

THE UNIVERSITY OF  
**AUCKLAND**  
Te Whare Wānanga o Tāmaki Makaurau  
NEW ZEALAND

# Asbestos Management Framework Version 2.0

April 2021

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**Asbestos Management Framework**

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Version 2.1

Date approved: April 2021

Review date: every 3 years or if the University overarching approach to controlling asbestos and risk is changed

# 1. Introduction

## Purpose

The Asbestos Management Framework captures how the University Asbestos Standard is achieved. It assists with deploying, monitoring, reviewing, improving, and maintaining University asbestos management by documenting its parts and workings. Asbestos management is distributed by way of documents, processes, technologies, and roles across faculties and service divisions; the framework records and links these parts.

## Overview

The framework,

- Describes the components of University asbestos management and how they work together to meet the University Asbestos Standard
- Records asbestos management business rules and guidance that are not in formal University processes

The Framework is divided into three sections followed by appendices:

1. Regulations, Policies and Processes, and Rules
2. Technology and Information
3. Roles and Responsibilities, Communication and Performance
4. Appendices – detailed documentation and references

The Framework focuses on asbestos in University buildings. Asbestos material in University equipment (e.g. old Bunsen burner mats or furnaces) is managed through Faculties and Research Centres. A systematic approach for managing asbestos in University equipment is being developed and will be added to this framework as part of ongoing improvement.

Nothing in this framework is intended to imply that a lesser standard than that required by legislation and Approved Codes of Practice will be accepted. The University expects all staff, students and contractors to use best practice standards at all times.

## Background

The University has been proactively managing asbestos in buildings for many years. The asbestos management approach embodied in this framework stemmed from changes to New Zealand's asbestos regulations and asbestos good work practices (see *Appendix 1: relevant documents* for documents referenced in writing this framework). In September 2018 a cross-functional Asbestos Management Project commenced. The core team comprised Property Services, the Risk, Health Safety and Wellbeing, Business Transformation, and Communications Offices, and Connect.<sup>1</sup> Risks and outputs were informed by a University initiated PWC internal asbestos audit. Key Audit recommendations were tracked on the University risk register. Buildings were surveyed

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<sup>1</sup> Project Business owners were AD Facilities and AD Health and Safety. A project Steerco was chaired by Director Property Services and included faculty, communication business transformation, and health safety wellbeing office, subject matter expert, and property services.

for a full and updated picture of asbestos materials. IT systems were implemented to hold and display asbestos information. The approach for managing our asbestos materials was revamped and checked for integration with existing processes and governance structures. Outputs included:

- an asbestos management survey of University buildings;
- formation of a business as usual University Asbestos Advisory Group;
- an asbestos management plan for each University Building;
- a new online asbestos information system (BMIS) and the addition of summary asbestos information in building contractor work orders (Maximo);
- a University Asbestos Health and Safety Standard;
- new building asbestos management processes;
- an asbestos maturity assessment, risk appetite and register;
- a mechanism for collaborating and co-operating on asbestos and other hazards in leased buildings;
- feedback sessions and collaboration with faculties and service divisions on asbestos items identified and the asbestos management approach;
- a review of asbestos financial treatment and cost codes; recommendations on managing asbestos in University equipment;
- training for Property Services building project managers, maintenance, contractors and Faculty and Service Division Technical Service Managers and Building Managers;
- asbestos work and incident communication templates;
- refreshing and clarification of asbestos roles, responsibilities, and reporting.

Asbestos management forms part of University's operational management. Where practicable asbestos management was integrated into existing Health and Safety, Risk, Financial, Faculty, and Property Management policies and practices.

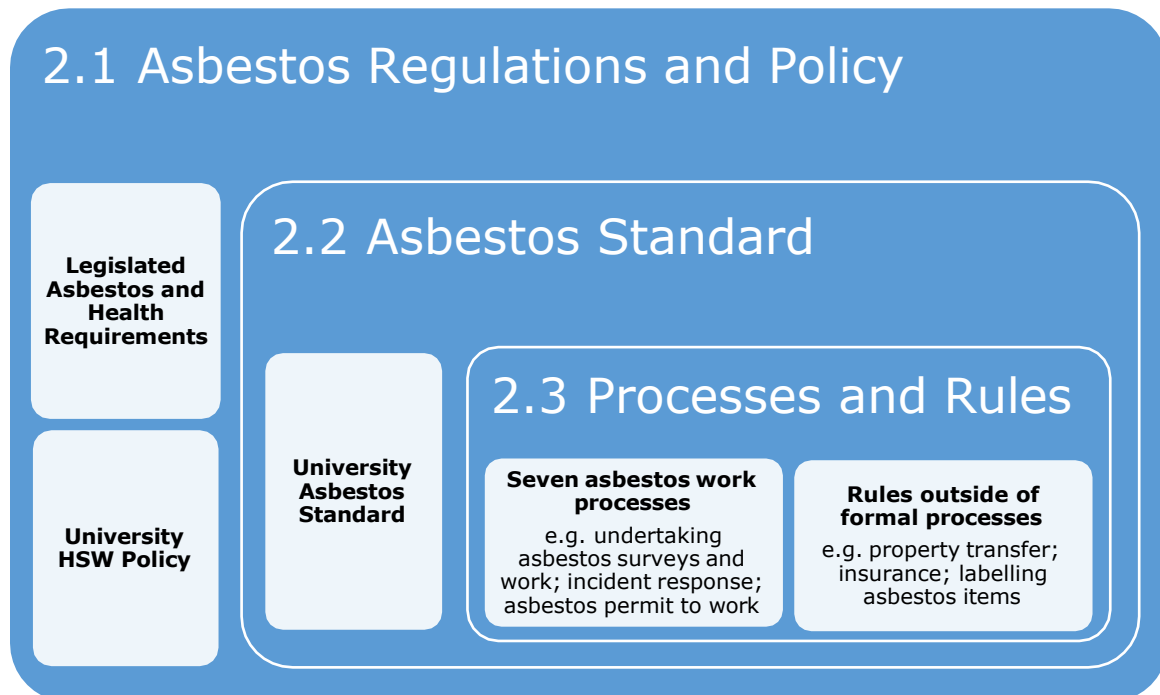
Key success factors for asbestos management include,

- ongoing tracking of asbestos material location and condition;
- centralised, accessible, regularly updated asbestos information;
- a shared management approach (HSW, Risk Office, Comms, Faculties and Service Divisions, Property Services, contractors, tenants);
- comprehensive training on systems and hazard awareness;
- ensuring controls for those who work with or near asbestos material;
- timely and open communication to relevant parties;
- being up-to-date with New Zealand regulations and good practice and ongoing improvement;
- verification and detection of adherence to requirements;
- linkage to University governance functions;
- processes and resources that enhance adoption of the University Asbestos Standard.

## 2. Regulations, Policy and Processes, and Rules

Section 2.0 overviews our Asbestos requirements. Figure 2.1 shows the hierarchy and kinds of asbestos management requirements.

Figure 2.1 Hierarchy and Kinds of Asbestos Management Requirements



### 2.1 Regulations and Policy

#### 2.1.1 Regulations

The main regulations that shape the way we manage asbestos are,

The Health and Safety at Work Act 2015. It requires consultation, co-operation, and co-ordination on health and safety within and between organisations sharing a workplace, sets out a risk-based approach, and enables the following regulations:

The Health and Safety at Work (Asbestos) Regulations 2016. These include:

- asbestos work that is permissible in the workplace and who can do removal work (summarised in Appendix 3);
- Ensuring the contamination standard for asbestos is not exceeded in the workplace; a duty to aim to eliminate personal exposure to airborne asbestos;
- the duty to identify asbestos and have an asbestos management plan that is reviewed;
- duties for asbestos removal work, including removalist competencies, stakeholder notification, site set up, and clearances;
- duties for asbestos related work, like maintenance and repair, or teaching and research work.

The Health and Safety at Work (General Risks & Workplace Management) Regulations 2016 include duties for health and exposure monitoring.

### 2.1.2 Policy

The University of Auckland Health and Safety Policy sets out general health and safety requirements and governance. It enables Standards to be written for Health and Safety topics such as the University Asbestos Standard.

## 2.2 University Asbestos Standard

The University of Auckland Asbestos Standard states at a high level what the University will do to manage asbestos. This Framework captures how this is achieved operationally. The Standard was approved by the Vice Chancellor November 2018. It is published on the Staff Intranet. An extract of its 18 requirements are reproduced in appendix 4. The Standard is reviewed

## 2.3 Processes and Rules

### 2.3.1 Processes

The University has processes for managing building asbestos materials. Table 2.1 provides an overview. The processes seek to ensure asbestos items are identified, monitored, and appropriate controls are in place. They clarify responsibilities so that any incidents or concerns about asbestos can be addressed quickly and operations can be undertaken more safely.

Property services is responsible for the ongoing management of building asbestos information. Property Services and Connect and their contractors are responsible for ensuring asbestos information is used to ensure safe work practices.

The processes can be obtained from the staff intranet (Collaboration Space / Processes and Procedures / Property & Facilities Management)

<b>Asbestos Process</b>	<b>Overview</b>
Manage Planned Reinspection survey for Asbestos	For the ongoing monitoring of known University building asbestos items.
Manage demo/refurb survey for asbestos	Asbestos investigation is required before refurbishment or demolition work.
Perform building maintenance activities	Covers all general maintenance assigned to a Property Services or Connect contractor. It includes emergency and call out work.
Use/update asbestos information in demo/refurb	Maintain asbestos information accuracy where the asbestos material condition changes due to a refurb/demo project.
Request Restricted Work Permit (RWP) for asbestos	Also known as a permit to work. Required for facilities management and building project work prior to (i) disturbing any asbestos containing item, or (ii) working within 2m of an asbestos containing items with a risk rating of moderate or higher.
Manage Asbestos Incident	If asbestos is unexpectedly disturbed or suspected to have been disturbed. An asbestos related incident and its management is treated in a similar way to any other UoA incident. Escalation is managed within Property Services in the first instance but may be further escalated to the University Strategic Response Team.

Manage Systematic Survey for Asbestos	How to undertake a University-wide building survey. This is an infrequent task triggered by a change in asbestos regulations or good practice asbestos information collection, for example.
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### 2.3.2 Rules

Business rules not included in formally adopted processes are listed in table 2.2.

Table 2.2 – Asbestos Business Rules not included in formal processes

<b>Subject</b>	<b>Business Rule</b>
<b>Working near Asbestos materials</b>	<p>Any work within 2m of a moderate risk asbestos item requires an asbestos restricted work permit</p> <p>Any work that will or is likely to disturb asbestos material requires an asbestos restricted work permit</p> <p>For regular lower risk work a standard operating procedure may be applied for as an alternative.</p> <p>See appendix 6 for the rules in detail.</p>
<p><b>Duty to consult and collaborate</b></p> <p>Where asbestos risk is across more than one organisation there is a duty to consult and collaborate.</p>	<p><u>Planned Surveys and Removal Work</u></p> <ul style="list-style-type: none"> <li>There is a structured collaboration process between the University and assessors and removalists. All parties agree any scope of work, times, dates, communication processes and will undertake a site walkthrough prior to any work being undertaken.</li> </ul> <p>Asbestos-Related Work – Refurbishment or Demolition</p> <ul style="list-style-type: none"> <li>There is a structured collaboration process between the University and contractors (Trades/Maintenance workers) and Location User representatives. All parties agree any scope of work, times, dates, communication processes and will undertake a site walkthrough prior to any work being undertaken.</li> <li>There are regular performance review meetings (PACE) between University representatives and main contractors.</li> </ul> <p><u>Asbestos-Related Work – Planned Maintenance</u></p> <ul style="list-style-type: none"> <li>For planned maintenance involving ACM, location users and Trades/Maintenance workers are informed about planned asbestos work in their area.</li> <li>There are regular performance review meetings (PACE) between University representatives and contractors.</li> </ul>
<b>Repository for and access to asbestos containing material information</b>	<p>Asbestos material information is recorded in the University’s asbestos management system, BMIS. This information is kept up to date with survey, sampling, air monitoring, compliance, any 3<sup>rd</sup> party survey reports, incidents, and building project asbestos records.</p> <p>Property Services, Connect, and their contractors, and Faculty and Service Division building related managers are provided with online access to BMIS worker view (asbestos register and building specific asbestos management plans).</p>



<b>Subject</b>	<b>Business Rule</b>
<b>ACM identification and labelling</b>	<p>The primary means of asbestos identification is administrative – items are documented in the online asbestos information system (BMIS). This is accessible to workers.</p> <p>Other means of asbestos identification that may be used:</p> <ul style="list-style-type: none"> <li>○ The risk level and a description of the ACM in a building location has been taken from BMIS and put into Maximo the University maintenance system. This means that (via the work order) maintenance workers have some indication of the ACM in the areas they are asked to work in</li> <li>○ Workplace induction and on-boarding</li> <li>○ A generic warning label to alert users as to what is above or inside the space before entering (e.g. to alert contractors before they open a contaminated ceiling in a laboratory or riser panel in a lecture theatre)</li> <li>○ A description of the materials inside the room</li> <li>○ A description of safe work methods inside the entrance to the area (e.g. instruction inside the riser panel or plant room door to wear a respirator, or use surfactant)</li> <li>○ A coloured sealant to a surface is permitted to indicate underlying residual asbestos material (e.g. red paint over a concrete ceiling).</li> <li>○ QR codes may be placed at main entrances to buildings that require password access for contractor use to access asbestos management plans.</li> </ul> <p>Signs and labels:</p> <ul style="list-style-type: none"> <li>• In non-public spaces (e.g. plant rooms, risers) labels or signs may be used, especially for materials that are friable (i.e. can easily be disturbed).</li> <li>• In public and staff/student spaces decisions regarding labels and signs (other than signs and labels legally required when undertaking asbestos work) will be made case by case in consultation with the main occupant building manager factoring in users and risk.</li> </ul> <p>Asbestos labels and signs will be periodically inspected at least at the time of asbestos re-inspection surveys or more frequently e.g. for temporary incident response scenarios.</p>
<b>Suspect Material Sampling and testing</b>	<p>Surveyors will take samples if asbestos is suspected and analysis is required. Results are recorded in BMIS.</p> <p>Testing of suspect material samples will be undertaken by an accredited laboratory. As part of our supplier agreements the University requires that suppliers use University preferred assessors and laboratories.</p>

**Staff General  
Workplace Asbestos  
Information  
Enquiries and  
Workplace  
Inductions**

The University takes an open but layered approach to sharing building asbestos information due to the technical nature of report and the alarm asbestos can produce without translation. This approach is to meet the duty to provide relevant asbestos information to a range of roles in the workplace across multiple large campuses.

For staff, the first port of call for more information about University asbestos is the staff intranet. Staff should be directed here first. The next stop is their Faculty Technical Service Manager or Service Division Building Manager who are trained to connect them to more information as required.

**Staff Intranet – HSW pages**

- Building asbestos risk summary:
  - A brief building-by-building summary indicating asbestos material risk level open to view by all staff may be published. It includes an explanation of how the University surveys asbestos and determines asbestos risk ratings. To find out more about specific asbestos items workers are directed to contact their faculty, service division, or programme technical manager.
  
- Asbestos awareness:
  - summary of asbestos material use and health risks; how asbestos is managed at University
  - Links to University Asbestos Standard; and WorkSafe asbestos information.
  - What to do if there is an asbestos incident

**Faculty Technical Service Manager, Facilities Manager, or Service Division Building Manager**

More curious staff are directed to contact their Faculty Technical Service Managers, Facilities Managers, or Service Division Building Managers directly to help answer questions relevant to specific staff or student work areas. They are trained on how to access the asbestos information system BMIS, generate building specific asbestos management plans, and request assistance from Property Services, the Health Safety and Wellbeing or Communications Office as required.

**Asbestos Management Plans**

Any contractor, staff member or student who uses a University workplace is entitled to request and receive a copy of an AMP (relevant to where they are working or located). It is encouraged to use Facilities Managers and Property Services specialists to help translate an AMP – these documents tend to be large and technical in nature.

**Workplace Inductions**

Faculty Technical Service Managers and Service Division Building Managers are responsible for ensuring staff are made aware of asbestos items they will or could come in contact with as part of their work. The trigger to check the asbestos register and ensure relevant inductions are provided comes from their staff on-boarding check-list.

<b>Subject</b>	<b>Business Rule</b>
	Additionally, from the Property Service Space Planning Team as part of their SOP or the Capital Works Project Manager.
<b>Asbestos Awareness, BMIS and Process Training</b>	<p>Roles to be trained on access to and application of the asbestos information system BMIS, relevant asbestos processes and asbestos awareness:</p> <ul style="list-style-type: none"> <li>• Property Services Campus Service Managers, Campus Supervisors, Asset managers and analysts, Project Managers, Space Planning and Commercial Managers;</li> <li>• Connect and Facilities Maintenance major and global contractors;</li> <li>• Faculty Technical Service Managers and Service Division Building Managers with asbestos materials in their areas of responsibility.</li> </ul> <p>A training record must be kept. Refresher training and a refresher schedule must be provided.</p>
<b>Asbestos Competency and training for Workers</b>	See Appendix 5 – includes staff and students; security, gardeners, cleaners; Project and Campus Service Managers, Contractors; Licenced asbestos removalists and assessors.

<b>Subject</b>	<b>Business Rule</b>
<p><b>Building Specific Asbestos Management Plans – management, control, and review</b></p>	<p>Each University owned building that has or is presumed to have asbestos material must have a Building Specific Asbestos Management Plan. For buildings the University leases, asbestos management plans are sought for leases prior to 2021 and are required for leases after 2020.</p> <p>To access the latest version of this plan:</p> <p>Contractors and staff with official asbestos management roles (e.g. facilities, HS&amp;W, building project and operations managers) access the University’s online asbestos management system BMIS.</p> <p>Wider University Community: request a copy from their Faculty or Service Division technical manager.</p> <p>The Plan Owner: Director – Property Services</p> <p>Content manager: Building Safety Project Manager – Facilities</p> <p>Prepared by: Building Safety Project Manager</p> <p>Approved by: Associate Director - Facilities</p> <p>Review date: Review of each AMP is as required by Regulation 14 of the Health Safety at Work (Asbestos) Regulations 2016. That is, whenever there is a review of an asbestos control measure, asbestos material condition changes, the plan is no longer adequate for managing the asbestos risk in the workplace, a workplace representative reasonably requests it, or if 5 years have passed since the last review.</p> <p>Developing building-specific AMP content is led by Property Services in consultation with the Health, Safety and Wellbeing (HSW) Office, and building managers (e.g. faculty and division buildings managers).</p> <p>Significant changes to AMPs (e.g. asbestos risk increase in work area; asbestos controls that affect workers can be removed) are reported to Faculty, Service Division building managers, and affected workers as they occur. Minor changes are presented annually at building manager Community of Practice meetings.</p> <p>The controlled AMP version is located in the University’s asbestos information system BMIS. It is retrievable by those University managers and contractors who have training and permission or by request from the Director of Faculty Operations (DOFO) or the relevant facility/building representative.</p>
<p><b>Asbestos Waste</b></p>	<p>Contractors are responsible for arranging the disposal of any asbestos waste they make and for providing evidence of disposal to a suitable hazardous waste site. Project managers must ensure waste is transported and disposed of appropriately and cannot simply assume 3<sup>rd</sup> parties will do this.</p> <p>In safe work method statements for asbestos work contractors must outline their plan for securing, storing, moving, and disposing of asbestos waste.</p>

<b>Subject</b>	<b>Business Rule</b>
<b>Responsibility for asbestos health monitoring</b>	<p>Health monitoring is a requirement under asbestos regulations and General Risk and Workplace Management regulations. Health monitoring must be provided to workers if they are at Moderate to High risk of exposure to asbestos when carrying out their work and/or have been exposed to airborne asbestos which exceeds the airborne contamination standard while at work. Health monitoring for asbestos must meet the requirements of the Health and Safety at Work Act 2015.</p> <p>The University is responsible for health monitoring of its direct employees.</p> <p>Contracted suppliers are responsible for ensuring the health monitoring of their direct employees. Self-employed PCBUs are responsible for monitoring their own health.</p> <p>This will primarily include requiring evidence from asbestos contractors that they have provided health monitoring for any of their workers who will be carrying out licensed asbestos removal work or other asbestos-related work.</p> <p>Should the University engage asbestos workers directly, monitoring would be in line with the WorkSafe Asbestos Approved Code of Practice (November 2016 – Part C Section 16 Health Monitoring).</p> <p>Health monitoring and the provision of health monitoring information for University staff or students will be managed in accordance with the University’s Health &amp; Safety health monitoring process.</p>
<b>Asbestos Risk Register</b>	<p>The University asbestos risk register is to be compared to any changes in asbestos management quarterly and updated to the Risk Office twice yearly by the Asbestos Advisory Group.</p>
<b>Asbestos Insurance and Contingency</b>	<p>Specialist asbestos removalists should have Pollution Liability insurance. There are no additional rules for building asbestos contingency or insurance. This is covered by BAU building project contingency and the University environmental insurance policy.</p>

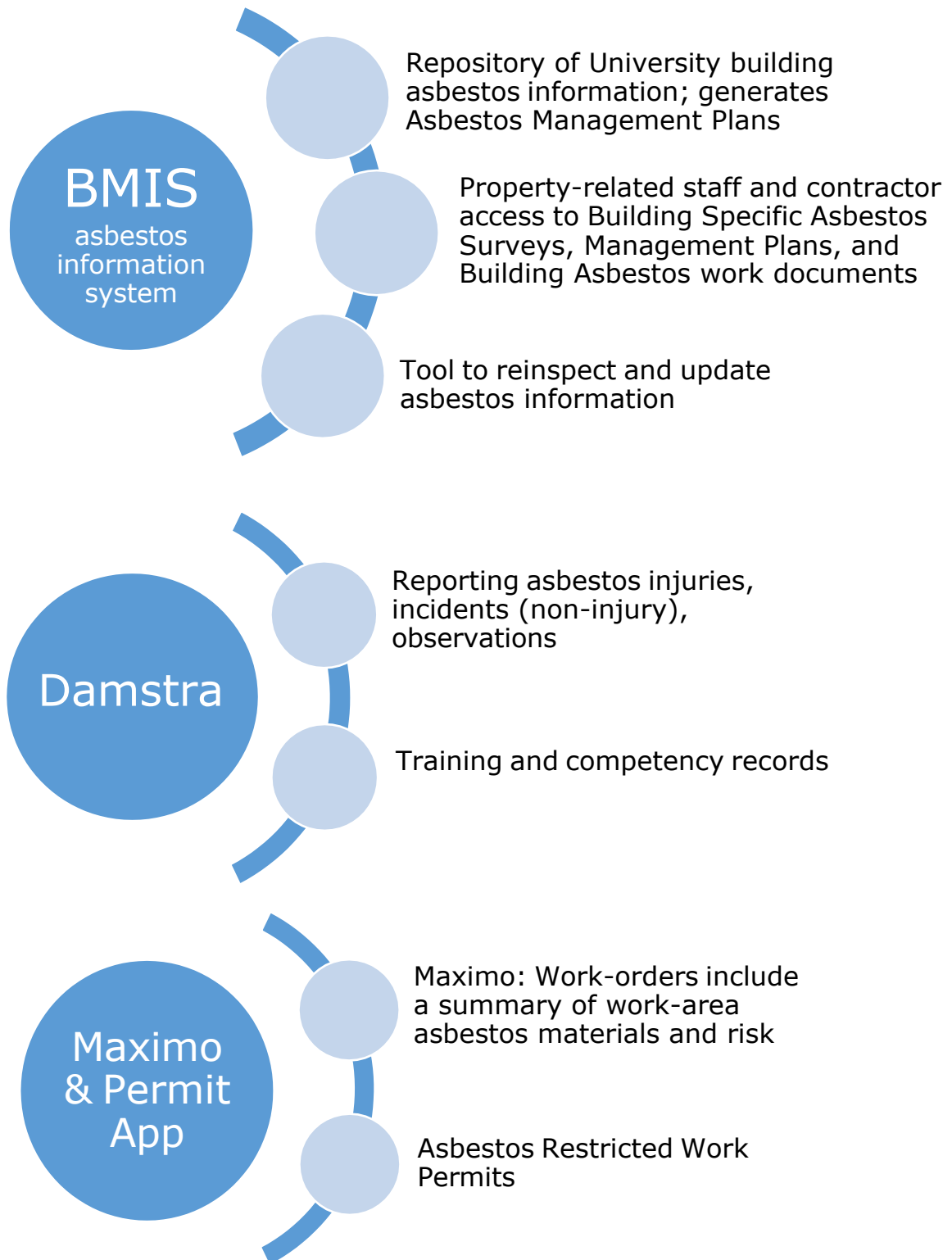
Subject	Business Rule
<p><b>Financial Treatment for impairing buildings containing asbestos</b></p>	<p>To ensure compliance to the Health and Safety at Work (Asbestos) Regulation 2016 the University's 2019 Financial Statements provided for asbestos remediation costs where an "obligating event" had occurred – which was deemed as upon approval of the associated forward works programme (current plus 3 years) via Council approval of the Long Term Academic and Capital Plan (LTACP).</p> <p>The provisioned amount of Asbestos removal costs are estimated by a qualified quantity surveyor or project manager with the best available information. This is based on routine management surveys and is refined as more detailed surveys are conducted ahead of soft demolition.</p> <p>Presently, the provision includes a general provision of \$375k per annum for smaller projects planned &amp; endorsed through minor capital works, deferred and routine maintenance streams.</p> <p>Separately, costs associated with active management of asbestos in the PP&amp;E portfolio and minor asbestos works (&lt;\$50k per building) in compliance to broader obligations under the Regulation are directly expensed to the P&amp;L (Account: 835010).</p> <p>Estimates of costs allowed for within the provision are regularly reviewed and updated as additional information becomes available and a final reconciliation of this provision against actual costs incurred is undertaken as part of the capitalisation of the completed project.</p>
<p><b>Property Transfer and Leased buildings<sup>2</sup></b></p>	<ul style="list-style-type: none"> <li>• Before purchasing or leasing a building Property Services Space Planning Team will ensure asbestos material location, condition, and management requirements are evaluated. This is triggered by the Space Planning Team Due Diligence Check List.</li> <li>• When leasing a University building or space to others that contains asbestos material the Property Service Commercial Team will ensure, <ul style="list-style-type: none"> <li>(i) the tenant is aware of and agrees to the asbestos management plan, and</li> <li>(ii) a mechanism with the occupant to at least annually consult, co-ordinate, and co-operate on the management of any asbestos (or other hazardous) building materials.</li> </ul> </li> <li>• Before leasing a building that may contain asbestos material from another PCBU Property Services will ensure due asbestos diligence: <ul style="list-style-type: none"> <li>(i) a mutually agreed asbestos management plan aligned with the University Asbestos Standard and</li> </ul> </li> <li>• a mechanism to at least annually consult, co-ordinate, and co-operate on the management of any asbestos (or other hazardous) building materials.</li> </ul>

<sup>2</sup> This applies for leases or purchases after 2020. Pre-existing agreements are being updated as possible. Due diligence was undertaken before this time but may not have included recent changes in good practice.

<b>Subject</b>	<b>Business Rule</b>
<b>Asbestos in teaching and research</b>	Asbestos samples used in teaching and research are considered hazardous materials and are managed according to the management of hazardous materials procedures at the University. This includes the procurement, transfer, storage, use, and disposal of hazardous materials.
<b>Identification of asbestos in soil</b>	Soil testing and a contamination report is undertaken whenever the University engages in planned earthworks or project work that will disturb soil.  If asbestos is likely to be present an asbestos restricted work permit with safe work method is required before soil work commences.

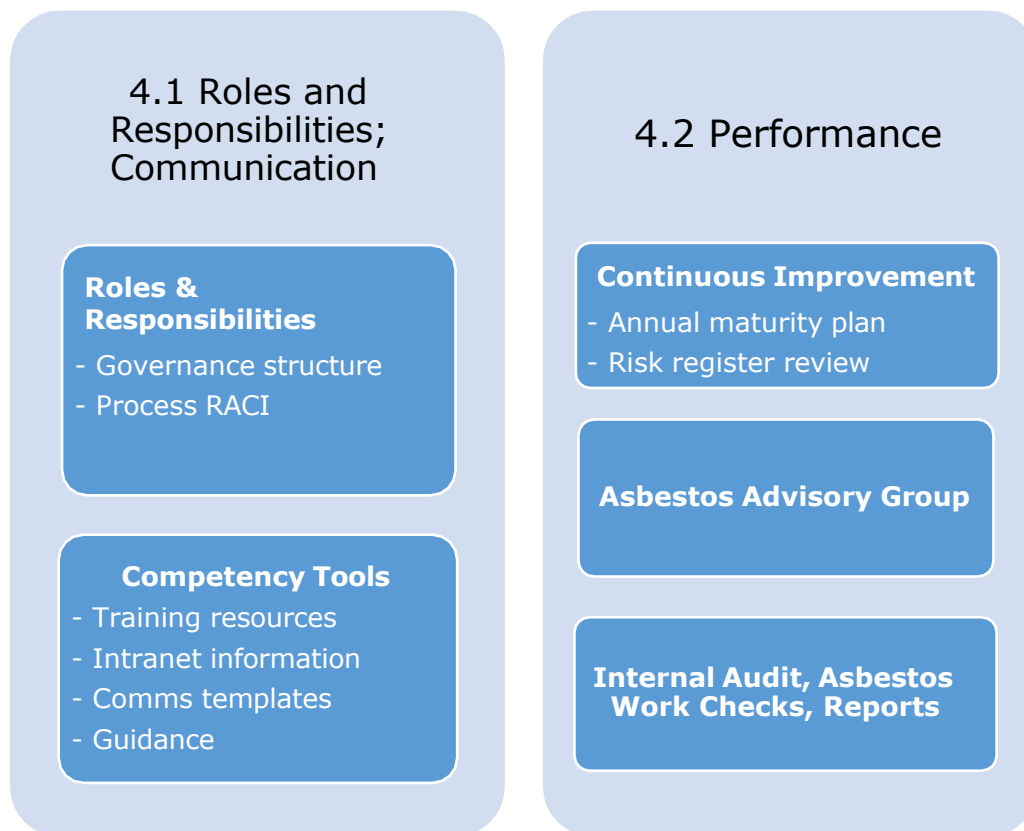
### 3. Technology and Information Systems

The following information systems directly support asbestos management.





## 4. Roles and Responsibilities, Communication, and Performance



### 4.1 Roles and Responsibilities; Communication

#### 4.1.1 Governance Structure and Roles

- Governance - Diagram 4.1 locates asbestos management in the University governance structure (derived from the University Health Safety and Wellbeing Policy).
- Stakeholder Responsibilities - Table 4.1 overviews general stakeholder responsibilities specific to the University context.

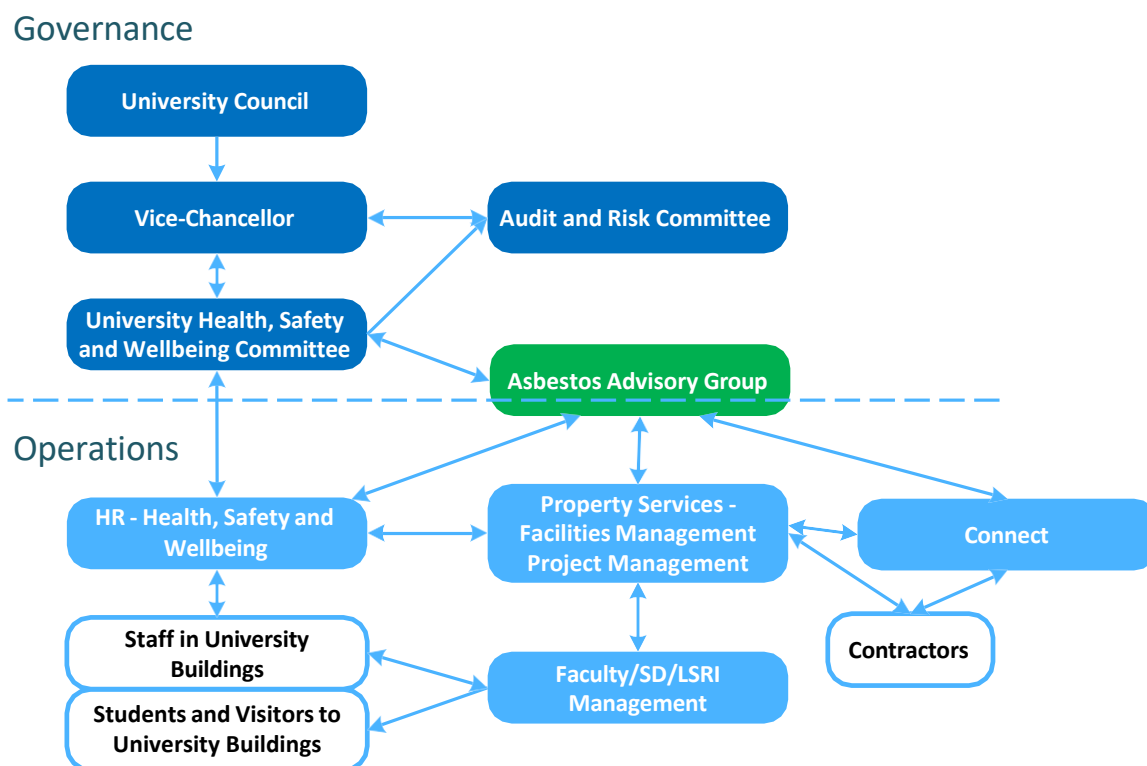
#### 4.1.2 Process RACI

- Each asbestos process listed in section 1 includes a roles and responsibility section – see the process for details.

#### 4.1.3 Communication Roles and Outputs

- Good communication is key to good asbestos management. Appendix 8 sets out the roles and channels recommended for effective and efficient communication of asbestos management information. It includes the communication context for each stakeholder and their communication responsibilities / outputs.

**Diagram 4.1 - Asbestos Governance Structure**



Note 1: Teaching and technical staff and students who may utilise ACM as part of their operational or research work are included as Staff or Students above.

Note 2: Contractors may mean an individual or a supplier organisation/company.

**Table 4.1 Summary of roles as they relate to asbestos management**

Role	Description
The University Council and Vice Chancellor	Ultimate accountability for the health and safety and legislative compliance of all members of the University community on our premises and in other areas where people may be affected by the University’s operations.
Audit and Risk Committee	Responsible for monitoring the management of all material business risks and ensuring that appropriate procedures and practices are in place to minimise or manage those risks. The Committee is responsible for overseeing compliance with legislation and policies relating to legislative compliance.
University Health, Safety, and Wellbeing Committee	Approve the Asbestos Standard and ensure it is implemented and current
Asbestos Advisory Group	Advises on governance and high level operational asbestos matters; Ensures the Asbestos Standard is being implemented; Prepares and tracks an annual asbestos improvement plan;

Role	Description
	<p>Motivates and encourages people within the University regarding adoption of changes brought about by the Asbestos Standard;</p> <p>Monitors asbestos management quality and progress and agrees on remedial actions as necessary. It reports on an analysis of asbestos performance indicators to the Health Safety and Wellbeing Committee.</p>
The Health safety and Wellbeing Office	<p>Owner of the Asbestos Standard</p> <p>Provides advice and brokers specialist medical services for anyone who may have been inadvertently exposed to significant levels of asbestos at the University.</p> <p>Ensures that asbestos information is available for staff and is part of the general induction health and safety briefing.</p> <p>Provides systems for and oversees the reporting of asbestos injuries, incidents, and observations (Vault)</p>
Risk Office	<p>Maintains oversight of the Asbestos Risk Register and any outstanding internal asbestos audit actions.</p> <p>Informs the Asbestos Advisory Groups annual asbestos improvement plan.</p> <p>Decide when and if an internal asbestos audit is required</p>
Property Services Facilities Management	<p>Coordination to ensure the effective implementation and functioning of the Asbestos Management Plan and the overall management, monitoring and control of asbestos in the workplace. This responsibility sits predominantly with the Project Manager Building Safety.</p>
Property Services and Connect Project Managers and Contractors	<p>All Project Managers, Campus Service Managers, and contractors working at University of Auckland buildings are required to:</p> <ul style="list-style-type: none"> <li>○ Complete the University’s health and safety induction.</li> <li>○ Ensure that their contractors, employees and sub-contractors are aware of their responsibilities regarding asbestos management.</li> <li>○ Use the asbestos information system BMIS to review survey information prior to any works and provide details of any work that changes the condition of asbestos material</li> <li>○ Report to Facilities Management before commencing work on sites containing asbestos material</li> <li>○ Comply with the procedures detailed in this document.</li> <li>○ Follow all legislation, regulations and codes of practice associated with asbestos work</li> <li>○ Report incidents or potential hazards pertaining to asbestos to the relevant Campus Services Manager or University Project Manager.</li> </ul>
Staff on University Premises	<p>Staff are required to:</p> <ul style="list-style-type: none"> <li>○ Complete the University’s health and safety induction.</li> </ul>

Role	Description
	<ul style="list-style-type: none"> <li>○ Report all incidents or potential hazards including the identification of suspected asbestos containing materials for risk assessment and/or action to their manager, security or appropriate facilities manager.</li> <li>○ Comply with the Asbestos Management Policy and procedures detailed in the Asbestos Management Plan.</li> </ul>
Students and Visitors to University buildings	<p>Students and visitors are expected to:</p> <ul style="list-style-type: none"> <li>○ Immediately seek first aid or medical treatment for any accident or injury.</li> <li>○ Report any incidents or potential hazards for risk assessment and/or action to their lecturer, reporting supervisor, host, manager or security.</li> </ul>
Staff and students engaged in asbestos related research on University premises	<p>Staff and students engaged in asbestos related research on University premises are required to:</p> <ul style="list-style-type: none"> <li>○ Complete any relevant Departmental Health and Safety induction (e.g., laboratory use, hazard awareness, safe operating procedures for equipment and machinery).</li> <li>○ Follow all legislation, regulations and codes of practice associated with ACM in the workplace.</li> <li>○ Report incidents or potential hazards pertaining to asbestos to their manager, security, appropriate facilities manager, lecturer or reporting supervisor.</li> </ul>

#### 4.1.4 Competency Tools

Several tools are available to assist stakeholders in their asbestos management roles. They continue to be added to. Current resources include,

- Asbestos process guidance notes for Property Services, Connect and their contractors
- Staff intranet asbestos awareness, contact, and building-asbestos summary pages
- Starter-templates for communicating asbestos project and incident information to the University Community
- A training video on using and acting on the University asbestos management system BMIS, Maximo information, and related business rules

Resources are available from the Property Services Building Safety Project Manager and the Staff Intranet.

## 4.2 Performance

Performance is about strong health and risk management outcomes. It ensures University asbestos management is working effectively and is on trend with legislation and good practice.

### 4.2.1 Internal Audit, Asbestos Work Checks, Reports

#### Internal Audit

The Risk Office is responsible for determining the appropriate timing for an internal asbestos audit and ensuring outstanding items are followed up and reported on.

#### Asbestos Work Checks

Used to check representative samples of:

- Asbestos related work by contractors or staff
- Asbestos processes (e.g. Asbestos restricted work permits; annual building hazard engagement with landlords; asbestos is factored when inducting staff or teams to new spaces)

For a list of asbestos verification and detection indicators see Appendix 7.

### 4.2.2 Asbestos Advisory Group

The Asbestos Advisory reviews performance for safety, compliance, and continual improvement, and reports to the University Health Safety and Wellbeing Committee.

### 4.2.3 Continual Improvement

An annual asbestos management improvement plan is prepared and tracked by the Asbestos Advisory Group. The plan is informed by the Asbestos Risk Register, by active engagement with regulators and industry on trends in regulation and good practice, feedback from stakeholders, and verification and detection indicators in Appendix 7. The Asbestos Risk Register is informed by the Property Services asbestos maturity assessment.

# Appendices

## Appendix 1: Relevant Documents Consulted

### Legislation

Health and Safety at Work Act 2015

Health and Safety at Work (Asbestos) Regulations 2016

Health and Safety at Work (General Risks & Workplace Management) Regulations 2016

### Procedures and standards

AS/NZ 4801:2001 Occupational Health and Safety Management Systems – Specifications with guidance for use

ISO 45001:2018

University of Auckland Asbestos Standard 2018

### Guidelines

Worksafe: Approved Code of Practice Management and Removal of Asbestos 2016

Worksafe: Good Practice Guidelines: Conducting Asbestos Surveys 2016

HSE (UK) Asbestos: The Survey Guide

Worksafe Asbestos Fact Sheets

A Comprehensive Guide to Managing Asbestos in Premises (HSE UK)

### University Policies, Documents and Sources of Information

University of Auckland Health and Safety Policy

University of Auckland Health, Safety and Wellbeing Information Sheets

University Building Projects and Office Maintenance [Staff Intranet]

Risk Management Policy

Risk Management Framework

University of Auckland Plan on a Page 2013-2020 [Staff intranet]

University of Auckland Annual Report 2017\_Strategic Objectives [Staff intranet]

Asbestos Advisory Group Terms of Reference

Asbestos Processes:

- Asbestos management overview
- Perform building maintenance activities
- Request Restricted Work Permit (RWP) for asbestos
- Manage Asbestos Incident
- Manage planned reinspection survey for asbestos
- Manage systematic survey for asbestos
- Manage Demo Refurb survey for asbestos
- Update ACM Asset Information

## Appendix 2: Glossary of Terms

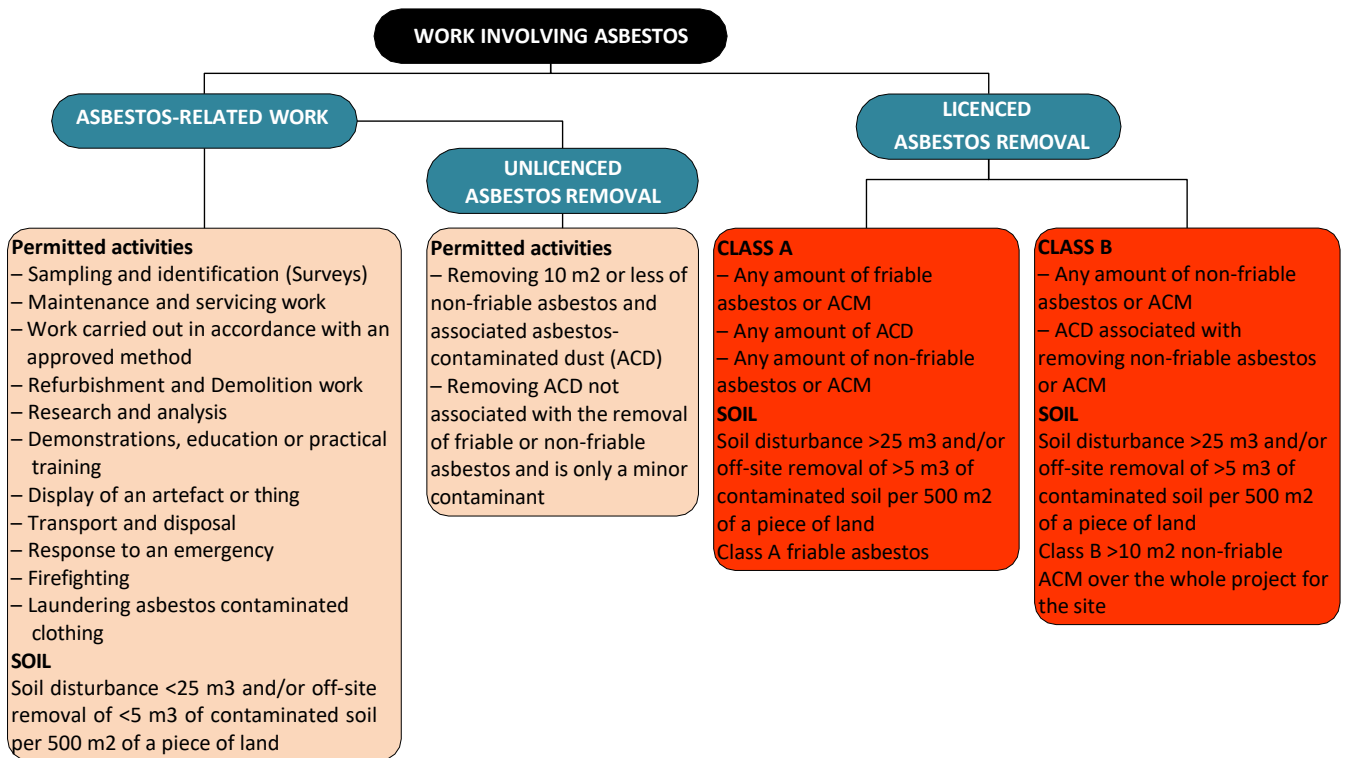
The following definitions apply to this document:

- **Accredited laboratory** - a laboratory that is accredited by International Accreditation New Zealand (IANZ) or recognised/approved by WorkSafe.
- **Accident** - an incident which has given rise to injury, ill health or fatality.
- **ACOP** - Approved Code of Practice (HSWA) Management and Removal of Asbestos.
- **Act** (or HSWA) - Health and Safety at Work Act 2015.
- **Approved contractor** - a contractor who has been approved through the University's procurement and compliance process.
- **Asbestos material** - product made entirely of asbestos products or material that contain asbestos (**ACM**), or Asbestos-Contaminated Dust or Debris (**ACD**).
- **Asbestos advisor** - a University-appointed person with expertise and knowledge of asbestos assisting and advising on issues related to asbestos and its management.
- **AMF** - Asbestos Management Framework.
- **AMP** - Asbestos Management Plan.
- **AMS** - Asbestos Management Survey.
- **Asbestos register** - a register detailing the location and characteristics of asbestos material.
- **Asbestos regulations** - Health and Safety at Work (Asbestos) Regulations 2016.
- **Asbestos Steering Group** - a committee of people with a range of experience, knowledge, skill and qualifications to provide sound guidance and to make appropriate decisions on the management of asbestos at the University.
- **Asbestos work** - either asbestos related work or asbestos removal work as defined in the Health and Safety at Work (Asbestos) Regulations, 2016 (i.e. any work involving asbestos material including maintenance, repairs, cleaning, removal, research and teaching).
- **Control** in relation to a health and safety risk - a measure to eliminate or minimise the risk (such as removing the risk, barriers, administrative processes and work methods, personal protective equipment, and re-checking and evaluation).
- **Competent person** - 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.
- **Culture** - the collective values, beliefs, knowledge and understanding held by University members.
- **Friable** in relation to asbestos or ACM - in a powder form or able to be crumbled, pulverised, or reduced to a powder by hand pressure when dry.
- **Hazard** - anything that has the potential to cause harm (injury or ill-health) or damage to property or equipment in connection with a work activity.
- **Incident** - any unplanned event resulting in, or having a potential for injury, ill health, damage or other loss (an incident may also be termed a near-miss, close call or dangerous occurrence).
- **Internal audit** - a systematic, structured approach to assess and enhance the effectiveness of processes related to risk management, control, mitigation and governance.
- **Machinery** - a collective term for machines and their parts. A machine is considered to be any powered apparatus that has interrelated parts and is used to perform work.
- **Monitor** in the context of working with asbestos - regularly checking, evaluating and recording the status of asbestos material that remains in situ.

- **Naturally occurring asbestos** - the natural geological occurrence of asbestos minerals found in association with geological deposits such as rock, sediment, or soil.
- **PCBU** - a person conducting a business or undertaking.
- **Plant** - a general name for machinery, equipment, appliances, implements or tools and any component or fitting or accessory of these. It can include things as diverse as presses in a foundry, excavators and trucks in mining, and photocopiers in an office. It can range from electric drills, lifts, escalators, tractors, hand trolleys, cranes, and other lifting gear to arc welding gear.
- **Policy** – document outlining key principles and values that govern decision-making at the University. They define the University’s position relative to a broad topic. Policies are mandatory, implementable and applicable across the University.
- **PPE** - Personal Protective Equipment.
- **Procedures** – document providing detailed mandatory guidance on how a policy is to be implemented.
- **Relevant course** in relation to a particular type of asbestos removal work or asbestos-related work - a course prescribed as relevant for that type of work under a safe work instrument.
- **Risk** - the likelihood a hazard will cause harm (injury or ill health) and the degree of harm (consequence).
- **Residual risk** - the risk that remains after controls have been applied to a hazard.
- **Risk assessment** - the process of evaluating the risk(s) arising from a hazard(s), taking into account the adequacy of any existing controls, and deciding whether or not the risk(s) is acceptable.
- **Risk appetite** - the level of risk the University is prepared to seek or accept in the pursuit of its strategic objectives; can be defined at specific levels for project/programme/team application as needed.
- **Risk Office**- the organisational unit which coordinates risk management at the University.
- **Staff member** - an individual employed by the University on a full or part time basis.
- **Standards** - specific to a particular technology or topic area. Standards are mandatory, implementable and applicable across the University.
- **SOP** – Standard Operating Procedure
- **SQEP** - suitably qualified and experienced practitioner.
- **University** - the University of Auckland including all subsidiaries.
- **University space** – a building, facility or grounds that the University owns or leases.
- **University activity** - activity that has been approved as being for University purposes and is funded by the University or third party.
- **University Risk Disclosure Matrix (UoA 4x4)** - the enterprise-level guide for considering the likelihood and consequences of risks at the University.
- **Workplace** - any physical location in which work related activities are performed under the control of the organisation.



# Appendix 3 - Summary of Asbestos Work University is permitted to undertake under the Asbestos Regulations and the type of removal work that can be carried out by licensed and unlicensed removalists



## Appendix 4: Extract from University of Auckland Asbestos Standard 2018: 18 requirements

Bold text are terms defined in the Standard.

### General

1. People at the University are not to be harmed due to the presence of asbestos material.
2. Resources will be made available to manage asbestos material at the University.
3. Roles and responsibilities relating to asbestos material and management will be defined established and coordinated.
4. An **Asbestos Steering Group** will oversee asbestos management.
5. An **Asbestos Advisor** will advise on operational activity relating to asbestos work.
6. The University will have clear documented procedures and business rules for managing asbestos work and for recording asbestos materials, incidents, and responses.
7. University members will be informed and trained appropriately for their role so they understand relevant University asbestos management protocols.
8. The University will not procure buildings, property, products, **plant and machinery** that contain asbestos material, unless a risk assessment is undertaken and approved by the Health, Safety, and Wellbeing Committee.
9. All **spaces** owned or leased by or to the University, as well as plant and machinery, will be checked, by a suitably qualified and experienced person, to identify the presence or absence of asbestos material.  
*Note - Identifying asbestos material may include presuming asbestos material to be present.*
10. Identified asbestos material will be entered into the **asbestos register, risk- assessed, controlled, and monitored**.
11. The University will maintain an asbestos information portal that will be the up-to-date point of information about asbestos material and actions related to asbestos material.
12. A timetable will be produced for managing and reviewing identified asbestos material risks.
13. **Risk** to people, medium to long-term plans for the buildings or space, activities in a space, and the condition of the asbestos material will be taken into account when prioritising the order in which asbestos material is removed or abated.
14. Any **asbestos work** must be undertaken by suitably qualified, experienced and University approved suppliers.
15. The University will devise, communicate (to all relevant stakeholders including emergency services), and test and practice emergency plans related to the uncontrolled release of asbestos.

16. The University will consult, co-operate, and co-ordinate with other organisations where there is a joint asbestos responsibility
17. The University will ensure that the asbestos management system is suitably implemented, reviewed, and improved.
18. The University will pro-actively keep abreast of developments that improve asbestos management and will review and update the University's asbestos management approach as applicable.

## Appendix 5: University Worker Asbestos Competency and Training Requirements

General location workers (e.g. office workers, lecturers, students, and visitors) use University spaces where any asbestos material present is low risk and very unlikely to be disturbed.

- Training: Asbestos information and instruction as part of the University's induction programme, workplace induction, and other instructions (e.g. signs).
- Competencies: Aware of their health and safety responsibilities, incident procedures and where they can obtain University-specific information about asbestos (along with any other health and safety risks) in locations they use.

Trades, security, gardeners, cleaners not instructed to disturb asbestos. This worker category is in place to help manage the low residual risk from inadvertent asbestos material disturbance despite no or low risk asbestos items being identified in the immediate work area. For example, while carrying equipment a worker could accidentally dislodge a ceiling tile behind which is ACM, resulting in the worker unexpectedly encountering ACM in a concealed space.

- Training: Asbestos awareness and University induction programme, including how to access and use asbestos material information in the University asbestos information system.
- Competencies: Aware of their health and safety responsibilities, where they can obtain University-specific information about asbestos and what they should do if they suspect asbestos has been disturbed. They are expected to have practical asbestos knowledge to the level appropriate for a general practitioner in their field (e.g. an electrician, plumber, or cable layer is expected to have asbestos training suitable for the work of entering commercial ceiling spaces and plant rooms and disturbing building materials).

Building Project and Campus Service Managers. Project and Campus Service Managers influence decisions and manage spaces and people in spaces with asbestos materials. They may attend sites where asbestos work they have requested is in progress.

- Training: General asbestos awareness training.
- Competencies: This group is expected to know how to access the University asbestos information system, read asbestos management plans, understand University asbestos procedures, and who to contact for assistance with asbestos services (such as localised surveys, refurbishment surveyors, asbestos removal work and asbestos removal control plans).

Workers instructed to disturb asbestos or likely to disturb it potentially resulting in a minor release of asbestos fibre. These workers have a low to elevated exposure risk without the use of personal protective equipment. They include contracted maintenance staff and contracted licenced asbestos removalists and assessors who are undertaking or supervising asbestos related work for which a WorkSafe issued licence is not required.

- Training: Non-certified training in asbestos awareness, identification, safe handling and suitable controls and the use of safe work practices developed to undertake the work. Training in the use and care of personal protective equipment and respiratory protective equipment, and the use of BMIS.
- Competencies: Expected to be able to meet University health and safety requirements, and know where they can obtain specific information about asbestos in the locations/spaces they work in. They should be able to use safe work

practices and follow appropriate procedures if ACM is found or released at a level which gives cause for concern.

- On boarding of maintenance contractors includes vetting their health and safety systems, and contractors are responsible for training and competence in their areas of expertise.

Licensed Asbestos Removalists and Assessors may be engaged in high/higher risk activities. These are workers who are specifically engaged to undertake asbestos work which can be expected to result in the disturbance of ACM.

Removalists and assessors employed by the University must have completed appropriate training and hold the appropriate licences which meet the requirements of the Health and Safety at Work Act 2015 and asbestos regulations and be experienced.

#### Asbestos Training records

Training records for workers directly employed by the University are held by the University.

Training records for contractors will be held by their employer.

## Appendix 6: Using the ACM information presented in BMIS - Rules

The information in BMIS 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 PS Project Manager or <a href="mailto:acm@auckland.ac.nz">acm@auckland.ac.nz</a> to get advice as to how to proceed
All ratings Very Low or Low, Moderate or High	Work that <b>requires disturbing</b> an asbestos containing item	Asbestos Permit to Work is required
All ratings Very Low or Low, Moderate or High	Work that is <b>likely to disturb</b> an asbestos containing item	Asbestos Permit to Work is required
Moderate or High	Work <b>near</b> asbestos containing materials with moderate or high risk scores. <b>Near</b> 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 <b>in</b> an area rated inaccessible/unknown for ACM	Assume that asbestos is present - please contact <a href="mailto:acm@auckland.ac.nz">acm@auckland.ac.nz</a> to get advice as to how to proceed
inaccessible or unknown	Contractor is being asked to do work an area where <b>part of that area</b> 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 repeated minor maintenance and refurbishment project work an approved Standard Operating Procedure may be requested from [ACM@auckland.ac.nz](mailto:ACM@auckland.ac.nz) in place of a Permit to Work.

## Appendix 7: Asbestos Management – Verification and Detection

Indicative only- items to be reported quarterly to the Asbestos Advisory Group

### 1. Finance

	YTD 2020	Budget 2020	Draft Budget 2021	Draft Budget 2022	Draft Budget 2023
<b>Major Asbestos Work - above provisioned threshold</b>					
<b>Minor Asbestos Work – below provisioned threshold</b>					
<b>Onsite asbestos services (re-inspection, small surveys, project and FM assist)</b>					

### 2. Reported Asbestos Incidents YTD

Type	Number
Injury	
Incident (non-injury)	
Observation	

Significant Asbestos issues raised e.g. concerns, complaints, positive feedback:

- 
- 

Number work-safe notifications

- Routine, by contractors, as required for asbestos removal work or false positive elevated counts
- Due to confirmed high asbestos fibre count in uncontrolled area

Number neighbour/other PCBU notifications related to asbestos work

### 3. Asbestos Work

No. of items removed or risk reduced	
No. of re-inspections assigned and complete	

No. of ACM Permit to Work vs Moderate ACM locations Work Orders	
No. / % scheduled air monitoring and sign-label checks assigned and complete	
No. of asbestos work site inspections and compliance	
No of Asbestos project information submitted inspections and compliance	
Contractor instance asbestos register (BMIS) login	
No. ACM items added to asbestos register (BMIS)	
No. ACM-in-equipment checks and items disposed of	
No. of asbestos research projects	

#### 4. Training

Contractor training records checked and training scheduled? (includes refresher training)	
PS staff training records checked and training scheduled? (includes refresher training)	
No. lab and faculty staff trained in asbestos awareness	
Contractor tool box talk – evidence of asbestos	
Contractor pre-qual checks	
% relevant people trained in ACM health and processes	
Staff-specific inductions – sample checked	
No of asbestos scenario drills	
No of asbestos process inspections	

#### 5. General Asbestos Info

- No. Hi/Lo/Med/no access spaces and trend
- See section 3 above

#### 6. Continual Improvement

Maturity action plan progress update – actual vs planned

#### 7. Other

- o ACM Equipment Checks / training
- o Commercial Team – no. annual hazard material talks with owners; No. ACM due-diligence checks vs building transfer
- o State of nation: ACM trends, regs/interpretations/key rulings/good practice
- o Narrative summarising and interpreting measures and activity for quarter.



## Appendix 8: Communication responsibilities and channels by role

The communication table sets out the roles and channels recommended for effective and efficient communication of asbestos management information.

Communication Table

Role	Communication Context	Action/Audience/Key Messages/Outcomes	Asbestos Content Source/Provider	Channels	Owner
Central Communications	<ul style="list-style-type: none"> <li>Major asbestos related incident which may present as a significant reputational risk to the University of Auckland<sup>⊕</sup></li> <li>⊕ Central Communications is part of University convened Strategic Response Team if incident is at University Level 3</li> <li>Elevated faculty and service division asbestos issues</li> <li>Following a significant change to University practice/regulations</li> <li>Neighbouring properties impacted by asbestos related activity.</li> </ul>	<ul style="list-style-type: none"> <li>Effective response to media enquiries</li> <li>Collaboration SRT and IMT</li> <li>Collaboration with relevant DoFO's/ SD Leads regarding key messaging to staff<sup>3</sup>/students of the mitigation undertaken and the outcome timeline.</li> <li>Assist service managers/DoFOs/SD leads with messaging, forums, channels</li> <li>Assistance to review asbestos templates and intranet pages when significant changes are required</li> <li>Provision of work related information in respect to asbestos work undertaken to neighbouring properties to planned activity.</li> <li>Central Communications in conjunction with Health Safety and Wellbeing Office advise WorkSafe of major incident</li> </ul>	In consultation with University approved asbestos SME.	Media UoA Intranet VC's Newsletter HSW Committee Email Face to face meetings Draft internal comms emails / docs	Associate Director of Communications
Property Services Building Safety Project Manager	<ul style="list-style-type: none"> <li>Monitoring of changes to asbestos related information both externally (legislative and research based) and internally (systems, procedures and knowledge base articles)</li> </ul>	<ul style="list-style-type: none"> <li>Presentations to Faculty and Service Division HSW committees and staff/University Community meetings e.g. location specific inductions; "town hall" meetings.</li> </ul>	In consultation with University approved asbestos SME.	Email Face to face presentations	Building Safety Project Manager

<sup>3</sup> Permanent/Fixed Term/Contract

Role	Communication Context	Action/Audience/Key Messages/Outcomes	Asbestos Content Source/Provider	Channels	Owner
	<ul style="list-style-type: none"> <li>• Input into University Policy in respect to asbestos management (e.g. advice on management of faculty and service division asbestos containing equipment)</li> <li>• SME advisor regarding the appropriate University level of asbestos related incidents</li> <li>• Local faculty and service division asbestos issues</li> <li>• Incident response</li> <li>• Asbestos work setup and advice</li> <li>• Reporting to HSW Committee, Risk Office and Asbestos Management Group</li> <li>• Reporting significant ACM changes to Faculties and SDs</li> <li>• Annual asbestos building re-survey (management survey)</li> </ul>	<ul style="list-style-type: none"> <li>• Propose new content/changes to asbestos management group regarding creation or updating of knowledge base articles /Incident procedures</li> <li>• Creation or updating of intranet pages</li> <li>• Approving changes to updates of relevant BMIS/Maximo system information</li> <li>• Advice and input to Faculty and Service Division induction information</li> <li>• Liaison and direction of externally contracted asbestos specialist providers</li> <li>• Notify Risk Office once incident level is determined.</li> <li>• Assist service managers/DoFOs/SD leads with messaging, forums, channels</li> <li>• Assist CSM PMs with incident responses comms (wording, meetings with stakeholders, presentations)</li> <li>• Collaboration SRT and IMT</li> <li>• Prepare info required for reports; shepherd draft reports to completion</li> </ul>		Property Services intranet page  Training sessions	
Property Services Project Managers	Communication of: <ul style="list-style-type: none"> <li>• Project specific asbestos removal/remediation works, clearances</li> </ul>	<ul style="list-style-type: none"> <li>• DFO's</li> <li>• Facilities Managers</li> <li>• Technical Managers (where appropriate)</li> <li>• PM Building Safety</li> </ul>	In consultation with University approved asbestos SME. Eg External asbestos	Email  Face to face meetings	Individual Property Services PM's

Role	Communication Context	Action/Audience/Key Messages/Outcomes	Asbestos Content Source/Provider	Channels	Owner
(Permanent and Contract)	<p>and need-to be-communicated test results</p> <ul style="list-style-type: none"> <li>• Refurbishment or demolition activities to be undertaken with updates based on the standard PS schedule: (Planning/Activity/Outcomes)</li> <li>• Asbestos documentation is passed on for entry to BMIS/Maximo E.g. as-built, clearances, asbestos reports, history of any asbestos issues/incidents and related comms.</li> <li>• Asbestos spend information communicated to finance for tracking/forecasting asbestos spend and reporting.</li> <li>• Inform University HSW Office of project related WorkSafe notifications they have implemented.</li> </ul>	<ul style="list-style-type: none"> <li>• Contractors</li> <li>• Asbestos Specialists</li> <li>• Access to and use of asbestos comms templates/guidance/procedures</li> </ul>	consultants to the project.		
	Planning Stage	<ul style="list-style-type: none"> <li>• Provide context in relation to the project</li> <li>• Provide high level timeline</li> <li>• Understand business constraints that may impact work &amp; timeline</li> <li>• Asbestos communication “plan”</li> <li>• Documentation to PS approved asbestos expert for review (e.g. Asbestos removal control plan; safe work method)</li> </ul>		Email Face to face meetings	Individual Property Services PM’s

<b>Role</b>	<b>Communication Context</b>	<b>Action/Audience/Key Messages/Outcomes</b>	<b>Asbestos Content Source/Provider</b>	<b>Channels</b>	<b>Owner</b>
	Activity Stage	<ul style="list-style-type: none"> <li>• Provide progress updates</li> <li>• Provide changes in schedule</li> <li>• Results and updates required for other PCBU's, neighbours, workers</li> <li>• Asbestos info passed on whenever significant asbestos works are completed during a project, so the University asbestos /risk register is up to date – do not wait until the end of a long project.</li> <li>• Incident management including escalation if needed.</li> </ul>		Email Face to face meetings	Individual Property Services PM's
	Project Closure/Outcomes Stage	<ul style="list-style-type: none"> <li>• Provide closure report if not already submitted during activity stage (asbestos work often completed well before project is completed) E.g. as-built, clearances, asbestos reports, history of any asbestos issues/incidents and related comms.</li> <li>• BMIS/Maximo updates completed</li> </ul>		Email Face to face meetings System data entry	Individual Property Services PM's
Campus Service Managers (and Supervisors)	<p>Communication of Maintenance/repair asbestos related works that impinge on general areas (e.g. staff/student corridors, offices, labs, theatres). E.g. co-ordinating and cooperating with faculty technical managers on logistics; sending out asbestos work notices on standard notification forms.</p> <p>Ensuring asbestos related work site is set up according to the safe work method and</p>	<ul style="list-style-type: none"> <li>• Asbestos info passed on whenever significant asbestos works are completed so the University asbestos /risk register is up to date</li> <li>• Incident management including escalation if needed.</li> <li>• Contractor work inspection reports</li> <li>• Asbestos information for toolbox meetings</li> <li>• Work notification notices</li> </ul>	Contractor or CSM or asbestos specialist	Email Work inspection app Phone (e.g. incident response)	Individual Property Services CSMs

Role	Communication Context	Action/Audience/Key Messages/Outcomes	Asbestos Content Source/Provider	Channels	Owner
	<p>training records are correct – but only if required by the asbestos permit to work.</p> <p>Applying for asbestos restricted work permits for contractors who cannot do so directly.</p> <p>Asbestos documentation is passed on for entry to BMIS/Maximo E.g. photos of post-work condition; safe work method; emails that demonstrate variation in scope, incident, history of any asbestos issues/incidents.</p> <p>Vault for any Health and Safety incidents.</p> <p>Assist co-ordinate response if unexpected asbestos is discovered as part of works, including on-call after hours incident.</p> <p>Pass asbestos metrics on to contractors as part of PACE and other performance reviews</p> <p>Toolbox meetings with contractors; pointing out asbestos risks during walk-throughs</p>				
Contractors (not licenced asbestos removalists)	Apply for asbestos restricted work permit (if have access) or request from Campus Service Manager/Supervisor. Includes providing safe work method and working with <a href="mailto:acm@auckland.ac.nz">acm@auckland.ac.nz</a> to make any changes.	<ul style="list-style-type: none"> <li>• Asbestos info passed on whenever significant asbestos works are completed so the University asbestos /risk register is up to date</li> <li>• Incident management including escalation if needed.</li> <li>• Asbestos information for toolbox meetings</li> </ul>	Contractor	Email Phone (e.g. incident response)	Individual contractors

Role	Communication Context	Action/Audience/Key Messages/Outcomes	Asbestos Content Source/Provider	Channels	Owner
	<p>Reporting incidents to Campus Service Manager or Project Manager</p> <p>Demonstrate asbestos experience and training commensurate to the work, including record of any required training</p> <p>Collaboration process between University and contractors (Trades/Maintenance workers) and relevant Location User representatives. All parties agree any scope of work, times, dates, communication processes and will undertake a site walkthrough prior to any work being undertaken.</p> <p>Communicating where and when works will take place before they commence.</p> <p>Handing any asbestos records (asbestos lab analysis reports) to the University.</p> <p>Advising the University of any worksafe notification, including routine notifications, and any University Community concerns directed to them about the work.</p>				

Role	Communication Context	Action/Audience/Key Messages/Outcomes	Asbestos Content Source/Provider	Channels	Owner
Asbestos Advisory Group (AAG)	<p>The Advisory Group convening quarterly acts as a conduit between the wider University community and the University Health, Safety and Wellbeing Committee.</p> <ul style="list-style-type: none"> <li>• Oversight of changes to asbestos related information both externally (legislative and research based) and internally (systems, procedures and knowledge base articles)</li> </ul> <p>Also meeting as required for major asbestos work/incident</p>	<ul style="list-style-type: none"> <li>• Determine best practice in respect to all aspects of asbestos management at the University of Auckland<sup>4</sup>.</li> <li>• Maintain an overview of all activities related to asbestos management across the University of Auckland and provide assurance that relevant asbestos data and management plans are updated as required.</li> <li>• Make recommendations and/or provide key information to the University Health, Safety and Wellbeing (HSW) Committee in respect to asbestos related topics.</li> <li>• Assist with the accomplishment of tasks and activities (such as training and communications) as required to provide assurance to University staff, students and visitors such that they have: <ul style="list-style-type: none"> <li>○ a clear understanding of the asbestos related risks associated with the buildings in which they reside or visit for the purposes of learning and teaching, research or support services.</li> <li>○ knowledge of who in their Faculty or Service Division they need to contact for an asbestos related incident or for general advice on activities that might generate an asbestos related risk.</li> </ul> </li> <li>• Ensure University Asbestos Standard and Overarching AMP/Framework is up to date with</li> </ul>	In consultation with Property Services Building Safety Project Manager	TBD	Chair ARG

<sup>4</sup> This includes liaison with landlords of University of Auckland rented properties and tenants of University of Auckland owned properties.

<b>Role</b>	<b>Communication Context</b>	<b>Action/Audience/Key Messages/Outcomes</b>	<b>Asbestos Content Source/Provider</b>	<b>Channels</b>	<b>Owner</b>
		University and NZ regs/practice and published/accessible			
University Health Safety and Welfare Committee	Responsible for monitoring the reporting on Asbestos produced by the ARG. <sup>5</sup>	UHSW Committee reports	In consultation with Property Services Project Manager Building Safety and ARG	Email	Vice -Chancellor
Property Services Information Systems / Connect	Notifications regarding system outages in respect to asbestos management: <ul style="list-style-type: none"> <li>• System upgrades</li> <li>• Enhancements</li> <li>• Defect fixes</li> </ul>	BMIS / Maximo users	PSIS Team	Email	Product Owner – Facilities Management
HR Group Services	Staff induction handbook ‘asbestos section’	All new joiners to the UoA	In consultation with Property Services Project Manager Building Safety and HSW Office.	Hard copy/electronic induction document	HR Services in conjunction with ARG
Building Mangers and Technical Service Managers (acting for SDs and DoFOs)	Provision of information in respect to asbestos for local faculty/SD staff	Ensure location specific asbestos inductions for faculty/SD people are created or maintained  First call for SD/Faculty asbestos enquiries	Utilisation of existing asbestos collateral and if required in consultation with Property Services Project Manager Building Safety	Email Intranet KB articles BMIS	Service Managers

<sup>5</sup> Interim status as AD Health Safety and Welfare is working on new structure and purpose of existing committee.



<b>Role</b>	<b>Communication Context</b>	<b>Action/Audience/Key Messages/Outcomes</b>	<b>Asbestos Content Source/Provider</b>	<b>Channels</b>	<b>Owner</b>
		Liaise with internal comms and PS as required			
PS Commercial Manager	<p>Ensuring tenants of PS commercially Leased/Tenanted/Transferred (Pre-purchase or disposal) are aware of existing asbestos and aligned with University asbestos practices</p> <p>Annual (at least) check in on managing building hazardous with tenants/landlord</p>	<p>Ensuring relevant asbestos information is taken into account and appropriate collaboration is undertaken when establishing, maintaining and ending leases.</p> <p>Buying and selling property - requesting surveys and handing over asbestos information</p>	In consultation with University approved asbestos SME.	<p>Relevant contract documentation</p> <p>Eg- asbestos survey information</p> <p>Annual asbestos review meetings</p>	AD Planning and Development
HSW Office	<p>Receive asbestos enquiries/concerns from Staff/student /visitor community</p> <p>Management, tracking and reporting of incidents.</p>	<p>Based on an assessment of the level of enquiry/concern direct enquirer to Level 0 FAQs on how to find ACM information or provide clear resolution path to deal with enquiry at faculty/SD or asbestos specialist level.</p> <p>Provide recommendations to those impacted by the incident and supporting those members of the University resolving the incident.</p> <p>Also provision of recommendations for improvement.</p>	HSW staff in consultation with University approved asbestos SME	Email Meetings	Associate Director HSW
Risk Office	Instigate Internal audit and agree ToR	Engage 3 <sup>rd</sup> party auditor to undertake internal audit and liaise with faculty/SD/ team members involved in audit	Risk Office	Email Meetings	Risk Office Manager

<b>Role</b>	<b>Communication Context</b>	<b>Action/Audience/Key Messages/Outcomes</b>	<b>Asbestos Content Source/Provider</b>	<b>Channels</b>	<b>Owner</b>
	<p>Ensure alignment with UoA risk appetite and updates on University high level risk register items</p> <p>Ensure asbestos insurance policy is understood at an operational level, especially for PS, and notify of any changes in policy or UoA requirements (e.g. whether contractors insurance is sufficient)</p>	<p>Provision of findings to faculty/SD representatives and ARG for continuous improvement.</p>			
SSC	<p>Receive asbestos enquiries/concerns from Staff/student /visitor community</p>	<p>Based on an assessment of the level of enquiry/concern direct enquirer to Level 0 FAQs on how to find ACM information or provide clear resolution path to deal with enquiry at faculty/SD or asbestos specialist level.</p> <p>Forward asbestos incident enquiries to FSC or after hours to Property Services Security Team</p>	<p>In consultation with University approved asbestos SME.</p>	<p>Email Intranet</p>	<p>Building Safety Project Manager</p>
FSS	<p>Receive asbestos enquiries/escalate incident</p> <p>Contractors, PM's, CSM's, CONNECT, request Permit to Work</p>	<p>FAQs for how to find ACM info</p> <p>Send permit to work approvals/receive permit info/requests</p>	<p>In consultation with University approved asbestos SME.</p> <p>Contractor with oversight and approval from approved asbestos SME</p>	<p>System workflow and emails</p>	<p>Manager FSC</p>

<b>Role</b>	<b>Communication Context</b>	<b>Action/Audience/Key Messages/Outcomes</b>	<b>Asbestos Content Source/Provider</b>	<b>Channels</b>	<b>Owner</b>
Central Finance	Communicate asbestos financial treatments to PS/risk office, so can be applied		Property Services Senior Finance Business Partner	Email	Head of Financial Business Services
Property Services finance	Asbestos budget to Central finance  Communicate to PS project managers and CSMs on how to budget/track/accounting rules for asbestos	University knows asbestos forecast and is confident in asbestos financial management  PS staff know how to account for asbestos and provide the correct financial info in a timely way	Property Services Senior Finance Business Partner	Email, guidance sheets/SOP	