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Responsibilities under the Hazardous Materials Management Plan- Section 3

ANU Work Environment Group (WEG)

Email: WHS@anu.edu.au

Phone: Associate Director Work Environment Group: 6125 5208

Workplace Health & Safety Consultant, Gerard Patron: 6125 4338

Work Environment Group: 6125 2193

Associate Director Maintenance, Facilities & Services, David Glavas: 6125 6014

Maintenance Service Delivery Manager, Facilities & Services, Trent Orchard: 6215 9420

Maintenance Client Relationship Officer, clientrelationships.fs@anu.edu.au

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1 BACKGROUND

The Australian National University (ANU) is committed to the health and safety of all its workers, students and visitors. As part of the University's safety management system, a [Hazardous Materials Management Plan](#) was developed (recently reviewed in 2017), which plays an important part in identifying and controlling the risk of potential exposure to hazardous materials at the University.

Below is an extract of section 3 which outlines the responsibilities of Facilities and Services Division, College and School building and facility managers and Administrative Division building representatives, the latter two commonly known as building custodians, refer guidelines, [Role of building custodian](#).

Please contact Human Resources Work Environment Group (WEG) or ANU Facilities and Services should you wish to discuss your responsibilities as outlined in the Hazardous Materials Management Plan.

1.1. Extract from the Hazardous Materials Management Plan

3.1 Facilities and Services

Facilities and Services Division (F&S, or the Division) is responsible for:

- Complying with this manual;
- Monitoring, updating and reviewing the performance of this manual;
- Updating and publishing changes to hazardous materials registers;
- Communicating processes and requirements to relevant stakeholders;
- Ensuring college building/facility managers or authorised building representatives (commonly known as building custodians), are aware of their responsibilities;
- Preparing budgets and programs for management, inspection and remediation of hazardous materials identified in the registers; and
- Ensuring contractors engaged have relevant accreditation, licences and insurances, and where required asbestos awareness training, and have been inducted to ANU.

3.2 College Building / Facility Managers

College Building / Facility Managers are responsible for:

- Complying with this manual;
- Raising maintenance work orders and ensuring a copy of the hazardous materials register is available to the persons executing works;
- Providing contractors with hazardous materials location and condition information; this information can be sourced through the hazardous materials register;
- Creating and maintaining a local area hazardous materials register for plant and equipment under the direct control of the local area e.g. research equipment;
- Addressing any local area hazardous materials maintenance issues (including asbestos) as they arise e.g. research equipment; and
- Ensuring contractors engaged directly (e.g. servicing research equipment), have as a minimum:
 - All relevant inductions, accreditations, licences and insurances;
 - Asbestos awareness training and insurance cover for work with asbestos; and
- Ensuring adherence to relevant legislation when performing work on plant and equipment that may contain asbestos.

3.3 Building Custodians

Building Custodians are responsible for:

- Complying with this manual;
- Raising maintenance work orders and ensuring a copy of the hazardous materials register is available to the persons executing works; and
- Directing any queries about hazardous materials to the relevant F&S Service Supervisor and/or the Work Environment Group (WEG).

3.4 Contractors

All ANU inducted contractors are responsible for:

- Undertaking ANU Contractor Induction;
 - Being familiar with this manual and contractor responsibilities;
 - Accessing the relevant hazardous materials register before undertaking work at ANU properties;
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- Ensuring their employees have required training e.g. asbestos awareness or working with lead paint systems;
- Immediately notify ANU if further confirmation testing is required for suspected ACM;
- Notifying ANU prior to any works that could directly disturb any existing or known ACM;
- Complying with local regulatory requirements for asbestos removal;
- Preparing and implementing safe work method statements for work on or in the vicinity of ACM;
- Stop work if ACM is suspected in the work area not previously identified;
- Have professional indemnity insurance for work with ACM, if removing any ACM; and
- Notifying and obtaining approval from ANU of licensed asbestos removal contractor engagement and scope of work prior to any work beginning.

2. FREQUENTLY ASKED QUESTIONS

In response to a potential incident, following are some frequently asked questions and answers that have been prepared for the information of staff and students.

Q. What are the first steps I should take in making the area safe?

A. You should stop the activity you are doing if safe to do so and notify your immediate supervisor and the local area WHS officer. You should then submit a [Priority 5](#) Service Request in [Maximo](#) and contact Facilities and Services Corrective Schedulers on 61257943/61259125 to assist in isolating/locking down the immediate work area. Work Environment Group should also be contacted on 61252193, so that a coordinated effort can be made to assist in making the area safe. Once the area is safe a report can be made via the [Figtree online notification system](#).

Q. How do I isolate the affected work area?

A. You should close or lock the door to the affected work area and contact your immediate supervisor to report the find or potential incident. Appropriate signage and warning tape MUST be erected as soon as practicable; signage and warning tape is available from WEG and Facilities and Services.

Q. Who is authorised to enter the work area after it has been locked down?

A. The area SHALL only be entered by authorised persons with appropriate training and PPE for analysis of the potential hazard.

Q. When is it safe for staff and students to return to the affected work area?

A. Where remediation works are required e.g. asbestos sheeting to be removed, when completed, a clearance certificate is issued by a hazardous materials specialist prior to the work area being deemed safe for re-occupation and use. Until this has occurred, the affected work area CANNOT be entered.

Q. Where can I find further information about asbestos?

A. There are several sources of information that can be accessed to provide answers in regards to potential exposure. The information is in plain language and can be useful for guidance. It can be found at:

www.asbestossafety.gov.au.

Further information may be sought from [Safe Work Australia](#), or the [Work Environment Group](#).

Q. Who is the most appropriate person at ANU to contact if I have concerns, not related to an incident?

A. The Work Environment Group will be your first point of call. The Work Health and Safety team can assist with safety concerns and the Injury Prevention and Rehabilitation team can assist with health concerns, including questions relating to health surveillance testing. Concerns can be directed to [WEG](#) via the [WEG webpage](#) or the contact details on the front page of this document.

3 ADDITIONAL SUPPORT AVAILABLE

If you are feeling concerned about potential asbestos exposure, you are welcome to speak with the Injury Prevention Branch or WHS Consultants team within WEG. Additionally, you may like to talk to one of our Employee Assistance Program (EAP) providers or the ANU Advisor to Staff, free of charge.

Assure

Assure Programs are located in multiple locations across Australia. Employees and their immediate family can access up to 4 appointments per year.

Telephone: 1800 808 374

Webpage: www.assureprograms.com.au

Relationships Australia

Located in Deakin, ACT, Relationships Australia offer appointments in person or over the phone.

Telephone: 02 6122 7100

Webpage: www.relationships.org.au

ANU Advisor to Staff

For ANU employees only, the Advisor to Staff provides free, confidential and professional counselling and advice services to staff.

Telephone: 02 6125 3616

Webpage: <https://services.anu.edu.au/human-resources/wellbeing/employee-assistance-program>
