Section 6

ASBESTOS MANAGEMENT

What makes asbestos dangerous?

Asbestos fibres are released into the air when people handle asbestos-containing materials with poor safety procedures. Asbestos fibres are around 50 to 200 times thinner than human hair, can be invisible, and can be easily inhaled. They can become trapped deep in your lungs and cause damage over a long time.

The two asbestos-containing material groups include:

- Bonded (non-friable) asbestos materials are made up of a bonding agent (such as cement) with asbestos fibres added. They usually contain less than 15 per cent of asbestos and normally do not release fibres unless they are disturbed, damaged, or have deteriorated over time.
- Friable (loosely bound) asbestos materials are those that can be crumbled or reduced to powder by hand. Bonded asbestos can become friable if severely fire-damaged or crusted. Friable asbestos materials are the most dangerous as the fibres can be released into the air.

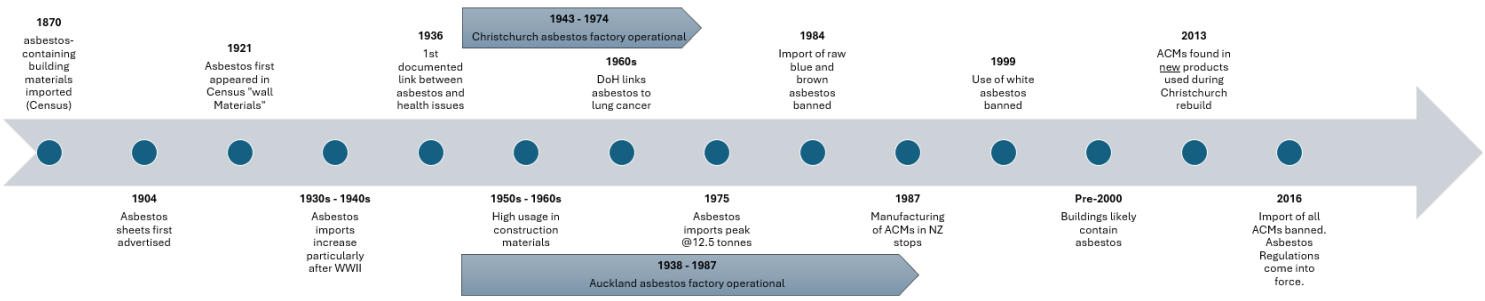
The Asbestos Regulations apply to organisations that work with asbestos and to businesses that manage or control workplaces. The regulations also apply to landlords. We need to identify and manage asbestos in our buildings, taking into account all building users to reduce any chance of exposure to asbestos fibres. Preferably, all asbestos should be removed from all church buildings.

To assist businesses in meeting their obligations, WorkSafe has published

- Approved Code of Practice: Management and Removal of Asbestos (under review)
- Interpretive guidelines – Health and Safety at Work (Asbestos) Regulations 2016
- Managing asbestos in your building or workplace

Asbestos timeline

Asbestos was first used in the late 1800s, primarily in exterior stucco coatings and in backing boards beneath the stucco. It became more prevalent from the 1920s to the mid-1980s. While importing certain types of asbestos was prohibited in 1984 and others in 1999, the import of asbestos-containing materials was only banned in New Zealand in 2016. This leaves a period from 1870 to 2016, when buildings might contain asbestos, and from 1920 to 1985, when they are more likely to contain asbestos.



Asbestos Management Policy

Policy	The Methodist Church owns many properties and buildings that are highly likely to include asbestos-containing materials. Especially as our older building stock ages and maintenance requirements increase. The Church recognises that we have an ethical, moral, spiritual and legal requirement to do our utmost to manage the inherent and long-term risk asbestos poses to Our People ā Tātou Tāngata. As such, the risk of asbestos in every Methodist-owned or occupied building must be actively managed until there is no asbestos present.
Why we need to manage asbestos	In 2010, asbestos was the number one workplace killer in New Zealand, with 170 people dying from asbestos-related diseases that year. All types of asbestos can cause asbestos-related disease, and most asbestos-related illnesses take around 20 years before symptoms start to show. WorkSafe NZ introduced the Asbestos Regulations 2016 as part of the Health and Safety at Work Act 2015 (page 2, number 42 Asbestos Management Policy). These regulations provide a methodical approach to asbestos management and working with asbestos.
Portfolio Management	If your group oversees a portfolio of properties, consider how asbestos risks are managed for each property. • Managing asbestos surveys • Monitoring identified asbestos materials for signs of deterioration • Communicating and working with other organisations involved with the management of asbestos (such as tenants and asbestos contractors) • Keeping asbestos records up to date • Ensuring asbestos records are easily accessible as required
Rationale	A consistent Asbestos Management Approach will allow the Church to maintain a central registry of asbestos-containing properties, including information on what is being done at each property to manage asbestos risk.
Document disclaimer	This document relates to the management work wrapped around identifying and planning for asbestos. This document excludes guidance on any work involving working with asbestos (removal, sealing, encapsulating, or otherwise controlling). Only qualified professionals should undertake asbestos-related building works contracts.

Asbestos risk

Highest risk

Asbestos is most risky (and therefore currently a risk) when it is friable and/or airborne, typically as dust.

Therefore, if a building surface is breaking down and unstable, or if you are about to undertake work (demolition work or refurbishments) that involves making dust, you must ensure that asbestos is absent.

Risk triggers

Use these risk triggers to determine the level of urgency needed in your Asbestos Management Plan (AMP) actions.

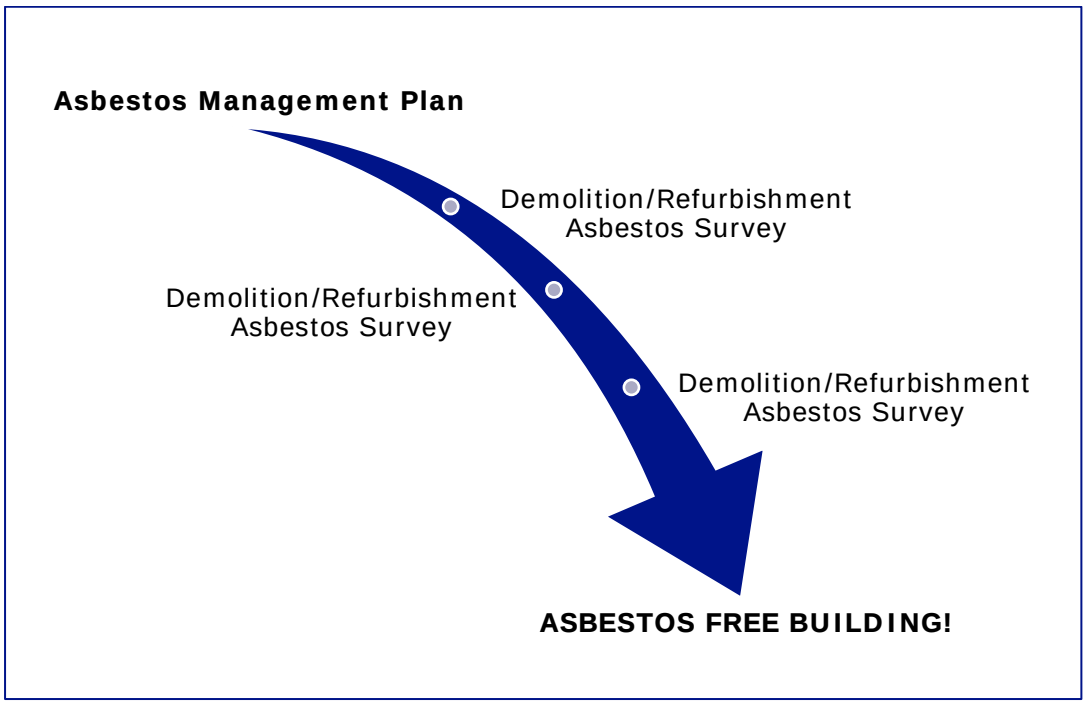
If you don't know if asbestos is present...	then the risk...	and you should...
and the building surface is breaking down and unstable	may be immediate	immediately identify if asbestos
and you are about to undertake demolition, refurbishment or excavation work	will be created by you	confirm if asbestos is present or not using formal identification methods before any work starts
but the building surface is sound	is not immediate	create an AMP to ensure asbestos risk remains low, then tie in long-term controls (i.e. formal asbestos identification and removal) with other building works.

Building categories

Category	Asbestos present?	Risk level?	Action
1	No	None	No problem - end of story
2	Yes and/or suspected	Does not present a current risk	Keep people informed to ensure it does not become a current risk
3	Yes and/or suspected	Presents a current risk	Remove the risk (turn the building into category 1 or 2)

Ideally, all buildings will become Category 1, and there are no Category 3 buildings.

Asbestos-free in stages



Stages	**Asbestos Management Plan** provides the general baseline of the asbestos status of the building. **Demolition/Refurbishment Asbestos Surveys** provide specific verification of asbestos status in areas that will be demolished or refurbished. **Clearance Certificates** are issued once identified asbestos has been fully removed.

If there is a chance your building may have asbestos in it, you must have an asbestos management plan.

Each area you work on must either have a "No Asbestos" demolition/refurbishment asbestos survey or a clearance certificate.

Repeat until your entire building is certified as asbestos-free.

Asbestos Management Plans

What are they	An asbestos management plan sets out where any identified asbestos or asbestos-containing material is present and how it will be managed. The plan should be updated as more information is gathered; it is a living document. It is used for planning purposes to identify asbestos in buildings. It may contain assumptions of the presence of asbestos. Surface tests may be taken to identify asbestos, but testing is generally non-intrusive. A copy of the plan should be kept with the building and should be quickly accessible to contractors and other workers.

MCNZ Asbestos Management Plan

Where to find it	See Bricks and Mortar Appendix E for a basic Asbestos Management Plan • Pages 1 and 2 – information about the building and building users • Pages 3 and 4 – information for workers and visitors coming on site
What it does	• Provides a basic statement of We don't know, so we won't touch. • It is based on assumptions, and further proof will still be required • Provides an easy, no-cost approach that anyone can do. • Gathers basic building details, which consultants would also need for their management plans.
When to use it	**Now**. It is the foundation document to start all other documents.

Consultant's Asbestos Management Plan

What it does	Consultants have the experience and knowledge to create in-depth asbestos management plans than the MCNZ version, including laboratory testing of easy-access, potentially asbestos-containing materials. It is only a planning tool; a demolition/refurbishment survey is still required before any work is carried out to suspect asbestos areas.
Independent	Asbestos assessors should have no conflictg of interest wheny they carry out their work.
Where to get one	Check out the internet or Yellow Pages for consultants in your area, or contact healthandsafety@methodist.org.nz for assistance.
How much it will cost	It depends on the size and intricacy of your building. Good consultants should be able to provide a quote first. Budget for at least $2,000 and be prepared for more.
It should include	• Areas inspected/not inspected • Diagrams of where tests were taken from and what tests were positive or negative for asbestos • Photos of where the tests were taken from • Details of the tested material • Details of the materials assumed to contain asbestos • Recommended controls for confirmed asbestos-containing materials

MCNZ's preference is for asbestos removal. Encapsulation, sealing and enclosure should always be avoided where possible. ***Click here for definitions***

Demolition/ Refurbishment Asbestos Surveys

What are they	These surveys provide a definitive 'does contain/ does not contain' asbestos status to all materials in the building areas that are to have work carried. The testing process may be intrusive to test hidden materials such as insulation, plaster covered with paint, paint, and inbuilt window or door seals, etc.

Where to get one	Check out the yellow pages for asbestos consultants in your area, or contact healthandsafety@methodist.org.nz for assistance.
Choosing a contractor	Look into a contractor's experience and qualifications, and ensure that they have appropriate licenses and insurance, as well as looking at reviews and references.
It should include:	• Areas inspected/not inspected • Diagrams of where tests were taken from, and what tests were positive or negative for asbestos • Photos of where the tests were taken from • Details of the tested material • Details of the materials assumed to contact asbestos • Recommended controls for confirmed asbestos-containing asbestos Because this is providing definitive information, no item should be left as "presumed to contain asbestos".

Other building work should only be undertaken with either a demolition/refurbishment survey or a clearance certificate available for that area.

It is our responsibility to ensure all contractors and workers know the asbestos status of the building materials that they work with or on.

Asbestos Removal Control Plans (ARCP)

What are they	These plans detail how the asbestos will be safely removed, including communicating everyone's roles as the work is undertaken.
Disclaimer	ARCPs are not covered further in Bricks and Mortar as they form part of the Renovation/Demolition Contractors' submission for project works for your building.

The quote you receive may highlight work that other tradespeople need to do.

This means you might need to hire other tradespeople for part of the job.

You should consider this when you are thinking about the cost of the work.

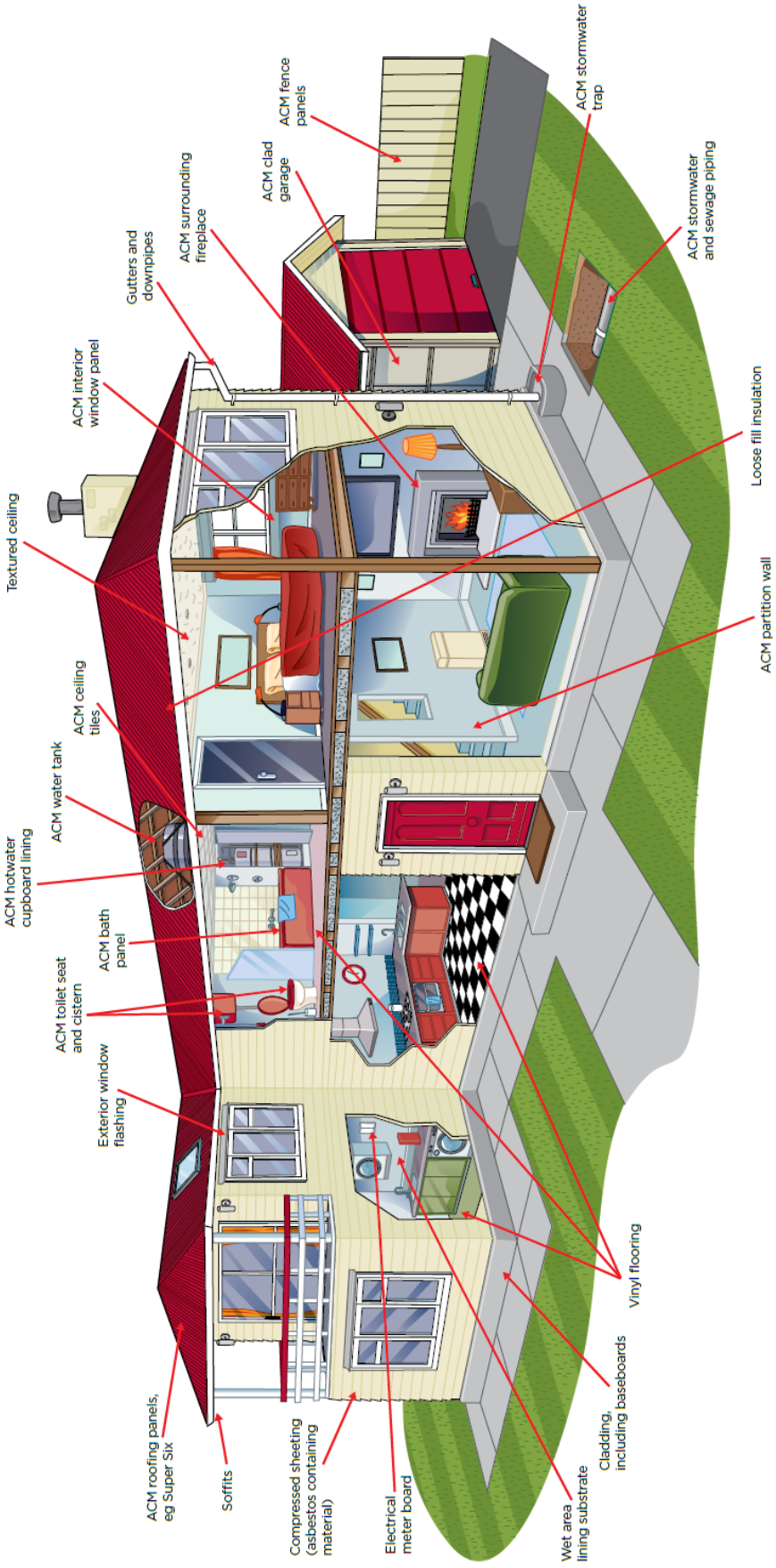
Asbestos Clearance Certificates

What are they	At the end of asbestos removal work, an independent contractor (independent from the asbestos removal contractor) will test the work area to confirm that the asbestos is gone and provide an Asbestos Clearance Certificate
Record Keeping	• These are important documents • Keep them for the life of the building • Make them easily available for workers and tenants to view

General

Communicate, cooperate, coordinate	Communicate asbestos risk with everyone who uses the building. Ensure everyone participates to avoid activating the asbestos risk. Your assessments and controls need to be shared with: • everyone who works and/or lives at the property • contractors and visitors and anyone else who is not full time at the property. Consider using signage in appropriate places (next to or on the area or plant that potentially contains asbestos) to warn people of the risk.
There are ways to tell Others	4. H & S book 5. Sign in book 6. Contractor sign up/induction 7. Signs/labels (next to Building Warrant of Fitness etc) 8. Property committee processes (property inspections etc)
Keep a register	A register should list all identified or assumed asbestos locations in a building that present, or are likely to present, a risk of exposure to breathable asbestos fibres. Use information from all surveys and demolition/refurbishment/maintenance work to record what is or is not yet cleared of asbestos. All asbestos records should be kept for the life of the building or as long as the Methodist Church owns it. Refer to Appendix F for an Asbestos Register Template.
What records should include	Records should describe all identified asbestos in the workplace, or likely to be in the workplace occasionally, including: • Asbestos Management Plan • floor plan/s • all demolition/renovation asbestos surveys • all clearance certificates • analysis results confirming whether a material at the workplace is or is not asbestos • dates when the identification/inspections occurred • photographs or drawings are useful to show the location of asbestos.
Records availability	Records should be kept available for people that may be at risk from the asbestos: staff, visitors, contractors, future project workers.
Location Examples	Pictorial examples follow of where asbestos may have been used; it could be anywhere.
Risk assessment and controls	WorkSafe has provided a table of options and assessment criteria which will be used in the Asbestos Management Plan. This table of asbestos management options follows the asbestos locations pictorial examples.

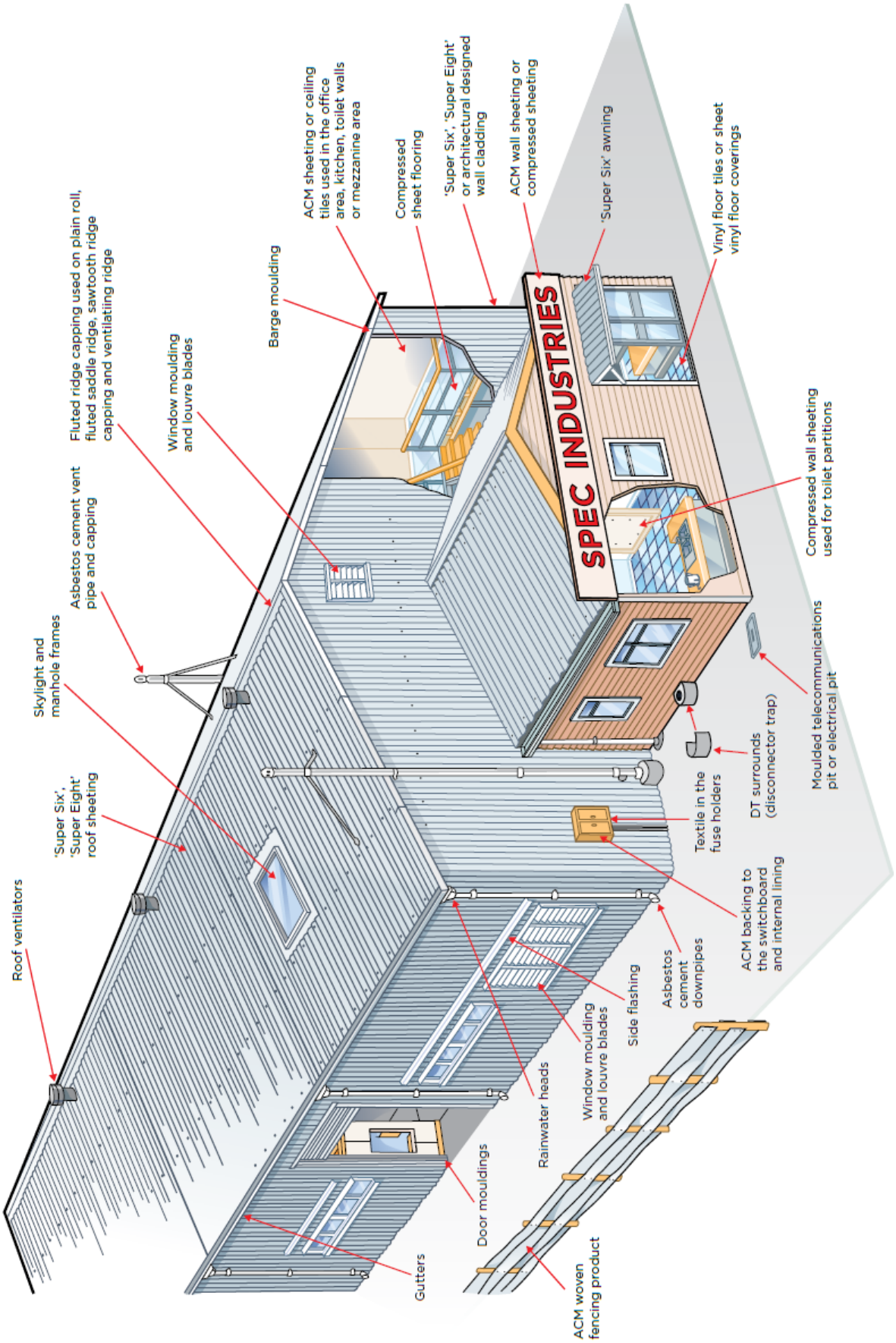
Potential asbestos locations in a pre-2000 house



Potential asbestos location list

Textured ceilings	Asbestos was often used in textured ceilings (for example, Glamatex or Whisper) for soundproofing and fire-resistance.
Fire doors	Asbestos was used in the centre of fire doors because it is fire-resistant.
Workplace plant	Asbestos was used to make specific parts of workplace plant, like gaskets, friction brake products, ducting joints, rope, insulation, packing, and vacuum pumps.
Wall and ceiling panels or sheeting	Asbestos cement (for example, Fibrolite) was commonly used in wet areas such as kitchens, bathrooms, toilets, and laundries.
Backing for wall tiles and splashbacks	Asbestos can sometimes be found in the backing material of wall tiles, bath panels, and kitchen and bathroom splashbacks.
Carpet underlay	Some older carpet underlays may contain asbestos fibres.
Patching compounds and textured paint	Asbestos was sometimes used in patching compounds, plaster, and textured paints for durability and fire resistance.
Vinyl floor tiles	Asbestos can sometimes be found in vinyl floor tiles and in the adhesive used beneath them.
Linoleum and vinyl floor coverings (sheets)	Asbestos paper was used as backing for vinyl and linoleum floor coverings. It can also be found in the adhesive used under vinyl and linoleum sheets.
Poured flooring	Some older poured flooring may contain asbestos.
Insulation	Asbestos was used for insulation in heaters, fireplaces, stoves, roof cavities, and around hot water pipes because of its heat-resistance.
Roof sheeting and ridge capping	Asbestos cement was often used in roof sheeting and ridge capping for its durability and weather-resistance.
Gutters, downpipes, gables, and eaves	Asbestos can sometimes be found in gutters, downpipes, gables, and eaves (including the lining under eaves).
Electrical switchboards	Older electrical switchboards may contain asbestos as an insulating material.
Water pipes and flues	Asbestos was used to make and insulate water pipes. It was also used to insulate flues because it is heat-resistant.
Cladding	Asbestos can be found in some wall cladding materials, including imitation brick cladding.
Fencing, carports, garages, outhouses, and sheds	Asbestos cement was often used in the construction of fences, carports, garages, outhouses, and sheds because it is durable and weather-resistant.
Soil	Asbestos material may have been crushed with demolition waste and thrown to the ground during construction, so asbestos fibres can sometimes be found in soil.
Asbestos-contaminated dust	Asbestos fibres can be found in dust or debris that has settled within a building or workplace.

Potential asbestos locations in a commercial building



ASBESTOS MANAGEMENT OPTION	OPTION INVOLVES	APPROPRIATE WHEN	NOT APPROPRIATE WHEN	ADVANTAGES	DISADVANTAGES
Removal	Complete removal of asbestos or ACM from building	> surface is friable or asbestos is poorly bonded > asbestos is severely water-damaged or liable to damage or deterioration > there is lichen growth or lichen-related damage > asbestos is located in air conditioning ducts > airborne asbestos levels exceed trace level > other control techniques are inappropriate	> asbestos is located on complex or inaccessible surfaces > removal would be extremely difficult and other techniques are satisfactory	> hazard and risk is eliminated > no further action required	> increase in immediate risk of exposure, particularly to removal workers > creates significant disruption to building occupants > may be the most costly, complex and time-consuming option > removal may increase fire risk in a building, requiring substitute material > potential to contaminate building if removal not carried out correctly
Encapsulation[12]	Coating ACM with a product that penetrates into and hardens the material	> asbestos removal is difficult or not feasible > minimal likelihood of asbestos being damaged > building has a short life expectancy > asbestos is visible for regular assessment	> asbestos is deteriorating or is water-damaged > applying the sealant may damage the asbestos > area of damaged asbestos is large	> quick and cost-effective > asbestos dust is contained	> hazard is not eliminated > if the area of asbestos is large, it may be similar in cost to removal > eventual removal may be more difficult and costly > enclosure and clearance procedures are still required

[12] If the enclosure, encapsulation or sealing options are used in commercial buildings, the location of the asbestos must be clearly indicated to note the presence of asbestos and recorded on asbestos records and asbestos management plans.

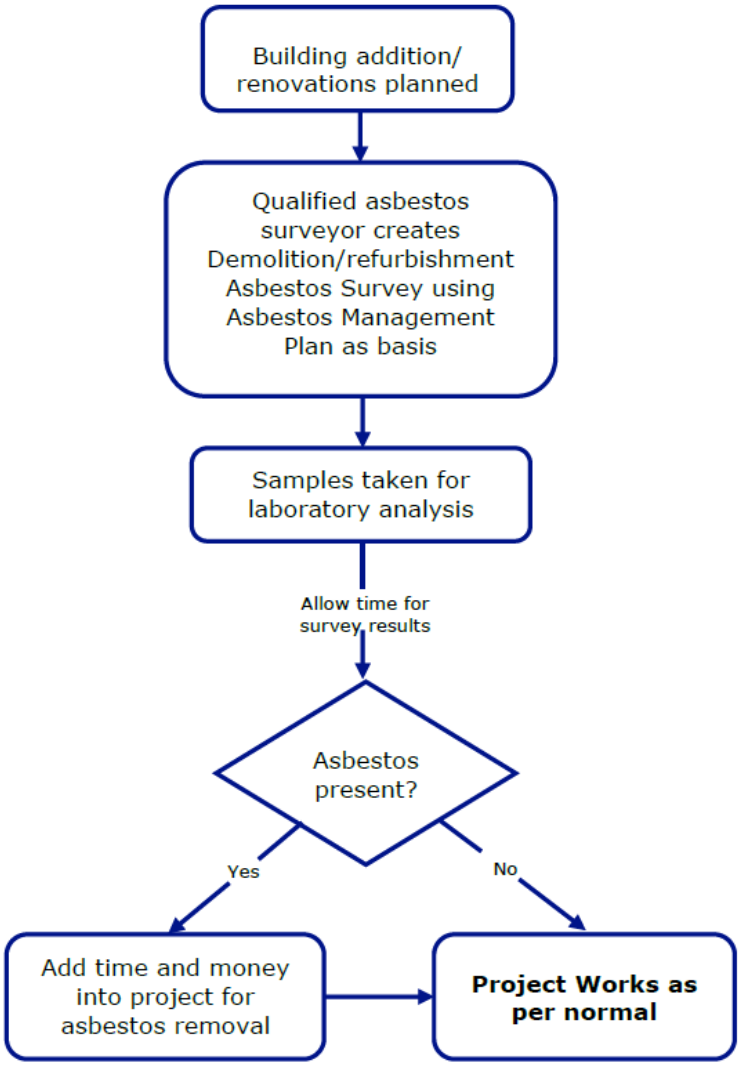
Asbestos Management Options Continued

ASBESTOS MANAGEMENT OPTION	OPTION INVOLVES	APPROPRIATE WHEN	NOT APPROPRIATE WHEN	ADVANTAGES	DISADVANTAGES
Sealing	Applying a protective coating that creates an impermeable seal for the asbestos	> asbestos removal is difficult or not feasible > minimal likelihood of asbestos being damaged > building has a short life expectancy > asbestos is readily visible for regular assessment	> asbestos is deteriorating or has been water-damaged > applying the sealant may damage the asbestos > area of damaged asbestos is large	> quick and cost-effective > asbestos dust is contained	> hazard is not eliminated if the area of asbestos is large, it may be similar in cost to removal > eventual removal may be more difficult and costly > enclosure and clearance procedures are still required
Enclosure[13]	Placing a barrier between ACM and the surrounding environment	> asbestos removal is extremely difficult > fibres can be fully contained within the enclosure > most of the surface is inaccessible (enclosed) > disturbance to, or entry into the enclosure is unlikely	> enclosure is liable to be damaged or water damage may occur > asbestos cannot be fully enclosed	> minimal disruption to occupants > provides an adequate method of asbestos control for some situations	> asbestos hazard remains > ongoing maintenance of enclosure required > asbestos management programme required > enclosure has to be removed before removing asbestos > entry into the enclosure prohibited
Deferral	No action taken at the present time	> risk of asbestos exposure is negligible, and > asbestos is inaccessible and fully contained, or asbestos is stable and unlikely to be damaged	> there is a possibility of asbestos damage or deterioration > airborne asbestos dust levels exceed trace level	> no initial cost > cost of removal is deferred	> asbestos hazard remains > ongoing assessment and monitoring is required > asbestos management programme required

[13] Only acceptable if ACM is in good condition and the barrier is designed to protect against mechanical damage.

Project Works – demolition, rebuild, renovation, refurbishment

Project work process	Knowing early if a building contains asbestos or not will allow for more accurate planning of a project regarding the scope and budget.



Project Steps

The following steps should be undertaken once project work is planned, but before project work starts.

Step	Activity
1. Test for asbestos	The project area should be thoroughly surveyed, with samples taken for laboratory testing as part of a demolition/refurbishment survey. Allow time for survey results to come through before deciding on a project start date.
2a. Test results: No asbestos	• Add survey results to main asbestos management plan. • Project works continues as per normal.
2b. Test results: asbestos present	• Add survey results to main asbestos management plan • Allow contingencies (or get firm quotes from certified/qualified companies) in your project plan for asbestos removal.
3. Asbestos records	• During the project works the original asbestos assumptions and the analysis results must be made available for all site workers to see. • The post-removal air test. All clear results are particularly important to display. • Copies of key documents should be copied to the AMP. • – WorkSafe notification. • – close out certificate. • – final air test.

Inform MCPC

Ensure MCPC has a copy of your asbestos records or email them through to healthandsafety@methodist.org.nz

Reference Material

Further reference material

This table provides further useful Worksafe NZ reference material.

WorkSafe NZ Document	Description / Download Location
Managing asbestos in your building or workplace	Guidance for businesses, commercial and residential landlords, body corporates, and information on asbestos management plans. (2024) https://www.worksafe.govt.nz/dmsdocument/68244-managing-asbestos-in-your-building-or-workplace-for-pcbus/latest/
The Health and Safety at Work (Asbestos) Regulations 2016	Interpretive Guidelines : Explaing the legislative requirements for managing asbestos in workplaces, removing asbestos and asbestos-related work. (2026) https://www.worksafe.govt.nz/topic-and-industry/asbestos/interpretive-guidelines/
Conducting asbestos surveys	Guidelines for PCBUs conducting asbestos surveys, workers carrying out asbestos surveys and PCBUs that need to identify asbestos in a workplace. (2026) https://worksafe.govt.nz/dmsdocument/11-conducting-asbestos-surveys
Approved Code of Practice: Management and removal of asbestos (under review)	The code is comprehensive and covers all aspects of managing asbestos safely in NZ workplaces. (2016) https://worksafe.govt.nz/dmsdocument/8-acop-management-and-removal-of-asbestos

Connexional assistance

Contact healthandsafety@methodist.org.nz if you have any queries.

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