asbestos removalist (Class A or Class B as appropriate) and must be from the approved list of contractors from the LINZ panel. The company undertaking the asbestos removal must confirm a 'certified safety management system' is in place (i.e. compliant with the *AS/NZS 4801 Occupational health and safety management systems* or another international standard recognised by WorkSafe). Please note LINZ is treating all asbestos removal works even removal of 10m<sup>2</sup> or less under this process.

The licensed removalist will be responsible for preparing an Asbestos Removal Control Plan (ARCP) and notifying WorkSafe at least five days prior to commencing the asbestos removal work. The ARCP will be required to be reviewed and filed by LINZ prior to the work being carried out. LINZ will engage an asbestos consultant to assist with the review and approval process.

In accordance with the Asbestos Regulations, a clearance inspection (i.e. third-party verification) will be carried out by:

- An independent licensed asbestos assessor for Class A asbestos removal work; or
- An independent competent person in any other case (i.e. consultant).

The requirement for air monitoring during any licensed removal work will be determined by the licensed asbestos removalist and detailed in the ARCP. Any air monitoring will be carried out in accordance with the Asbestos Regulations by an independent competent person (i.e. consultant or asbestos assessor). Air monitoring will be conducted during the removal works (which is mandatory for Class A removal work and is recommended on a



case-by-case basis for Class B) to check the effectiveness of control measures implemented by the contractor (e.g. isolating the removal work area with a sealed, airtight enclosure fitted with negative air generating units, etc).

Table 2 below provides Worksafe approved methods for air monitoring that is to be undertaken during asbestos removal.

Table 2: Membrane filter methods

Country	Code	Title
Australia	NOHSC:3003 (2005)	Guidance note on the membrane filter method for estimating airborne asbestos fibres (2nd Ed)
United Kingdom	HSG 248	<i>Asbestos: The Analyst's Guide for Sampling, Analysis and Clearance Procedures</i>
	ISO-8672-2014	Air quality. Determination of the number concentration of airborne inorganic fibres by phase-contrast optical microscopy. Membrane filter method.
	WHO, Geneva 1997 ISBN 92 4 154496 1	Determination of airborne fibre concentrations. A recommended method, by phase-contrast microscopy (membrane filter method)
USA	ASTM STP834	Membrane filter method for estimating asbestos fiber exposure

General asbestos management controls are detailed in Section 10.0. These must be followed (at a minimum) for all work where exposure and disturbance of asbestos is carried out. Additional controls may be applied at the discretion of the removalist and/or an asbestos consultant.

### 9.3 Protocols for suppliers working on Crown-owned properties

All suppliers engaged by LINZ are required to obtain and maintain the LINZ health and safety pre-qualification accreditation (currently LINZ use IMPAC Prequal). The suppliers are to understand the known risks on the site by communicating with LINZ, the external

property manager, or a suitable qualified third-party and have the risks detailed in their SSSP.

If tenants/occupiers of Crown-owned properties are engaging contractors directly to undertake works on LINZ-managed Crown properties, they must ensure the contractor has suitable experience and is qualified to undertake the works. The tenant/occupier must provide their contractor a copy of this OAMP and any Site-Specific AMPs and ensure it is referenced in their SSSP and this is to be sent to the LINZ external property manager prior to starting works.

Determination as to the presence of asbestos in the proposed work area will be carried out as part of this process (if not before as part of the planning phase). If asbestos is identified or assumed to be present, then the process outlined in Sections 8.0 and 9.0 shall be followed.

Prior to undertaking any work, suppliers shall review this OAMP and any Site-Specific AMPs and will carry out the work in accordance with the Asbestos Regulations and safe work practices.

Suppliers involved in 'asbestos **related** work' and/or 'asbestos **removal** work' must provide LINZ with their company's asbestos licence and/or show a level of competency and accreditation in the general handling and management of asbestos for the specific work they are undertaking. The contractor must provide LINZ the names of one or more competent people in their organisation who are nominated to supervise asbestos removal work (Class A and B) and confirm a 'certified safety management system' is in place (i.e. compliant with the *AS/NZS 4801 Occupational health and safety management systems* or another international standard recognised by WorkSafe).

## 9.4 Accidental discovery of asbestos and emergencies

If previously unidentified or suspected asbestos (including potential asbestos in soils) is encountered by suppliers, including maintenance staff during any works, or where damage has occurred to confirmed or suspected asbestos material, then the following shall be carried out:

- Works in that area should cease immediately and the area isolated, access restricted and control measures implemented as well as maintained to prevent exposure to site workers. Signage should be installed during these works, which states that the area cannot be entered unless authorised, and decontamination procedure is established for anyone entering the site;

- LINZ shall be contacted immediately to confirm that the control procedures are appropriate for the situation. LINZ Crown Property Team may liaise with the Health and Safety Team or engage an asbestos consultant or licenced removalist to provide additional information to assist with managing the situation;
- If a potential exposure risk exists the area shall be restricted, covered, sealed or dust suppression measures implemented until removal and/or remedial works can proceed. This should be carried out in consultation with LINZ; and
- LINZ, in consultation with an asbestos consultant, and/or licenced removalist, may advise a requirement for confirmation testing (i.e. sampling of building materials or soil) and to determine the appropriate course of action to allow the work to proceed or controls implemented for the long term to management of asbestos at that site.

## 10 General asbestos disturbance controls

The following management controls (as a minimum) will be followed for any work where asbestos is exposed and/or disturbed. The exact management controls will be determined by the supplier undertaking the work based on the intended work scope and hazards identified but will need to be approved by LINZ prior to any work commencing.

Minor maintenance or routine works (i.e. 'asbestos related work') must follow the Approved Code of Practice Work for the Management and Removal of Asbestos (WorkSafe, 2016) safe work practices. Where no safe work practice has been prepared by WorkSafe, additional safe work practices shall be developed based on the following principles and objectives:

- To undertake minor work in a way that minimises the potential for the release of asbestos into the air (i.e. wetting or using surfactants, shadow vacuuming or doing the work in a controlled environment);
- To capture any ACD and dispose of appropriately; and
- Where possible, avoid disturbance of actual/potential asbestos.
- An Asbestos Removal Control Plan must be prepared for any 'asbestos removal work' and reviewed and written permission provided by LINZ Crown Property or a third-party competent suitable qualified Toitū Te Whenua representative before work commences.

## 10.1 Use of equipment

The following are prohibited for use on actual/potential asbestos in accordance with Asbestos Regulations:

- A high-pressure water spray with a capacity of more than 350 Kpa or 50 PSI;
- Compressed air; or
- A power tool, broom or any other implement that causes the release of airborne asbestos into the atmosphere (except under controlled conditions where airborne asbestos is captured or suppressed safely).

## 10.2 Work area isolation

An exclusion zone will need to be setup to isolate the work area to ensure only permitted personnel with appropriate training and those wearing the appropriate PPE and RPE can enter.

Appropriate signage will also need to be installed and be clearly visible at all entrances to the work areas.

## 10.3 Personal protective equipment

Protective safety equipment must be available and used by those workers involved in all asbestos related and removal work to minimise exposure. PPE shall include but not be limited to the following and be based on an assessment of the level of risk of exposure to asbestos fibres:

- Safety boots (covers as required);
- Type 5 and 6 disposable coveralls;
- Protective gloves for any personnel handling asbestos;
- Safety glasses;
- Appropriate fit tested particulate filter respirators; and
- For licenced asbestos removal work, additional PPE may be required to complete the work, at the discretion of the licenced removalist.

Additional PPE may be required for other site hazards in accordance with LINZ procedures.

## 10.4 Personnel and access

Personnel undertaking minor work involving asbestos should be suitably trained in the identification and management of asbestos.

- All personnel must sign in prior to entering the site, with no unregistered personnel allowed onsite;
- The minimum number of personnel necessary to safely undertake the minor work should be within the work area when there is potential for the minor work to disturb asbestos; and
- Outside normal working hours, access to the site is to be prevented by temporary fencing, or other suitable barriers.

## 10.5 Decontamination

Decontaminating the work area, workers, PPE and tools used in asbestos related and asbestos removal work is vital to eliminate or minimise exposure to airborne asbestos fibres. Refer to WorkSafe's *Approved Code of Practice for the Management and Removal of Asbestos* and specific safe work practices for further detail on decontamination.

### 10.5.1 Decontamination of work area

The following decontamination methods shall be used:

- Wet decontamination, or wet wiping, using damp rags to wipe down contaminated areas. Rags should only be used once and then be treated as asbestos waste.
- Dry decontamination by carefully rolling, or folding up, and sealing plastic sheeting and/or vacuuming the asbestos work area with a vacuum cleaner used for asbestos work.

Dry decontamination may only be used when the wet method is not suitable or is risky because of other hazards such as electricity or slipping. All waste material shall be treated as potentially containing asbestos and disposed of accordingly (refer Section 10.6).

### 10.5.2 Decontamination of equipment

All tools and equipment must be decontaminated using the wet or dry decontamination method before they are removed from the asbestos work area. The appropriate method will depend on its practicality, the level of contamination and electrical hazards.

Any tools or equipment that cannot be decontaminated must be placed in a sealed and labelled container (as detailed in Section 10.5.3).

In some circumstances, it may be better to dispose of contaminated tools and equipment, depending on the level of contamination and the ease of replacement. If tools and equipment are disposable, so far as is reasonably practicable, they need to be disposed of.

### 10.5.3 Personal decontamination and hygiene

Site personnel involved in the asbestos related and removal work should follow appropriate decontamination and personal hygiene measures as summarised below:

- PPE must be removed prior to leaving the work area and disposed of accordingly as asbestos contaminated waste (refer to Section 10.6);
- Hands and other exposed parts of the body are to be washed prior to entering any eating area and on leaving the site following excavation works. Running water will be available on site or water supplied by the contractor for hand washing; and
- For those activities involving licenced asbestos removal works, the removalist will outline the decontamination requirements, including the requirement to set up a dedicated wet decontamination unit.

## 10.6 Disposal of asbestos and asbestos contaminated waste

Any removed asbestos and any asbestos contaminated waste (including used PPE/decontaminating consumables) shall be packaged, transported and disposed of in accordance with the Asbestos Regulations.

Disposal of asbestos waste shall be to a facility (landfill) licensed to accept asbestos under a valid disposal permit. Waste manifest records and landfill dockets should be retained on file to document the asbestos waste disposal and produced to LINZ upon request.

# 11 Documentation, monitoring and record keeping

## 11.1 Documentation

The following documentation shall be prepared, reviewed, and/or written permission given by LINZ:

- An asbestos management survey, or re-inspection will be prepared in instances where:
  - Works are required to record the presence and location of asbestos within the Crown-owned non-residential building/structure constructed prior to January 2000;
  - A LINZ priority assessment of its properties identifies a high-risk site and it is determined that site-specific identification of asbestos is required.
  - The property has not been inspected within five years.
- An asbestos register will be created for each site where asbestos information has been collected. The registers be in the same format for each site and will be made available to any external company collating asbestos information for LINZ.
- The Site-Specific asbestos registers will be held in Objective under the individual property files and they will be copied onto the LINZ asbestos register master document and both documents update when required.
- Where asbestos is identified on a site, and it is deemed that this OAMP cannot sufficiently manage the asbestos, a Site-Specific AMP will be developed. Site-Specific AMPs must follow the format outlined in **Appendix 2**.
- A re-assessment of the condition of the asbestos in line with this OAMP or as required by a Site-Specific AMP.
- Prior to the refurbishment or demolition of a building or structure, a refurbishment/demolition survey will be prepared for buildings constructed prior to January 2000, or if there is suspicion that asbestos may be present;
- This OAMP will be made readily available to the tenant/occupier of a LINZ-managed Crown-owned building/property. The tenant/occupier shall make it available to all staff, contractors and maintenance workers involved in any physical/intrusive work on that building. Any AMP should be reviewed and updated as and when required to ensure the AMP is current and valid (at least every five years):

- Site-Specific AMPs must be updated sooner than five years if one or more of the following occurs:
  - There is a review of a control measure;
  - Asbestos is removed from, or disturbed, sealed, or enclosed at the workplace;
  - The plan is no longer adequate for managing the risk arising from asbestos at the workplace/ property;
  - A representative requests a review based on a query about management of asbestos which includes:
    - A circumstance referenced above affects, or may affect, the health and safety of a member of the work group representative, represented by the representative; and
    - The PCBU with management and control of the workplace has not adequately reviewed the asbestos management plan in response to the circumstance.
- Where licenced 'asbestos removal work' is to be undertaken, an Asbestos Removal Control Plan will be prepared by the licenced asbestos removalist. This must be provided by LINZ prior to the work being carried out;
- Where 'asbestos related work' is to be undertaken (i.e. minor maintenance works that may disturb asbestos), work must follow a pre-approved safe work practice for that activity (either prepared by WorkSafe or developed for that particular activity).

If a tenant/occupier of a LINZ-managed **non-residential** building commissions asbestos works of any kind, they must keep documentation of the works undertaken and provide it to LINZ.

## 11.2 Indication of asbestos identified on sites

Based on the legislative documents, a PCBU must 'indicate the presence of asbestos'. This requirement encompasses several methods, one of which includes labelling. The ACOP sets out a number of different methods in which a PCBU can use to meet this requirement.

LINZ will **not** use labelling as a primary means of identifying asbestos unless specifically stated in the buildings Site-Specific AMPs; for example, to restrict an area with asbestos containing dust or friable ACM issues. If labelling is to occur, the ACOP states that appropriate labelling should be undertaken by 'someone with knowledge and experience and comply with any applicable with any safe work instrument'.



Currently, WorkSafe does not have a position on asbestos labelling, however safety signage should generally comply with the New Zealand Standard *NZS/AS 1319:1994 (Safety signs for the occupational environment)*. This standard sets out the requirements for a label and the frequency and positioning in the workplace.

Indication of asbestos will be undertaken in the following:

- Regarding all sites where this OAMP is to be used for managing asbestos, labelling is not recommended. 'Indication of asbestos' is covered by a general statement such as asbestos is 'assumed' on site or, to take into account any asbestos reports that may be available, or to employ accidental discovery protocols or, restrict access to buildings until a survey has been undertaken.
- When the asbestos risk is such that a Site-Specific AMP is created for the site, 'indication of asbestos' is investigated and implemented on a 'site-by-site basis.'
  - a. If the labelling is required for a particular site, then it must comply with NZS/AS 1319:1994, including:
    - i. asbestos label design; and
    - ii. engaging a person with skill and knowledge to install the labels in the correct position.
  - b. Labelling is **not** the preferred option from LINZ.

The Site-Specific AMP would report exactly what label(s) has/have been used on site and which identified asbestos-containing materials (ACM) have been labelled, as it may not always be practicable to label everything (such as areas at height).

To avoid any confusion, LINZ will only use labels/hazard signs to identify restricted areas at a property. Labels will not be used to identify all asbestos documented in the Site-Specific AMPs.

## 11.3 Monitoring

Monitoring of work involving asbestos will depend on the nature of the activity being undertaken and the qualifications and experience of those undertaking the work. At a minimum, LINZ must review the relevant documentation prior to the contractor commencing the works (refer to Section 9.0). For Class A asbestos removal (i.e. friable asbestos), a licenced asbestos assessor or competent person (i.e. consultant) must be engaged to observe some of the works, undertake air monitoring and clearance inspections, and issue clearance certificates as required.

For minor low risk works, asbestos monitoring is expected to be an exception.

## 11.4 Record keeping

LINZ will maintain records of known activities relating to asbestos works which have been undertaken on Crown-owned properties. The records will include:

- A current LINZ asbestos register reflecting all identified and assumed asbestos present and/or removed from site. If multiple surveys have been conducted on the site, LINZ will combine all the data into one register.
- Copies of all asbestos management surveys for Crown-owned buildings/properties, including updates and amendments to ensure that the surveys remain current and can be relied on for future works;
- Copies of all asbestos refurbishment/demolition surveys prepared for specific works on buildings or structures;
- A current LINZ asbestos register master document that will record properties with confirmed or presumed asbestos;
- Copies of all ARCPs and 'close out' reports from the removal contractor;
- Air monitoring results; and
- Asbestos clearance certificates indicating areas are safe to re-occupy after the asbestos removal works.

## 11.5 Providing asbestos management plans and records to site.

Asbestos management plans must be available on each site. This OAMP will be provided to all site users.

Where site-specific asbestos information is available for the site, this will be provided by LINZ, or its external property manager, to the site and/or the site users.

Any asbestos information may be supplied in a number of ways, such as but not limited to; hardcopy, soft copy or weblink.

## 11.6 LINZ asbestos register

On sites where asbestos has been identified or assumed, through surveying conducted by the asbestos consultant, an asbestos register is to be created. This must be provided in the LINZ format. All asbestos identified on site must be provided in this format. All fields

in the register must be completed. All buildings included in the register must be indicated on a site plan.

The asbestos register will be updated at each condition assessment to indicate the most recent review of asbestos condition. Asbestos removed from the site will remain on the asbestos register and be recorded as 'removed'.

If no asbestos register is currently available for a specific site, it is assumed that asbestos is present on site and that this OAMP must be used to manage any potential asbestos.

## 11.7 Site-Specific asbestos management plan

On sites where asbestos has been identified, or assumed, through surveying conducted by a competent person, and the risk of asbestos exposure is deemed high enough that this OAMP is insufficient in managing the asbestos, a Site-Specific AMP will be created.

The Site-Specific AMP must be in the template provided in Appendix 2, or, if not in this format, signed and approved by the LINZ senior portfolio manager or portfolio managers.

There is a myriad of AMPs for many sites. A review process has been undertaken on a selection of these, and many are found to not meet the minimum standards set out in the Asbestos Regulations and ACOP, or do not consider and/or contradict LINZ asbestos policy. As such, these shall not be considered a Site-Specific AMP, unless reported in the template provided in Appendix 2, or, if not in this format signed and approved by the LINZ senior portfolio manager or portfolio managers.

Site-Specific AMPs will be used to manage asbestos on site in conjunction with this OAMP.

The Site-Specific AMP template is based on a WorkSafe New Zealand template found in Appendix H of the ACOP.

## Appendix 1. Glossary

This glossary lists terms used in the code that either come from legislation, or benefit from an explanation. In cases where there is a legal definition and a plain English explanation, the legal definition takes preference.

TERM	PLAIN ENGLISH EXPLANATION	LEGAL DEFINITION
Accredited laboratory		means a laboratory that is— (a) accredited by International Accreditation New Zealand (IANZ); or (b) accredited under another accreditation regime recognised by WorkSafe; or (c) approved by WorkSafe to test samples under these regulations for up to 12 months while the laboratory is in the process of obtaining accreditation under paragraph (a) or (b).
Act, the		means the Health and Safety at Work Act 2015.
Administrative control		(a) means a method of work, process, or procedure designed to minimise risk; but (b) does not include— (i) an engineering control; or (ii) the use of personal protective equipment.

Air monitoring	means measuring airborne asbestos fibres by sampling and analysing them in accordance with a method based on a membrane filter method (in air).	
Airborne contamination standard for asbestos		means an average concentration over any eight-hour period of 0.1 respirable asbestos fibres per millilitre of air.
AP and lateral chest X-ray	<p>'AP' chest X-ray means anterior-posterior projection. X-rays penetrate through the front of the patient onto the film.</p> <p>A 'lateral chest X-ray' is an X-ray taken of the side of the chest.</p>	
Appropriate instruction	means instruction designed and carried out specifically for workplaces where asbestos removal work is carried out. The training and instruction must be relevant and specific to the tasks so they can be carried out safely.	<p>means instruction provided specifically –</p> <p>(a) for the type of workplace where the licensed asbestos removal work is carried out; and</p> <p>(b) for the work to be carried out at the workplace.</p>
Approved Code of Practice (ACOP)	in this code, means the Approved Code of Practice: Management and Removal of Asbestos (the code).	means a code of practice approved under section 222 [of the Act].

Asbestos

is a material that was previously a popular building material made from a natural mineral). There are two groups, and six common types:

- (a) actinolite
- (b) grunerite (or amosite) (brown)
- (c) anthophyllite asbestos
- (d) chrysotile asbestos (white)
- (e) crocidolite asbestos (blue)
- (f) tremolite asbestos.

means the asbestiform varieties of mineral silicates belonging to the serpentine or amphibole groups of rock-forming minerals, including the following:

- (a) actinolite asbestos:
- (b) grunerite (or amosite) asbestos (brown):
- (c) anthophyllite asbestos:
- (d) chrysotile asbestos (white): (e) crocidolite asbestos (blue): (f) tremolite asbestos:
- (g) a mixture that contains 1 or more of the minerals referred to paragraphs (a) to (f).

Asbestos- contaminated dust or debris (ACD)

means dust or debris that has settled within a workplace and is, or is assumed to be, contaminated with asbestos.

Asbestos- contaminated soil

means soil that is contaminated with asbestos or ACM.

Asbestos-containing material (ACM)

means any material or thing that, by its design, contains asbestos.

Asbestos management plan

means a written plan that has the following information:

- > where asbestos or ACM is identified and located within the workplace
- > decisions, with reasons, about how the asbestos is managed in the workplace

an asbestos management plan must include information about the following:

- (a) the identification of asbestos or ACM:
- (b) decisions, and reasons for decisions, about the management of the risk arising from asbestos at the workplace:

- > how incidents and emergencies involving asbestos will be managed in the workplace
- > about the workers who carry out work involving asbestos.

- (c) procedures for detailing incidents or emergencies involving asbestos or ACM at the workplace:
- (d) the workers who carry out work involving asbestos, including—
  - (i) information and training that has been and will be provided to the workers:
  - (ii) roles and responsibilities of the workers:
  - (iii) any health monitoring of the workers that has been or will be undertaken.

Asbestos Regulations

means the Health and Safety at Work (Asbestos) Regulations 2016.

Asbestos removal area

- (a) means an area in which asbestos removal work is carried out; and
- (b) includes –
  - (i) any of the following related to the work:
    - A. a decontamination facility
    - B. an enclosure
    - C. an area through which asbestos, asbestos- contaminated soil, or ACM is transported

Asbestos removalist

means a PCBU who carries out asbestos removal work.

Asbestos removal licence means a Class A or a Class B asbestos removal licence.

Asbestos removal supervisor means someone who works for a licensed asbestos removalist as the supervisor of the asbestos removal work being done.

Asbestos removal work means-

- (a) except in Part 6 [of the Asbestos Regulations], work involving the removal of asbestos or asbestos-contaminated soil or asbestos-containing material; or
- (b) in Part 6 [of the Asbestos Regulations], Class A or Class B asbestos removal work.

Asbestos waste means asbestos or asbestos- contaminated soil or asbestos-containing material removed, and disposable items used during asbestos removal work, including plastic sheeting and disposable tools.

Asbestos-related work refer to section 21 of this code. means work involving asbestos (other than asbestos removal work to which Part 3 applies) that is permitted under the exceptions set out in regulation 7(2), (3), and (4) [of the Asbestos Regulations].

Building code means a performance-based code that states how a building must perform in its intended use rather than means the regulations made under section 400 (of the Building Act 2004).



	describing how the building must be designed and constructed.	
Certified safety management system		means a safety management system that- (a) an auditor accredited by JAS- ANZ or NATA has certified as being compliant with - (i) Australia/New Zealand Standard AS/NZS 4801:2001 (Occupational Health and Safety Management Systems); or (ii) Another international standard recognised by WorkSafe; and (b) meets any requirements prescribed in a safe work instrument.
Certified (training)	means 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		means a licence granted in accordance with regulation 64 authorising the holder to carry out Class A asbestos removal work.
Class A asbestos removal work		means work specified in regulation 54(1) and (2) [of the Asbestos Regulations] for which a Class A asbestos removal licence is required.

Class B asbestos removal licence

means a licence granted in accordance with regulation 64 [of the Asbestos Regulations] authorising the holder to carry out Class B asbestos removal work.

Class B asbestos removal work

means work specified in regulation 56(1) and (2) [of the Asbestos Regulations] for which a Class B asbestos removal licence is required.

Class P2/P3 particulate respirators

P2 respirators are intended for use against both mechanically and thermally generated particles. They filter at least 94% of airborne particles. P3 respirators are intended for use against all particulates, including highly toxic materials. They filter at least 99.95% of airborne particles.

Clearance inspection

means an inspection (including a visual inspection) of an asbestos removal area after asbestos removal work has been completed to verify that the area is safe for normal use, and-

- (a) in the case of Class A asbestos removal work, includes surface testing and air monitoring in a dry condition before the enclosure is dismantled and removed from the asbestos removal area:
- (b) in the case of Class B asbestos removal work, may include surface testing and air monitoring.

Competent person (excluding clearance inspections)

means a person who has the knowledge, experience, skills and qualifications to carry out a particular task under the regulations, including any knowledge, experience, skills and qualifications prescribed in a safe work instrument.

The PCBU will need to seek assurance from the person about their competence to do the work. The assurance should cover the above matters and should explain why they believe they are competent to do the work. The PCBU will need to judge whether the person is suitably competent. This should form part of, and does not replace, a good selection process.

means a person who has the knowledge, experience, skills, and qualifications to carry out a particular task under these regulations, including any knowledge, experience, skills, and qualifications prescribed in a safe work instrument.

Competent person (for clearance inspections)

means a person who has acquired, through training and experience, the knowledge and skills of relevant asbestos removal industry practice

and who holds—

		(a) a certificate in relation to a training course specified by WorkSafe for asbestos assessor work; or (b) a tertiary qualification in occupational health and safety, occupational hygiene, science, or environmental health.
Construct		includes assemble, erect, reconstruct, re-assemble, and re-erect.
Contaminant		means a substance that may be harmful to health or safety.
Control measure		in relation to a risk to health and safety, means a measure to eliminate or minimise the risk.
Control monitoring	means monitoring controls to make sure the controls continue to eliminate or minimise airborne asbestos as much as reasonably practicable.	
Decontamination facilities	means the equipment and materials the asbestos removalist or PCBU doing asbestos-related work needs to decontaminate: > the asbestos removal area > equipment used in the removal area > workers that worked in the removal area > the people that may have accessed the removal area.	

Demolition

means destroying or dismantling all or part of a building or plant.

- (a) 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; but
- (b) does not include –
  - (i) the dismantling of formwork, falsework, or other structures designed or used to provide support, access, or containment during construction work; or
  - (ii) the removal of power, light, or telecommunication poles.

For the purposes of subpart 4 [of the Asbestos Regulations], demolition does not include minor or routine maintenance work, or other minor work.

Design

- in relation to plant, a substance, or structure includes—
- (a) the design of part of the plant, substance, or structure; and
  - (b) the redesign or modification of a design.

Downstream PCBUs

in this code, means PCBUs who use tools and equipment that are designed, manufactured, imported, supplied, installed, constructed or commissioned by upstream PCBUs.

Dry method

means a method of removing asbestos that does not use water or other liquid to damp down asbestos fibres.

Emergency

an emergency occurs if—

- (a) a structure or plant is structurally unsound; and
- (b) the collapse of a structure or plant is imminent.

Engineering control

means a physical control of any kind that is designed to eliminate or reduce a risk, but does not include:

- (a) a system of work or procedure, or
- (b) the use of personal protective equipment.

- (a) means a control measure that is physical in nature; and
- (b) includes a mechanical device or process

Extraction ventilation (LEV)

means a fixed or portable system that captures airborne contaminants near the point where they are generated, and has:

- > a hood
- > a duct system
- > an air-cleaning device
- > an exhaust fan
- > a stack

FEV1

means forced expiratory volume. This is the maximum amount of air a

	person can forcefully exhale in one second.	
FVC	means forced vital capacity. This is the amount of air which can be forcibly inhaled from the lungs after taking the deepest breath possible.	
Friable		means, in relation to asbestos or ACM, in a powder form or able to crumbled, pulverised, or reduced to a powder by hand pressure when dry.
Gooseneck tie	means a bag enclosure that should keep the material inside the bag enclosed. Twist the bag tightly, fold the neck over and secure it with adhesive tape.	
Handle		includes transport.
Hazard	means anything that could harm someone. Includes situations and the person's behaviour (eg an unguarded machine, chemicals, assault, etc).	includes a person's behaviour where that behaviour has the potential to cause death, injury, or illness to a person (whether or not that behaviour results from physical or mental fatigue, drugs, alcohol, traumatic shock, or another temporary condition that affects a person's behaviour).
Health		means physical and mental health.
Health monitoring		in relation to an individual, means monitoring of the individual to identify any changes in his or her health status because of exposure to certain health hazards.

HEPA	means High Efficiency Particulate Air, a highly efficient filter element. HEPA filters are also known as essential filters.
High-pressure water spray	means water pressurised by positive displacement pumps that have an output capability of more than 350 kPa.
Home	(a) means a place occupied as a dwelling-house; and (b) includes any garden, yard, garage, outhouse or other appurtenance of a home.
Importation	has the same meaning as in section 2(1) of the Customs and Excise Act 1996, and import has a corresponding meaning.
Inspector	means an inspector appointed under section 163 (of the Act).
Isolation controls	means hazard controls that prevent workers or other people from accessing hazards.
JAS-ANZ	means the Joint Accreditation System of Australia and New Zealand.
kPa	means kilopascal, a unit of pressure measurement. This term has mostly replaced the term 'psi.'
Licensed asbestos assessor	means a competent person who is licensed by WorkSafe to conduct clearance inspections for Class A asbestos removal work.



Licensed asbestos removal work		means asbestos removal work for which a Class A asbestos removal licence or a Class B asbestos removal licence is required.
Licensed asbestos removalist	means a PCBU with a Class A or Class B licence.	means a PCBU who is licensed under these regulations to carry out Class A asbestos removal work or Class B asbestos removal work.
Local authority		has the same meaning as in section 5(1) of the Local Government Act 2002.
Magnahelic gauge	means an instrument used to measure pressure. It can be used in negative-pressure atmospheres and to get the difference in pressures between two separate locations.	
Manometer	means an instrument to measure pressure differential.	
Medical practitioner		means a health practitioner who— (a) is, or is deemed to be, registered with the Medical Council of New Zealand continued by section 114(1)(a) of the Health Practitioners Competence Assurance Act 2003 as a practitioner of the profession of medicine; and (b) holds a current practising certificate.

Micrometre (m)	a measurement of one millionth of a metre, or 0.001 mm. Also commonly known as 'micron.'
Mini enclosure	a purchased or purpose-built enclosure built or erected over the asbestos working area and sealed with heavy-duty plastic sheeting, used for asbestos removal work in areas with restricted access.
NATA	the National Association of Testing Authorities, Australia.
National Asbestos Registers, The	registers that were formed by the health and safety Regulator in 1992 to record details of: <ul style="list-style-type: none"> <li>&gt; people who were exposed to asbestos</li> <li>&gt; people who have an asbestos-related disease.</li> </ul>
Naturally occurring asbestos	the natural geological occurrence of asbestos minerals found in association with geological deposits such as rock, sediment, or soil.
Non-friable asbestos	in relation to asbestos or ACM, means not friable (and, for the purposes of this definition, asbestos and ACM include

Occupational health practitioner	material containing asbestos fibres reinforced with a bonding compound).	<p>an individual who—</p> <p>(a) is a medical practitioner, a nurse practitioner, or a registered nurse; and</p> <p>(b) has the knowledge, experience, and skills in occupational health to carry out a task required by regulations.</p>
Occupy/reoccupy	<p>in relation to clearance testing, an area that has undergone asbestos removal should/must undertake a clearance inspection if the area will be occupied or reoccupied by people afterwards.</p>	
PCBU (person conducting a business or undertaking)	<p>the relevant PCBU is identified or explained in the code each time it appears.</p>	<p>(a) means a person conducting a business or undertaking— (i) whether the person conducts a business or undertaking alone or with others; and</p> <p>(ii) whether or not the business or undertaking is conducted for profit or gain; but</p> <p>(b) does not include—</p>

PCBU who manages or controls (the) workplace

in the case of this code, and in relation to duties, usually means the PCBU of the workplace where asbestos is located, or the PCBU doing asbestos removal.

Otherwise known in this code as the 'workplace PCBU.'

(i) a person to the extent that the person is employed or engaged solely as a worker in, or as an officer of, the business or undertaking:

(ii) a volunteer association: (iii) an occupier of a home to the extent that the occupier employs or engages another person solely to do residential work:

(iv) a statutory officer to the extent that the officer is a worker in, or an officer of, the business or undertaking:

(v) a person, or Class of persons, that is declared by regulations not to be a PCBU for the purposes of this Act or any provision of this Act.

(a) means a PCBU to the extent that the business or undertaking involves the management or control (in whole or in part) of the workplace; but

(b) does not include—

(i) the occupier of a residence, unless the residence is occupied for the purposes of, or as part of, the conduct of a business or undertaking; or

(ii) a prescribed person.

<p>Personal protective equipment (PPE)</p>		<p>(a) means anything used or worn by a person (including clothing) to minimise risks to the person’s health and safety; and  (b) includes air-supplied respiratory equipment.</p>
<p>Plant</p>		<p>includes—  (a) any machinery, vehicle, vessel, aircraft, equipment (including personal protective equipment), appliance, container, implement, or tool; and  (b) any component of any of those things; and  (c) anything fitted or connected to any of those things.</p>
<p>psi</p>	<p>means pounds per square inch, a unit of pressure measurement.</p>	
<p>Readily accessible (document)</p>		<p>in relation to a duty to provide a document, means that the document is capable of being accessed without difficulty in hard copy, electronic form, or any other form</p>
<p>Reasonably practicable</p>	<p>means actions that are (or were at a particular time) reasonably able to be done to ensure health and safety.</p> <p>In deciding what actions to take, the PCBU must consider the hazards and associated risks, how serious the harm could be, what a person knows or ought reasonably to know about the</p>	<p>in relation to a duty of a PCBU set out in subpart 2 of Part 2 of the Act, means that which is, or was, at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters, including—  (a) the likelihood of the hazard or the risk concerned occurring; and  (b) the degree of harm that might result from the hazard or risk; and</p>

	<p>risk and ways of controlling it, what measures exist to control the risk, and how available and suitable the controls are</p>	<p>(c) what the person concerned knows, or ought reasonably to know, about—</p> <ul style="list-style-type: none"> <li>(i) the hazard or risk; and</li> <li>(ii) ways of eliminating or minimising the risk; and</li> <li>(d) the availability and suitability of ways to eliminate or minimise the risk; and</li> <li>(e) 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.</li> </ul>
Refurbishment work	<p>means partially dismantling buildings or plant for renovation.</p>	<p>does not include minor or routine maintenance work, or other minor work.</p>
Regulator		<p>means, as the case requires, —</p> <ul style="list-style-type: none"> <li>(a) WorkSafe; or</li> <li>(b) the relevant designated agency.</li> </ul>
Relevant course		<p>in relation to a particular type of asbestos removal work or asbestos- related work, means a course prescribed as a relevant course for that type of work under a safe work instrument.</p>
Representative		<p>in relation to a worker, means—</p> <ul style="list-style-type: none"> <li>(a) the health and safety representative for the worker; or</li> <li>(b) a union representing the worker; or</li> </ul>

		(c) any other person the worker authorises to represent the worker.
Residential work		means work done by a person employed or engaged by the occupier of a home of either or both of the following kinds: (a) domestic work done or to be done in the home; (b) work done or to be done in respect of the home.
Respirable asbestos fibre		means an asbestos fibre that— (a) is less than 3 micrometres wide; and (b) is more than 5 micrometres long; and (c) has a length-to-width ratio of more than 3:1.
Risk	means the possibility that death, injury or illness might occur when a person is exposed to a hazard.	
Safe work instrument	safe work instruments define terms, prescribe matters, or make other provision in relation to any activity or thing, including listing standards, control of substances, and competency requirements.	the purposes of safe work instruments are to define terms, prescribe matters, or make other provision in relation to any activity or thing, including (without limitation) listing standards, control of substances, and competency requirements.
Safety data sheet (SDS)	means a document designed to protect the health and safety of people in the workplace. They provide information about the hazards of substances, and how they	

should be safely used, stored, transported and disposed of.

They also describe emergency procedures, such as what to do in the event of a spill or fire.

Shadow vacuuming

means holding a vacuum cleaner nozzle close to the task being performed (eg removing a screw from an asbestos-covered wall) and sucking the debris away as it is created.

Structure

(a) means anything that is constructed, whether fixed, moveable, temporary, or permanent; and

(b) includes—

(i) buildings, masts, towers, frameworks, pipelines, quarries, bridges, and underground works (including shafts or tunnels); and

(ii) any component of a structure; and

(iii) part of a structure.

Suitably Qualified and Experienced Practitioner (SQEP)

a term found in the Resource Management (National Environmental Standard for Assessing and Managing Contaminants in Soil to Protect



Human Health) Regulations 2011 (but not defined there). A SQEP is likely to be a senior scientist or engineer with a relevant tertiary qualification and many years of experience who adheres to good professional practice and specialises in the contaminated land.<sup>31</sup>

Territorial authority

means a city council or a district council named in Part 2 of Schedule 2 of the Local Government Act 2002.

Trace level

means, in air, an average concentration over any 8-hour period of less than 0.01 respirable asbestos fibres per millilitre of air.

Training record

means a written record of the training undertaken by the worker that is relevant to asbestos removal, including details of the training provider and the dates on which the training took place.

Upstream PCBUs

in this code, means PCBUs who design, manufacture, import or supply plant, substances or structures, or who install, construct or commission plant or structures.

Union

has the same meaning as in section 5 of the Employment Relations Act 2000.

Vacuum cleaner used for asbestos work

means a vacuum cleaner that complies with Class H requirements in AS/NZS 60335.2.69 and should be used exclusively for asbestos work.

Volunteer worker

- (a) means a volunteer who carries out work in any capacity for a PCBU—
  - (i) with the knowledge or consent of the PCBU; and
  - (ii) on an ongoing and regular basis; and
  - (iii) that is an integral part of the business or undertaking; but
- (b) does not include a volunteer undertaking any of the following voluntary work activities:
  - (i) participating in a fund- raising activity
  - (ii) assisting with sports or recreation for an educational institute, sports club, or recreation club
  - (iii) assisting with activities for an educational institute outside the premises of the educational institution
  - (iv) providing care for another person in the volunteer’s home

WorkSafe

means WorkSafe New Zealand established by section 5 of the WorkSafe New Zealand Act 2013.

Worker

Unless the context otherwise requires, a worker means an individual who carries out work in any capacity for a PCBU, including work as—

- (a) an employee; or
- (b) a contractor or subcontractor; or

- (c) an employee of a contractor or subcontractor; or
- (d) an employee of a labour hire company who has been assigned to work in the business or undertaking; or
- (e) an outworker (including a homeworker); or
- (f) an apprentice or a trainee; or
- (g) a person gaining work experience or undertaking a work trial; or
- (h) a volunteer worker; or
- (i) a person of a prescribed Class.

- (2) For the purposes of subsection (1), — (a) a constable is—
- (i) a worker; and
  - (ii) at work throughout the time when the constable is on duty or is lawfully performing the functions of a constable, but not otherwise:
- (b) a member of the Armed Forces is— (i) a worker; and
- (ii) at work throughout the time when the member is on duty or is lawfully performing the functions of a member of the Armed Forces, but not otherwise:
- (c) a PCBU is also a worker if the PCBU is an individual who carries out work in that business or undertaking.

## Workplace

A workplace—

- (a) means a place where work is being carried out, or is customarily carried out, for a business or undertaking; and
- (b) includes any place where a worker goes, or is likely to be, while at work.

(2) In this section, place includes—

- (a) a vehicle, vessel, aircraft, ship, or other mobile structure; and
- (b) any waters and any installation on land, on the bed of any waters, or floating on any waters.

## **Appendix 2. Site-Specific Asbestos Management Plan**

The Site-Specific Asbestos Management Plan is to supplement this OAMP for properties that it is deemed to be required.

Please note the Site-Specific Asbestos Management Plan is required to be updated if the condition of the asbestos has changed and/or works on asbestos has been completed.

If you require support drafting a Site-Specific Asbestos Management Plan please contact the Project and Hazard Management Delivery Team, [projecthazardmanagementteam@linz.govt.nz](mailto:projecthazardmanagementteam@linz.govt.nz)

## Site Specific Asbestos Management Plan TEMPLATE

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.

In accordance with Toitū Te Whenua AMP, when asbestos is identified at a LINZ-managed site, and the AMP is not detailed enough to manage the sites, identified asbestos, a Site-Specific Asbestos Management Plan must be developed.

The Site-Specific Management Plan can be written by anyone with knowledge of the site. This template must be used when creating a Site-Specific Asbestos Management Plan. The Plan must be signed off by the LINZ portfolio manager.

Note: A **separate** demolition and refurbishment survey is required to identify asbestos before [demolition or refurbishment](#) is carried out at a workplace.

### Questions 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](#)

## 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 [are clearly indicated](#). If LINZ 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:**

Property ID

Site Address

Building X

Building X

### **PCBU with management or control of the workplace**

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

Please contact your property manager, or the LINZ contact provided in **Section 4**, if you need any assistance.

## 2. Plan preparation and review

Asbestos Management Survey prepared by

<b>Name:</b>	Type here
<b>Company</b>	
<b>Email:</b>	Type here
<b>Mobile phone:</b>	
<b>Prepared by (LINZ portfolio manager)</b>	LINZ PM to fill in prior to releasing CWR on GETS
<b>Date:</b>	Click here to enter a date or click the drop-down arrow
<b>Version:</b>	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:	Reviewer
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 (ACM)

#### **WorkSafe information:**

[Managing asbestos risks](#)

[A-Z of products that may contain asbestos](#)

#### **Decisions, and reasons for decisions, about how the risk of exposure to asbestos/ACM is managed.**

Copy and paste the material identification data from the LINZ register into the below table. Add a review time for each material based on the condition and risk of exposure to any site occupier (No longer than every 5 years). Quote the type of management control put in place for each material, and the reason for opting for that control.

Building Name	Level	Primary Location	Secondary Location	Application	Material	Condition assessment review time frame	Management Control	Reason for the Control
Main Building	External	Perimeter	Soffits	Main Building	Fibre Cement Sheeting	Annual	<b>The asbestos should be sealed or removed. The asbestos should be removed by a Class B Licenced asbestos removalist.</b>	Building abandoned and not tenanted, building scheduled to be demolished.
Workshop	Ground	No Access		Workshop		Annual	<b>Non-accessed room or area. This room or area should be assumed to contain</b>	No access permitted., Asbestos survey required prior to entering area.

							<b>asbestos until surveyed and proven otherwise by a competent person.</b>	
<b>Main Building</b>	<b>Ground</b>	<b>Toilet</b>	<b>Hot Water cupboard</b>	<b>Main Building</b>	<b>Insulation material</b>	5 yearly or when the property is re-inspected	<b>The PCBU must clearly indicate the presence and location of this material in accordance with WorkSafe New Zealand's Approved Code of Practice "Management and Removal of Asbestos" Section 6.12. The material should be re-inspected at regular intervals in line with legislative requirements and the asbestos management plan (AMP).</b>	ACM encased in-situ; 5 yearly inspections appropriate.

**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.

If using labelling, the label type must be referenced in this document. The materials that have been labelled must be specified in the Management Control Table. A diagram with approximate location of labels is also recommended.

Refer to section 11.2 of the AMP

***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.	
Copy from the Toitū Te Whenua AMP, unless its site specific and requires safety precaution, for example on an industrial site with multiple hazards or multiple PCBU's	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** (eg Contact details for the site manager, facilities manager to be filled in below)

Name:	Type here
Email:	Type here
Hotline 24/7:	Type here

#### **LINZ and property manager contact details for incident/emergency management**

Name:	COLLERS INTERNATIONAL
Email:	linz.fm@colliers.com
Hotline 24/7:	Type here

Name:	LINZ - Project and Hazard Management Delivery Team
Email:	projecthazardmanagementteam@linz.govt.nz
Hotline 24/7:	0800 665 463

## 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.*

Refer for section 9.4 of the Toitū Te Whenua AMP

## 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](#))*

Refer to section 5 of the Toitū Te Whenua AMP

#### 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.*

Refer to section 5 of the Toitū Te Whenua AMP

### **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)
<i>Example: Rob Smith</i>	<i>Caretaker</i>	<i>Boiler room maintenance</i>
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
<i>Example: Mary Ng</i>	<i>Electrician</i>	<i>Working on main fuse-board</i>	<i>10/10/19 to 12/10/19</i>
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.

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

Refer to section 5.4 of LINZ AMP

**WorkSafe information:**

[Health monitoring](#)



## **9. Further information**

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

## **APPENDIX A: Asbestos Management Survey Report**

### Appendix 3. LINZ Asbestos Register MASTER

Each property that has a Site-Specific AMP will also have an associated individual Site-Specific LINZ Asbestos Register in a spread sheet that will be filed in Objective under the property file. The individual Site-Specific LINZ Asbestos Register will be copied and pasted into the LINZ Asbestos Register (MASTER) by the LINZ portfolio manager that has procured the Site-Specific AMP.

When asbestos **removal** of asbestos **related** works are undertaken at a property both of these spread sheets and the Site-Specific AMP will be updated by the LINZ portfolio manager procuring the works (or their consultant/contractor), and the updated documents will be sent to the LINZ and the external property manager for their records and providing to the tenant/occupiers of the LINZ managed Crown-owned properties.

Links to the internal LINZ documents:

Title	Objective ID.
2021 LINZ asbestos register template (to be sent with AMP tenders)	<a href="#">A4005360</a>
LINZ asbestos register (MASTER)	<a href="#">A4005357</a>

If you require support recording information in the LINZ Asbestos Register please contact the Project and Hazard Management Delivery Team,  
[projecthazardmanagementteam@linz.govt.nz](mailto:projecthazardmanagementteam@linz.govt.nz)

## Example of the LINZ Asbestos Register (MASTER):

Site and Survey Details											Sample Details				Location Details				Survey Details and Analysis Results							Risk and Controls		Reference
Property ID and ADDRESS (Free Text)	Survey Company (Free Text)	Surveyor (Free Text)	Survey Date (Free Text)	Sample ID (Free Text)	Status (Drop-down)	Building ID Number (Drop-down)	Building Name (Free Text)	Level (Drop-down)	Primary Location (Free Text)	Secondary Location (Free Text)	Application (Drop-down)	Material (Drop-down)	Extent of Damage (Drop-down)	Surface Treatment (Drop-down)	Asbestos Type (Drop-down)	Friability (Drop-down)	Extent/Quantity (Free Text)	Units (Drop-down)	Comments (Free Text)	Material Risk Assessment Score (Automated formula)	Risk (Automated formula)	Recommendations and Control (Automated formula)	Photo (Free Text)					
Example : PF-12345, 10 Smith Street	Company Name	John Doe	25/03/2005	Visual	Assumed	Building 1	Main Building	Ground	Perimeter	Soffits	Soffit	Fibre cement sheeting	Low	Unsealed cement sheet	Amosite	Non-friable	12	m2	Damage on eastern elevation	5	Medium	The PCBU must clearly indicate the presence and location of this material in accordance with WorkSafe New Zealand's Approved Code of Practice "Management and Removal of Asbestos" Section 6.12. The material should be re-inspected at regular intervals in line with legislative requirements and the overarching asbestos management plan (AMP).	4125					
PF1305	WSP	Flynn Watts and Darlene Adrian	15/06/2020	WSP-095631	Not present (Tested)	Building 1	Community Centre	Ground	Kitchen	Floor covering	Floor covering	Vinyl sheet	N/A	N/A	No Asbestos Detected	N/A	N/A	N/A	Yellow cream	N/A	N/A	No further action is required						
PF1305	WSP	Flynn Watts and Darlene Adrian	15/06/2020	Visual Observation	Assumed	Building 1	Community Centre	Ground	Kitchen cupboard - hot water unit	Insulation to hot water unit	Insulation to hot water unit	Insulation material	Low	Enclosed	Assumed	Friable	1	No.	The suspect asbestos containing insulation material is enclosed within the hot water unit.	4	Medium	The PCBU must clearly indicate the presence and location of this material in accordance with WorkSafe New Zealand's Approved Code of Practice "Management and Removal of Asbestos" Section 6.12. The material should be re-inspected at regular intervals in line with legislative requirements and the overarching asbestos management plan (AMP).						
PF1305	WSP	Flynn Watts and Darlene Adrian	15/06/2020	WSP-095634	Not present (Tested)	Building 1	Community Centre	Ground	Hallway - Entrance	Floor covering	Floor covering	Vinyl sheet	N/A	N/A	No Asbestos Detected	N/A	N/A	N/A		N/A	N/A	No further action is required						
PF1305	WSP	Flynn Watts and Darlene Adrian	15/06/2020	WSP-095635	Not present (Tested)	Building 1	Community Centre	Ground	Ladies toilet	Floor covering	Floor covering	Vinyl sheet	N/A	N/A	No Asbestos Detected	N/A	N/A	N/A		N/A	N/A	No further action is required						
PF1305	WSP	Flynn Watts and Darlene Adrian	15/06/2020	WSP-095636	Not present (Tested)	Building 1	Community Centre	Ground	Ladies toilet	Laminate board	Laminate board	Cement sheeting	N/A	N/A	No Asbestos Detected	N/A	N/A	N/A		N/A	N/A	No further action is required						
PF1305	WSP	Flynn Watts and Darlene Adrian	15/06/2020	WSP-095638	Not present (Tested)	Building 1	Community Centre	Ground	Ladies toilet - Store (Mum's room)	Floor covering	Floor covering	Vinyl sheet	N/A	N/A	No Asbestos Detected	N/A	N/A	N/A		N/A	N/A	No further action is required						

**Please note:** The Project and Hazard Management Delivery Team are investigating options to hold this information virtually so that it can be updated in real time by LINZ and external third parties.