



Waipapa
Taumata Rau
**University
of Auckland**



Asbestos Management Framework 3.0

Asbestos Management Framework - Version 3.0

Publication date: February 2026

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Next Review: February 2029, or earlier if regulations, standards, or University asbestos practices change.

1. Introduction

1.1 Purpose

This Framework explains how the University of Auckland manages asbestos across its campuses and facilities.

It shows how the University achieves the requirements of the University Asbestos Management Standard and complies with New Zealand health and safety laws.

It brings together all components of the University asbestos management system – asbestos-related documents, safety policy, processes, technologies, and roles and rules used by contractors, service divisions, and faculties.

1.2 Overview

The Framework:

- Describes the components of asbestos management and how they work together;
- Records asbestos-related business rules that sit outside formal policies and procedures;
- Explains the digital systems used to store and share asbestos information;
- Defines the roles and responsibilities of staff, contractors, and governance groups.

The Framework is organised into three main parts plus appendices:

1. **Regulations, Policy, Processes, and Rules**
2. **Technology and Information Systems**
3. **Roles, Communication, and Performance**

Appendices:

- Appendix 1: Relevant Documents
- Appendix 2: Glossary of Terms
- Appendix 3: Summary of Asbestos Work Types
- Appendix 4: Worker Competency and Training Requirements
- Appendix 5: Applying Asbestos register (BMIS) Information Rules
- Appendix 6: Verification and Performance Indicators
- Appendix 7: Communication Responsibilities

1.3 Scope

The Framework applies to all University-owned and leased buildings, property, and University building activity.

Asbestos in University-owned equipment (such as old laboratory or teaching apparatus) and in teaching or research is managed separately by faculties and research centres under the Hazardous Substances Procedures. Campus Environment's Asbestos Onsite Services Team supports faculties to evaluate risk and determine appropriate controls, mitigation and equipment-disposal requirements.

The University expects all staff, students, and contractors to follow best practice standards at all times.

Nothing in this Framework reduces the legal standards required under the Health and Safety at Work Act 2015 and related Regulations.

1.4 Background

The University has managed asbestos proactively for many years. In 2018, a cross-functional Asbestos Management Project modernised how asbestos was identified, recorded, and governed, resulting in:

- Re-surveying all University buildings to updated good-practice standards established accurate, current asbestos records held in accessible systems.
- Integration of asbestos data including building specific asbestos management plans into a central digital system (BMIS) enables ongoing monitoring of asbestos-containing materials and consistent controls and communication.
- Establishment of a cross-functional Asbestos Advisory Group provides shared oversight, assurance, advice, and continual improvement.
- Development of the University Asbestos Management Standard clarified roles, expectations, and controls across Campus Environment, faculties, tenants, and contractors.

- Comprehensive staff and contractor training and support from the Asbestos Onsite Services Team ensure competent people are involved in asbestos-related activities.
- Communication templates, roles, and incident-response protocols support open communication and timely escalation. Formal stakeholder informed processes for asbestos work for compliance and consistency.
- Financial and risk-management procedures aligned to audit recommendations support continual improvement as legislation and good practice evolve.

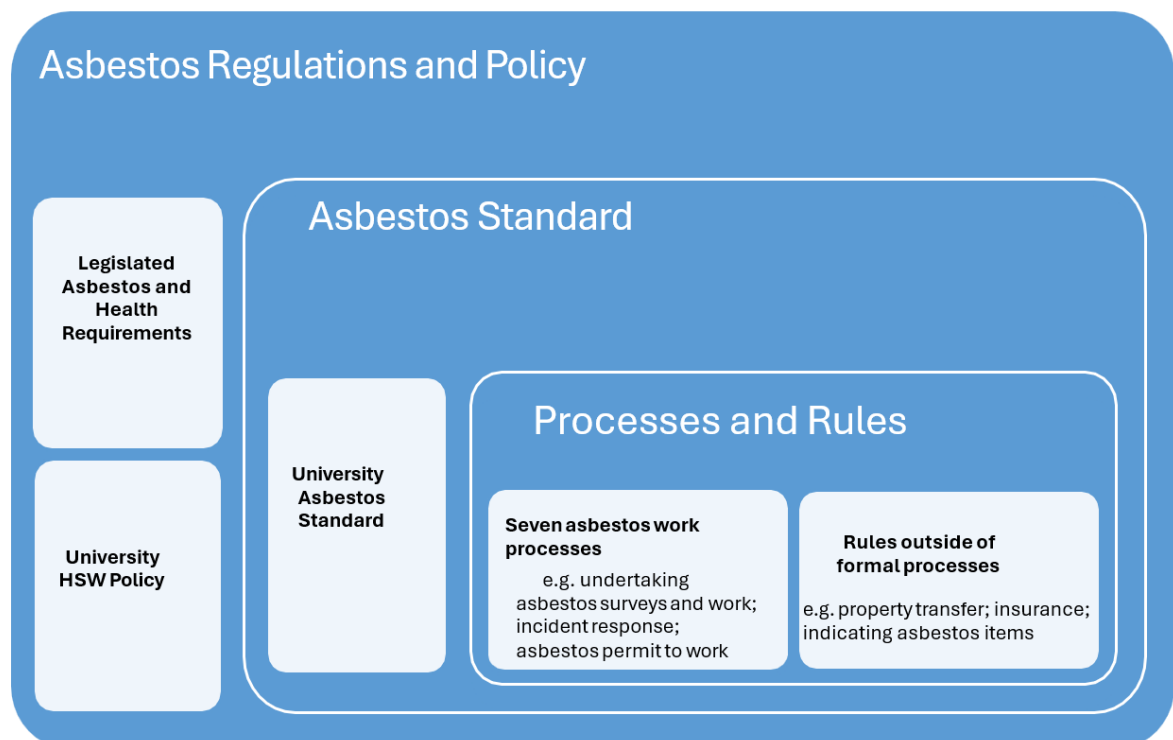
2. Regulations, Policy, Processes, and Rules

2.1 Hierarchy of Requirements

The University's asbestos management approach is structured across three linked layers:

1. **Regulations and policy** – statutory requirements and the University's Health, Safety and Wellbeing Policy obligations.
2. **Standard** - University Asbestos Management Standard, which operationalises regulatory and policy requirements by setting out what we will do to achieve effective asbestos management.
3. **Rules and processes** – detailed business rules, procedures, and operational processes that support day-to-day asbestos management.

Figure 2.1 Hierarchy and Types of Asbestos Management Requirements



2.2 Regulations and Policy

2.2.1 Legislation

The University complies with the following key laws and regulations:

- *Health and Safety at Work Act 2015* — establishes a duty to consult, cooperate, and coordinate health and safety activities;
- *Health and Safety at Work (Asbestos) Regulations 2016* — outlines duties to identify, control, and manage asbestos;
- *Health and Safety at Work (General Risk and Workplace Management) Regulations 2016* — covers health monitoring and exposure control.

These regulations require the University to:

- Identify asbestos in all workplaces;
- Maintain an Asbestos Register and Asbestos Management Plan for each building;
- Ensure asbestos work is only done by competent and (where required) licensed people;
- Monitor air quality and health of exposed workers; and
- Notify WorkSafe of licensed asbestos removal work where required.

2.2.2 University Policy

The University of Auckland Health, Safety and Wellbeing Policy provides the foundation for all asbestos management activities.

It enables the development of topic-specific standards — such as the University Asbestos Management Standard — and supporting frameworks like this one.

2.2.3 University Asbestos Management Standard

The University Asbestos Management Standard establishes the University's mandatory requirements for governance, asbestos identification and control, information management, competency, communication, assurance, and continual improvement. This Framework describes the arrangements that support those requirements. Where an inconsistency exists, the University Asbestos Management Standard takes precedence.

The current Standard can be obtained from the University of Auckland's public asbestos webpage.

2.3 Processes

The University's asbestos processes ensure asbestos materials are correctly identified, controlled, and reviewed.

2.3.1 Key Processes Overview

Process	Purpose / Overview
<i>Manage Planned Reinspection Survey for Asbestos</i>	Regularly inspect known asbestos materials to ensure their condition remains safe and records are up to date.
<i>Manage Demolition / Refurbishment Survey</i>	Conduct asbestos investigations before any demolition or refurbishment begins.
<i>Perform Building Maintenance Activities</i>	Manage asbestos risks in all routine and emergency maintenance work.
<i>Update Asbestos Information During Projects</i>	Keep asbestos data accurate when refurbishment or demolition changes a building's condition.
<i>Request Restricted Work Permit (RWP)</i>	Required before disturbing asbestos or working within 2 metres of moderate or higher-risk materials.
<i>Manage Asbestos Incident</i>	Outlines response and escalation for any accidental or suspected asbestos disturbance.
<i>Manage Systematic Survey for Asbestos</i>	Conducted when regulations or best practice change, to reassess all University buildings.

2.4 Rules

In addition to formal processes and policy, several operational rules support safe and consistent asbestos management:

2.4.1 Working Near Asbestos

- Any work within 2 metres of a moderate-risk asbestos item requires a Restricted Work Permit.
- Any work likely to disturb asbestos requires a Restricted Work Permit.
- For repeated lower-risk work that does not directly disturb asbestos (e.g. accessing a riser near asbestos material), an Approval to Work may be approved as an alternative.

2.4.2 Duty to Consult and Collaborate

When asbestos risks involve more than one organisation (e.g., shared buildings or contractors), all parties must consult, coordinate, and cooperate to ensure safety.

Any University person managing work likely to disturb building fabric must consult the Asbestos Onsite Services Team or another Campus Environment-approved asbestos adviser before the work is scoped or instructed.

No person may authorise refurbishment, demolition, intrusive investigation or construction work until asbestos risks have been assessed and any required asbestos identification surveys completed.

2.4.3 Surveys and Removal Work

- For planned maintenance involving asbestos-containing materials, affected building users and workers must be informed of the planned work and any controls relevant to them.
- Asbestos contractors must be evaluated through the University contractor onboarding process, including verification of licences, competencies, insurance and relevant health and safety arrangements.

2.4.4 Asbestos Information Repository

- The University's Building Materials Information System (BMIS) is the central record for asbestos data.
- It includes surveys, samples, air monitoring results, incidents, and asbestos-related documents.
- Campus Environment, Connect, and authorised managers have online access to BMIS and can generate building-specific Asbestos Management Plans (AMPs).

2.4.5 Asbestos Identification and Labelling

- The main method of identification is administrative: asbestos materials are listed in BMIS, the asbestos information portal.
- Supporting identifiers may include:
 - Notes in Maximo work orders showing asbestos risks in the area;
 - On-site warning labels (in plant rooms, risers, or non-public areas);
 - Safety notices and QR codes linking to management plans;
 - Coloured sealant markings over underlying asbestos materials.
 - In non-public areas such as plant rooms and risers, labels or signs may be used, particularly for friable or readily disturbed ACM. In public or staff and student areas, discretionary labels or signs must be decided case by case with the responsible building or technical manager, taking account of the asbestos risk, the people using the area and the potential effects of the communication. This does not limit signs or labels required for asbestos work.
 - Asbestos labels and signs must be checked during scheduled asbestos reinspections and more frequently where their condition or a temporary control requires it. Missing, damaged or inaccurate labels and signs must be corrected promptly and relevant records updated.

2.4.6 Sampling and Testing of Suspect Materials

- Asbestos sampling must be undertaken by a competent person.
- Samples must be analysed by an accredited laboratory.
- All results are recorded in BMIS, and the University requires assessors to use preferred laboratories.

2.4.7 Staff Information and Inductions

The University takes an open but managed approach to asbestos information. This balances transparency with the need to interpret technical asbestos data accurately.

- The staff intranet provides:
 - A summary of building asbestos risk by location;
 - General asbestos awareness information and WorkSafe links;
 - Guidance on what to do if asbestos is disturbed.
- Staff wanting detailed information can contact their Faculty Technical Service Manager, Facilities Manager, or Service Division Building Manager, who can generate building-specific Asbestos Management Plans and contact Campus Environment if needed.

2.4.8 Asbestos Management Plans (AMPs)

Every University-owned building that contains or is likely to contain asbestos must have a building-specific Asbestos Management Plan (AMP). The responsible Campus Environment property function owns the AMP, the University asbestos advisor manages its content, and the responsible Campus Environment facilities approver approves it.

- The controlled version of each AMP is stored in BMIS. An up-to-date copy must be readily accessible to workers and their representatives, PCBU's working or intending to work at the workplace, PCBU's requiring work there, and a health and safety inspector who requests it. Authorised University staff and contractors access AMPs through BMIS. Other relevant workers and occupants may request the AMP for their building or work area from their faculty or service-division building or technical manager or Campus Environment.
- Each AMP must be reviewed and, where necessary, revised whenever an asbestos control measure is reviewed; asbestos is removed, disturbed, sealed or enclosed; the AMP is no longer adequate for managing the asbestos risk; a worker representative reasonably requests a review in the circumstances specified by regulation 14; or five years have passed since the last review.
- Significant AMP changes, including a material increase in risk or a change to controls affecting workers or occupants, must be communicated promptly to affected workers, PCBU's and faculty or service-division representatives. Minor administrative or low-impact updates may be consolidated and communicated through scheduled building-manager or assurance reporting.
- Leased buildings must also have an asbestos plan, and any new leases (after 2020) require a current, mutually agreed AMP.

2.4.9 Training and Competency

Roles requiring asbestos awareness or BMIS access include:

- Campus Environment project managers, campus service managers, asset analysts, and supervisors;
- Connect and other contractors;
- Faculty and Service Division building managers.

Training records must be maintained and refreshed regularly.

Specific competency requirements for various roles are listed in Appendix 4.

2.4.10 Waste Management

Contractors must arrange for asbestos waste to be secured, stored, transported and disposed of safely at an approved hazardous-waste facility, and must provide evidence of disposal. The applicable safe-work documentation must describe these arrangements. The University person managing the work must verify that the documentation is adequate and that disposal records are received before the work is closed.

2.4.11 Health Monitoring

Health monitoring is required for workers carrying out licensed asbestos removal work, ongoing asbestos removal work or ongoing asbestos-related work who are at risk of exposure to asbestos, subject to the regulatory exceptions.

- The University provides health monitoring for its employees.
- Contractors must provide health monitoring for their own workers where required and, before relevant licensed asbestos removal or ongoing asbestos-related work begins, provide the University with evidence that the required health-monitoring arrangements are in place. Health information itself remains confidential and is not required by the University.
- Health monitoring must meet the Health and Safety at Work (Asbestos) Regulations 2016 and Part 3 of the Health and Safety at Work (General Risk and Workplace Management) Regulations 2016.

2.4.12 Asbestos Risk Register

The Asbestos Advisory Group reviews changes annually. The Risk Office maintains oversight.

2.4.13 Insurance and Financial Treatment

- Asbestos removalists must hold Pollution Liability Insurance.
- Financial provisions for asbestos remediation are included in annual budgets, based on approved projects in the *Long-Term Capital Plan*.
- Costs are estimated by qualified professionals and reviewed regularly.

2.4.14 Property Transfers and Leases

Before acquiring, leasing, transferring or disposing of property:

- Campus Environment ensures asbestos location, condition, and management are evaluated through due diligence.
- When leasing out University spaces containing asbestos, tenants must be informed and agree to the management plan.
- For University space leased to another party, the tenant must receive and agree how the relevant AMP will be applied. For space leased by the University, the University and landlord must establish a mutually agreed AMP or equivalent arrangement. In either case, the parties must establish a mechanism to consult, cooperate and coordinate on asbestos and other relevant hazardous building materials at least annually and whenever material information or arrangements change.

2.4.15 Asbestos in Teaching and Research

Asbestos samples used for teaching or research are treated as hazardous materials and managed under the University's Hazardous Substances Procedures and the asbestos regulations. Procurement, transfer, storage, use and disposal must follow those requirements. Campus Environment's Asbestos Onsite Services Team assists with determining practical asbestos controls.

2.4.16 Asbestos in Soil

If soil disturbance or earthworks could involve asbestos:

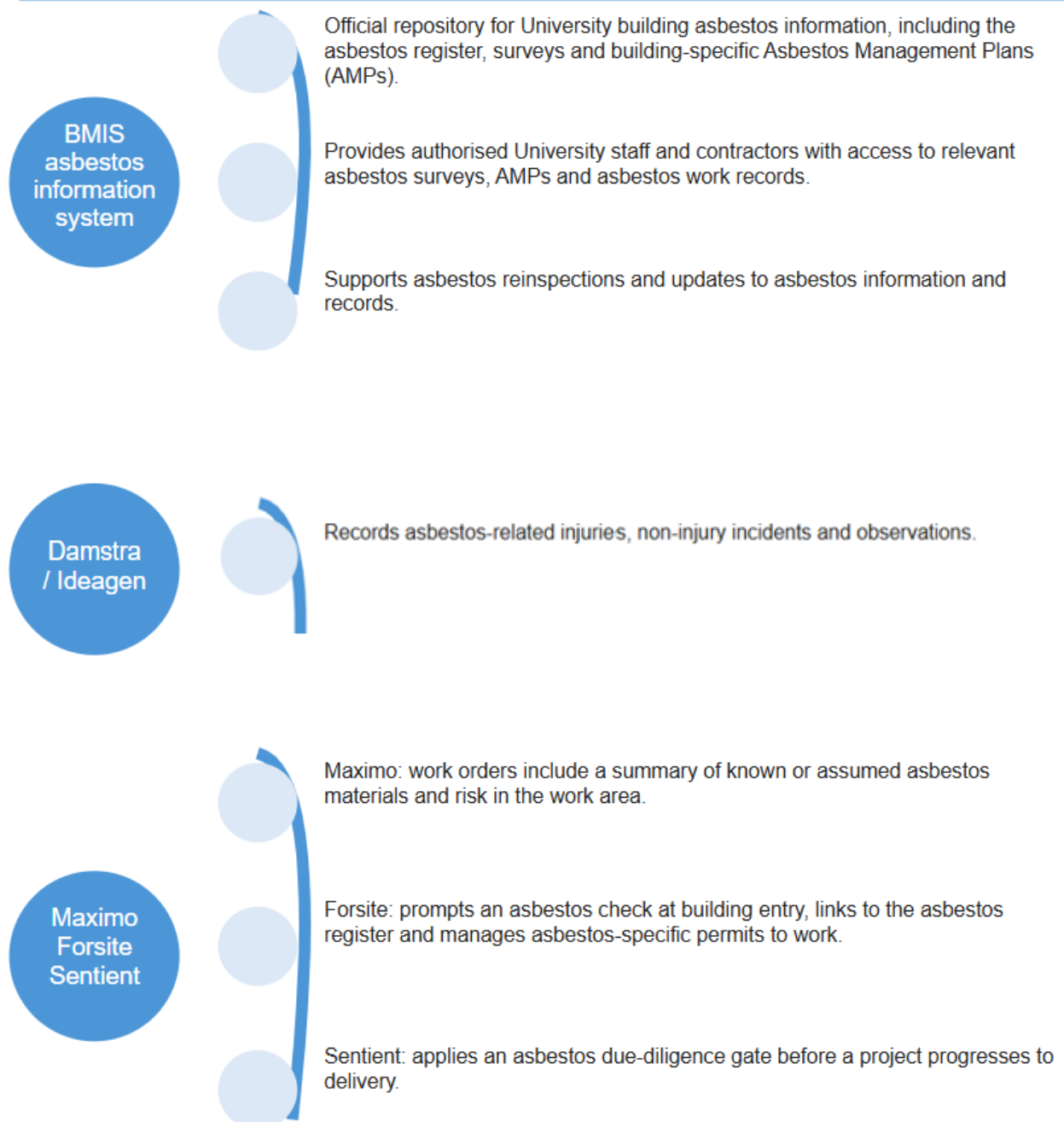
- Testing must be carried out by a qualified assessor;
- A restricted work permit and safe work method must be in place before work begins.

3. Technology and Information Systems

Technology plays a central role in ensuring asbestos information is accurate, accessible, and integrated across the University.

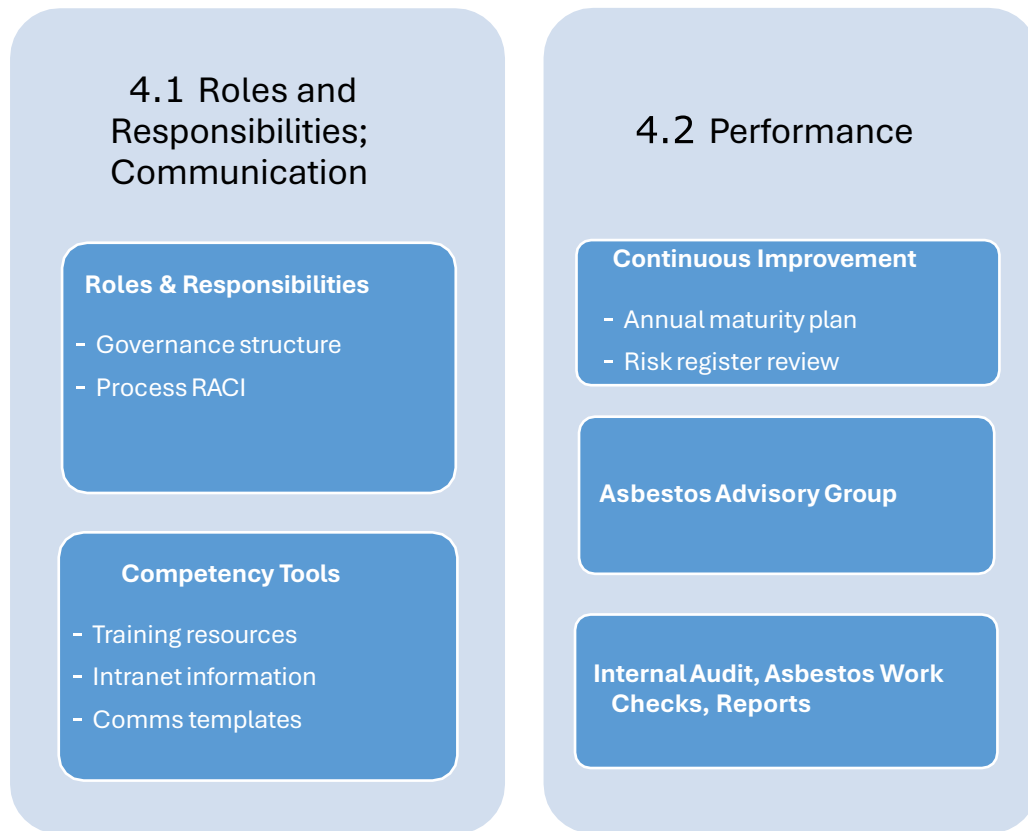
The following systems directly support asbestos management:

Information systems supporting asbestos management



System	Purpose / Function
BMIS (Building Materials Information System)	Holds all asbestos survey data, management plans, sample results, air monitoring, and incident reports, and records of independent clearance reports. Provides the official asbestos register and building-specific AMPs. It is an online asbestos information portal. Functionality includes managing the reinspection of asbestos items (all items are reinspected at least annually) and tracking changes to asbestos items.
Maximo	Maximo issued work orders include a summary of asbestos risk in each work area, ensuring maintenance staff are aware of hazards before starting.
Forsite	The Forsite contractor-management app prompts an asbestos check at building entry, links to the asbestos register, and manages asbestos-specific Permits to Work.
Sentient	The Sentient project-tracking tool includes a hard asbestos due-diligence gate before any project progresses to delivery.
Damstra / Ideagen	Used for reporting asbestos-related incidents and observations

4. Roles, Responsibilities, Communication, and Performance



4.1 Roles and Responsibilities

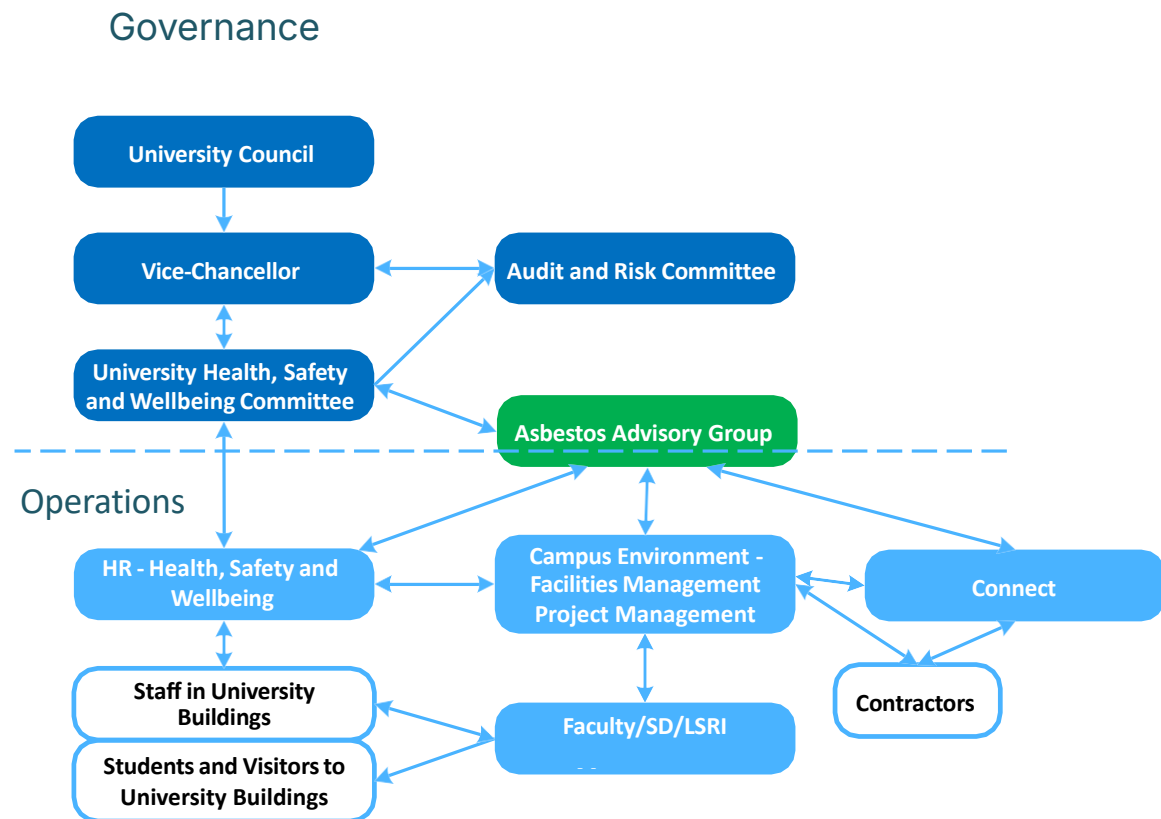
4.1.1 Governance Structure

Asbestos management sits within the University's governance system, aligned with the Health, Safety and Wellbeing (HSW) Policy and Enterprise Risk Management.

Oversight is shared between:

- **University Council / Vice-Chancellor** – ultimate accountability for University safety and compliance.
- **Audit and Risk Committee** – monitors asbestos risk and compliance.
- **Health, Safety and Wellbeing Committee** – reviews the Asbestos Standard.
- **Director HR** – Approves the Asbestos Standard
- **Asbestos Advisory Group (AAG)** – implements the University Asbestos Management Standard, undertakes annual reviews, supports urgent University asbestos responses when required, and oversees continuous improvement and performance reporting.

On the enterprise risk register, the joint risk owners for Asbestos are the Chief Property Officer and Director Human Resources.



4.1.2 Key Role Responsibilities

Role	Responsibilities
Health, Safety and Wellbeing Office	Provides advice, oversees and supports asbestos incident reporting and response, and oversees staff health monitoring.
Risk Office	Maintains oversight of asbestos risks, audits, and assurance. Ensures asbestos is current on the enterprise risk register, and determines when audits occur.
Campus Environment, Property	Leads day-to-day asbestos management and ensures asbestos management plans are maintained.
Asbestos Advisor	Provides specialist asbestos advice, manages asbestos information, and coordinates asbestos-related activities.

Role	Responsibilities
Connect and Contractors	Must follow University asbestos processes, ensure BMIS is checked before starting work, and obtain permits where required.
Faculty and Service Division Managers	Ensure local staff are made aware of asbestos items they may encounter and receive workplace-specific inductions.
General University Community	Report any potential incidents or hazards and follow University controls.
Project Managers	Any University person managing work likely to disturb building fabric must consult the Asbestos Onsite Services Team or another Campus Environment-approved asbestos adviser before the work is scoped or instructed. Project Managers remain responsible for ensuring asbestos checks and applicable work and permit requirements are completed.
Asbestos Advisory Group	Oversees implementation of the University Asbestos Management Standard, undertakes an annual review of implementation and performance, supports University asbestos responses when required, and reports material matters to the University Health, Safety and Wellbeing Committee and Risk Office.
Staff and students engaged in asbestos-related research on University premises	Complete all relevant departmental health and safety inductions (e.g. laboratory use, hazard awareness, and safe operating procedures). Comply with all applicable legislation, regulations, and codes of practice relating to asbestos-containing materials (ACM). Report any asbestos-related incidents or potential hazards to their manager, lecturer or supervisor, Security, or the appropriate Facilities Manager.
Asbestos Onsite Services Team	Provides asbestos advisory services, pre-project assessments, technical input to asbestos-contractor onboarding, sampling and other assessor services. Team members or external Campus Environment-approved advisers may be appointed to perform independent licensed asbestos-assessor functions.

4.2 Communication

Effective asbestos management depends on clear and timely communication. Key principles include:

- Communicating risks before work begins;
- Standard templates to support asbestos work notices, project updates, and incident reports;
- Informing staff and occupants about upcoming asbestos work;
- Ensuring all changes to AMPs or asbestos conditions are shared promptly.

Central communications are coordinated between Campus Environment, HSW, Risk, and the Communications Office, especially for any high-profile incidents or major projects.

Communication responsibilities are set out in Appendix 7.

4.3 Competency and Training Tools

Resources supporting asbestos competency include:

- Process guides and induction materials;
- Intranet pages and awareness training videos;
- Asbestos communication templates;
- BMIS and Maximo training sessions.

4.4 Performance and Continuous Improvement

4.4.1 Audits and Checks

The Risk Office decides when internal audits will be conducted. Regular asbestos work checks verify:

- Permits to Work are properly issued;
- Contractors comply with procedures;
- Staff and managers use BMIS correctly.

Indicators and verification methods are listed in Appendix 6.

4.4.2 Asbestos Advisory Group

The AAG meets quarterly to:

- Review asbestos performance, compliance, and improvement actions;
- Prepare an annual improvement plan;
- Ensure alignment with regulation and good practice;
- Escalate material matters to the University Health, Safety and Wellbeing Committee and Risk Office.

- Complete an annual review of implementation of the University Asbestos Management Standard and the effectiveness of the asbestos management system;
- Support the University's response arrangements when an urgent asbestos matter requires cross-functional advice or coordination;
- Provide an annual asbestos assurance report to the University Health, Safety and Wellbeing Committee and Risk Office.

4.4.3 Continuous Improvement

Continuous improvement is driven by:

- Results from audits and verification;
- Engagement with regulators and peers;
- Staff and contractor feedback;
- Review of asbestos maturity assessments and trends.

Appendices

Appendix 1 – Relevant Documents and Standards

Legislation

- *Health and Safety at Work Act 2015*
- *Health and Safety at Work (Asbestos) Regulations 2016*
- *Health and Safety at Work (General Risk and Workplace Management) Regulations 2016*

Standards and Procedures

- *AS/NZS 4801:2001 Occupational Health and Safety Management Systems*
- *ISO 45001:2018 Occupational Health and Safety Management Systems – Requirements with guidance for use*
- *University of Auckland Asbestos Standard*

Guidelines and Good Practice

- *WorkSafe NZ: Approved Code of Practice for the Management and Removal of Asbestos (2016)*
- *WorkSafe NZ: Good Practice Guidelines: Conducting Asbestos Surveys (2016)*
- *UK HSE: Asbestos: The Survey Guide (HSG264)*
- *HSE UK: A Comprehensive Guide to Managing Asbestos in Premises*

University Policy and Governance Documents

- *Health, Safety and Wellbeing Policy*
 - *Risk Management Policy and Framework*
 - *Asbestos Advisory Group Terms of Reference*
 - *Building Projects and Office Maintenance Procedures*
 - *University of Auckland Annual Plan and Estate Strategy*
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Appendix 2 – Glossary of Terms

AAG – Asbestos Advisory Group

ACM – Asbestos Containing Material.

AMP – Asbestos Management Plan.

BMIS – Building Materials Information System (University asbestos register).

Friable – Material that can be crumbled or powdered by hand pressure when dry.

HSW – Health, Safety and Wellbeing.

Permit to Work (PTW) – Required authorisation before disturbing or working near asbestos. Also referred to as a restricted work permit.

PCBU – Person Conducting a Business or Undertaking.

Risk Register – Record of significant risks and control measures.

SQEP – Suitably Qualified and Experienced Person.

University Space – Any building or facility owned or leased by the University of Auckland.

Appendix 3 – Summary of Asbestos Work Types

Work Category	Description	Who Can Do It
Asbestos-related work	Sampling to identify asbestos, research, small maintenance tasks that do not remove asbestos, transport, educational display.	Competent workers trained in asbestos awareness.
Unlicensed removal work	Removing small amounts of non-friable asbestos (<10 m ²), some minor contaminant	Trained but unlicensed workers following safe methods.
Licensed removal work (Class A)	Removing friable asbestos or contaminated dust/debris	Licensed asbestos removalists (Class A).

Work Category	Description	Who Can Do It
Licensed removal work (Class B)	Removing non-friable asbestos >10 m ²	Licensed asbestos removalists (At least Class B, Class A preferred unless extra supervision in place).
Soil contamination	Excavation or disposal of asbestos-contaminated soil.	Requires appropriate survey and licensed asbestos contractor depending on asbestos type and amount

Appendix 4 – Worker Competency and Training Requirements

University Worker Asbestos Competency and Training Requirements:

1. General location workers

(e.g. office staff, lecturers, students, visitors)

These workers use University spaces where any asbestos present is low risk and very unlikely to be disturbed.

- **Training:** Asbestos information and instruction provided through University induction, workplace induction, and other controls (e.g. signage) as relevant.
- **Competencies:** Awareness of health and safety responsibilities, incident reporting procedures, and where to access University-specific asbestos and other health and safety information relevant to the spaces they use.

2. Trades, security, gardeners, cleaners who are not instructed to disturb asbestos

This category manages the residual risk of inadvertent asbestos disturbance (e.g. accidental contact with concealed ACM while carrying out routine work).

- **Training:** Asbestos awareness training and University induction, including how to access and use the University asbestos information system.
- **Competencies:**
 - Understand health and safety responsibilities and asbestos incident response.
 - Know where to obtain University asbestos information.
 - Have practical asbestos knowledge appropriate to their trade (e.g. electricians, plumbers, or cable layers entering ceiling spaces or plant rooms).

3. Building Project and Campus Service Managers

These managers influence decisions and oversee work in spaces containing asbestos and may attend sites where asbestos work is underway.

- **Training:** General asbestos awareness training.

- **Competencies:** Ability to access the University asbestos information system, read asbestos management plans, understand University asbestos procedures, and know how to engage appropriate asbestos services (e.g. surveys, removal works, removal control plans).

4. Workers instructed or likely to disturb asbestos – asbestos related work where there is a low to elevated exposure risk before controls; includes contracted maintenance staff and licensed removalists/assessors undertaking non-licensed asbestos work)

- **Training:**
 - Non-certified training in asbestos awareness, identification, safe handling, controls, and safe work practices.
 - Training in PPE and RPE use and care.
 - Training in the use of BMIS asbestos register.
 - Training in health effect of asbestos
- **Competencies:**
 - Meet University health and safety requirements.
 - Access asbestos information relevant to their work areas.
 - Apply safe work practices and follow procedures if ACM is encountered or disturbed.
- **Contractor onboarding:** Includes vetting of contractor health and safety systems. Contractors remain responsible for training and competence within their scope of work.

5. Licensed asbestos removalists and assessors

These workers undertake high or higher-risk asbestos work involving disturbance of ACM.

- **Training and licensing:** Must hold appropriate training, experience, and WorkSafe-issued licences that meet the Health and Safety at Work Act 2015 and asbestos regulations.

6. Asbestos training records

- **University workers:** Training records are held by the University.
- **Contractors:** Training records are held by the contractor's employer.

Appendix 5 – Applying Asbestos Register (BMIS) Information

BMIS asbestos information must be checked before any building work begins. If the work will, or is likely to, disturb building fabric, an asbestos identification assessment appropriate to the scope of work must also be completed before work begins—for example, an asbestos refurbishment or demolition survey.

The asbestos information should be used to inform workers of the status of ACM in the areas that they are being asked to do work. The business rules are in the table. If in doubt contact acm@auckland.ac.nz

Asbestos Risk rating	Scenario	Decision/Action
Very Low or Low, Moderate or High inaccessible or unknown Negative or No Items Found	Any refurbishment work which involves breaking or dismantling the building fabric or features. Eg: ripping up vinyl or making a wall penetration or dismantling plant	Work of this nature may require an asbestos refurbishment or demolition survey. - please contact your Campus Environment Project Manager or acm@auckland.ac.nz to get advice as to how to proceed
All ratings Very Low or Low, Moderate or High	Work that requires disturbing an asbestos containing item	Asbestos Permit to Work is required
All ratings Very Low or Low, Moderate or High	Work that is likely to disturb an asbestos containing item	Asbestos Permit to Work is required
Moderate or High	Work near asbestos containing materials with moderate or high risk scores. Near means task, people or equipment within 2m of identified ACM. If ACM is throughout the area then need PTW to enter the area	Asbestos Permit to Work is required
inaccessible or unknown	Contractor is being asked to do work in an area rated inaccessible/unknown for ACM	Assume that asbestos is present - please contact acm@auckland.ac.nz to get advice as to how to proceed
inaccessible or unknown	Contractor is being asked to do work an area where part of that area is rated inaccessible/unknown for ACM	Use judgement (check BMIS) as what is identified as inaccessible and the work the contractor is likely to be doing. Ensure that any/all contractors are aware of the area rated as inaccessible or unknown and who they should contact if they have any concerns
Very Low or Low	ACM is UNLIKELY to be disturbed by the work the contractor is being asked to do	Work can proceed - ensure that any/all contractors are aware of the ACM identified in the area and who they should contact if they have any concerns.
Negative or No Items Found		Work can proceed - contractors should be informed that no ACM has been identified in those areas

Notes: (i) In an emergency a Permit to Work may not be practicable and other steps should be taken to ensure risks are identified, communicated, and managed. (ii) There are no 'Blanket' Permits to Work. For set-method minor maintenance and refurbishment project work undertaken by the same person, an approval to work may be requested from acm@auckland.ac.nz in place of a Permit to Work.

Appendix 6 – Verification and Performance Indicators

Reported annually by the Asbestos Advisor to the Asbestos Advisory Group and Risk Office.

Examples of Indicators:

- Number of asbestos items reinspected and updated in BMIS.
 - Number of asbestos restricted work permits issued.
 - Training and inductions completion rates.
 - WorkSafe notifications and incidents.
 - Contractor engagement statistics
 - Asbestos processes verified
 - Instance of asbestos items and items removed and their risk
 - Financial performance vs provisioned asbestos budgets.
 - Progress against annual improvement plan.
 - Emerging regulatory or industry developments.
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Appendix 7 – Communication Responsibilities

This table defines the principal responsibilities for communicating asbestos information across the University.

It sets out communication responsibilities only. It does not authorise asbestos-related work or replace applicable standards, procedures or work processes.

Role/group	When involved	Required communication and recipient	Main channel or record
Central Communications	Major incidents; public or reputational matters; major University changes; or effects on neighbouring properties	Agree technical content with the University asbestos advisor and HSW Office. Issue communications to affected communities, neighbours or media and coordinate Strategic Response Team or Incident Management Team messaging.	Approved notices, University alerts, intranet and media channels
Asbestos Advisor	Technical enquiries; planned work requiring specialist input; referred incidents; changes to requirements; and governance reporting	Provides technical information and advice to University managers, HSW, Central Communications and local representatives. Notifies HSW and Risk of incidents meeting escalation criteria and reports material matters to the Asbestos Advisory Group.	Technical advice, reports, knowledge articles and governance papers.
Asbestos Onsite Services Team / Campus Environment-approved asbestos specialists	Work likely to disturb building fabric; suspected or uncertain ACM; pre-project assessment; asbestos-contractor onboarding; monitoring or clearance work	Review the proposed scope and available asbestos information. Advise the person managing the work whether further identification or assessment is required, and communicate findings and asbestos requirements. Provide technical assessment and advice for contractor onboarding. When formally appointed as the independent licensed asbestos assessor, the team member or external adviser provides required monitoring results and clearance documentation to the commissioning PCBU and specified recipients.	Assessment and survey reports, laboratory results, onboarding records, monitoring results and clearance documentation
Property Project Managers	From initiation of any project likely to disturb building fabric, and during changes, incidents and completion	Consult the Asbestos Onsite Services Team or another Campus Environment-approved asbestos adviser before the work is scoped or instructed. Provide the proposed scope and available asbestos information. Communicate the resulting assessment, known or assumed ACM information, and applicable asbestos and permit requirements to contractors and affected PCBUs. Report incidents to the University asbestos advisor and HSW Office and provide completion information for University asbestos systems.	Specialist assessment, approved work notices, project records and asbestos-system updates

Role/group	When involved	Required communication and recipient	Main channel or record
Campus Service Managers and supervisors	Before maintenance or repair work likely to disturb building fabric, and during permits, changes, incidents and completion	Consult the Asbestos Onsite Services Team or another Campus Environment-approved asbestos adviser before the work is instructed. Provide the proposed scope and available asbestos information. Communicate the resulting assessment, known or assumed ACM information, and applicable asbestos and permit requirements to contractors and affected building users. Report incidents or unexpected asbestos to the University asbestos advisor and HSW Office and provide completion information.	Specialist assessment, work notices, permit records and asbestos-system updates
Connect and other contractors	Before, during and after work involving or potentially disturbing asbestos	Submit required permit information to the responsible University contact. Immediately report unexpected asbestos, incidents, scope changes, WorkSafe notifications and concerns. Provide required records at completion.	Permit system, toolbox briefings and formal work records
Faculty and service-division building or technical managers	Planned work affects their area, local information is required, or a concern or incident is raised	Identify affected users and local constraints to the responsible Project Manager or Campus Service Manager. Distribute approved notices. Refer technical enquiries to the University asbestos advisor and incidents to HSW and Campus Environment.	Approved local notices, inductions and email
HSW Office	An asbestos concern or incident is reported or referred for assessment	Record and assess the matter, support affected people, notify the University asbestos advisor and relevant managers, and initiate University incident escalation where required.	Incident-management system and incident communications
Campus Security	An urgent asbestos incident or unexpected asbestos is reported outside normal business hours	Record the location and immediate circumstances, then notify Campus Environment on-call and the required University incident contacts.	Security phone channel and incident record
Asbestos Advisory Group	Annual assurance and implementation review; material changes; matters referred by the University asbestos advisor; or an urgent asbestos matter requiring cross-functional support	Implement the University Asbestos Management Standard, undertake the annual review, support urgent University asbestos responses when required, communicate recommendations and actions to responsible functions, and escalate material matters to the University Health, Safety and Wellbeing Committee and Risk Office.	Annual assurance report, meeting papers, minutes, decisions and action records
University Health, Safety and Wellbeing Committee	Scheduled assurance reporting or escalation from the Asbestos Advisory Group	Consider the assurance or escalation, record decisions and communicate required actions to the Advisory Group and responsible functions.	Committee papers and minutes
Property, Commercial	Property acquisition, leasing, transfer or disposal, or a relevant change during an arrangement	Exchange relevant asbestos information with tenants, landlords and other parties and transfer it to the responsible University property and asbestos-information functions.	Contract documents, correspondence and property records