

Section 6

ASBESTOS MANAGEMENT

Asbestos fibres, if inhaled, are a serious health risk – once the fibres are inhaled, they lodge in the lungs and may cause asbestosis, lung cancer or mesothelioma (cancer of the mesothelial cells which cover most internal organs).

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 a human hair, can be invisible and can be breathed in easily. 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, 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 which 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 those organisations working with asbestos and businesses that manage or control workplaces. The regulations also apply to landlords.

To assist businesses to meet their obligations, WorkSafe has published an Approved Code of Practice: Management and Removal of Asbestos, and Good Practice Guidelines: Conducting Asbestos Surveys.

Asbestos Management

Policy

The Methodist Church owns many properties and buildings that are highly likely to include asbestos containing materials.

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

All types of asbestos can cause asbestos related disease and most asbestos related illnesses take around 20 years 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.

Rationale

A consistent Asbestos Management Approach will allow the Church to maintain a central registry of asbestos containing properties, which includes information on what is being done in each property to manage the asbestos risk.

Document disclaimer

This section relates to the management work wrapped around identifying and planning what to do with asbestos.

This document excludes guidance for any work related to actually 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 a current risk) when it is friable and/or when it is airborne, generally a 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 guide what level of urgency is needed within your Asbestos Management Plan (AMP) actions.

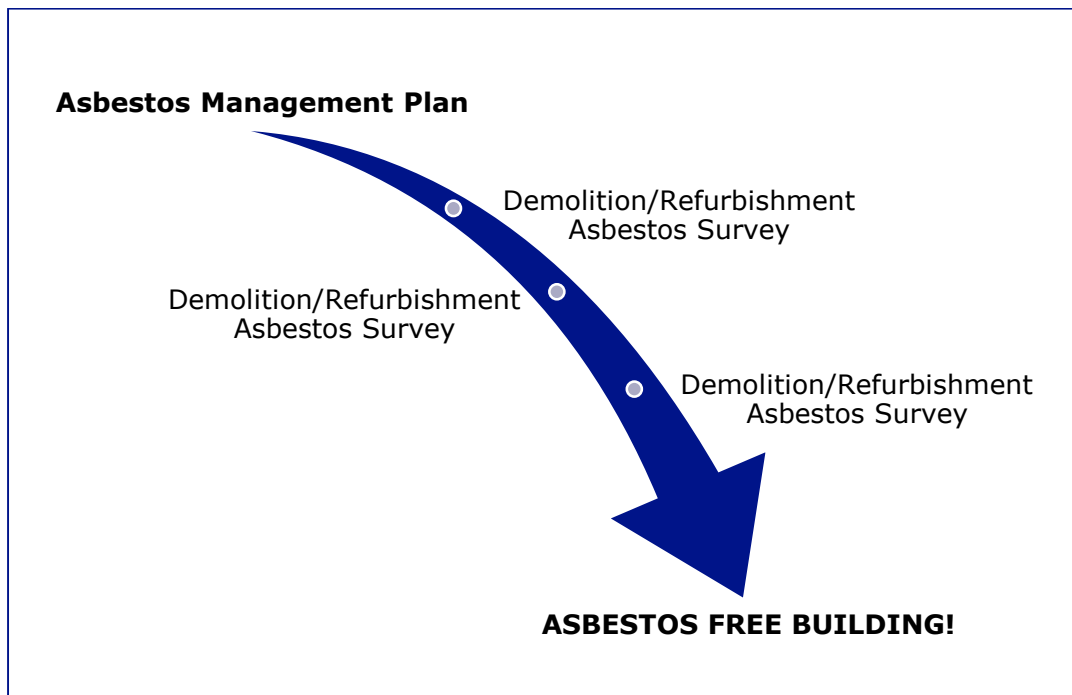
If you don't know if asbestos is present...	then the risk...	and you should...
and the building surface is breaking down and unstable	may be immediate	immediately identify if asbestos is present or not.
and you are about to undertake demolition, refurbishment or excavation work	will be created by you	confirm if asbestos is present or not using formal identification methods in all levels of substrates. Wait for confirmation before starting any work.
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 building into category 1 or 2)

Ideally, all buildings will become category 1 and there will be 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 the asbestos status in the areas that are going to 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	<p>An asbestos management plan sets out where any identified asbestos or asbestos-containing material is present, and how it will be managed.</p> <p>It should only be used for planning purposes as it may contain assumptions of the presence of asbestos. Surface tests may be taken, but testing is generally non-intrusive.</p> <p>A copy of the plan should be kept with the building and should be accessible to contractors and other workers.</p>
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MCNZ Asbestos Management Plan

Where to find it	<p>See Bricks and Mortar Appendix 5 for a basic Asbestos Management Plan</p> <ul style="list-style-type: none">• Pages 1 and 2 – information about the building and building users• Pages 3 and 4 – information for workers and visitors coming on site <p>Property and Insurance resources on the Methodist Church website http://www.methodist.org.nz</p>
What it does	<ul style="list-style-type: none">• Provides a basic statement of We don't know so we won't touch.• Provides an easy, no cost approach which anyone can do.• Gathers basic building details, which consultants would also need for their management plans.
When to use it	<ul style="list-style-type: none">• As soon as possible

Consultant's Asbestos Management Plan

What it does	<p>Consultants have the experience and knowledge to create more in depth asbestos management plans than the MCNZ version including laboratory testing of easy access, potentially asbestos-containing-materials.</p> <p>It is only a planning tool, a demolition/refurbishment survey is still require before any work is carried out to suspect asbestos areas.</p>
Where to get one	<ul style="list-style-type: none">• Check out the yellow pages for asbestos consultants in your area, or• Contact healthandsafety@methodist.org.nz for assistance.

How much it will cost	<p>It depends on the size and intricacy of your building.</p> <p>Good consultants should be able to provide a quote first. Budget for at least \$2,000 and be prepared for more.</p>
It should include:	<ul style="list-style-type: none"> • 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

MCNZ’s preference is for asbestos removal.
 Encapsulation, sealing and enclosure should always be avoided where possible.
Definitions follow on pages 6-10 and 6-11

Demolition/ Refurbishment Asbestos Surveys

What are they	<p>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.</p> <p>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.</p>
Where to get one	<ul style="list-style-type: none"> • Check out the yellow pages for asbestos consultants in your area, or • Contact healthandsafety@methodist.org.nz for assistance.
It should include:	<ul style="list-style-type: none"> • 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

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.

General

Communicate, cooperate, coordinate

The easiest way to control the creation of an asbestos risk is to communicate 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.

Tell Others

- H & S book
 - Sign in book
 - Contractor sign up
 - Signs/labels (next to Building Warrant of Fitness etc.)
 - Property committee processes (property inspections etc.)
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Record keeping

Records should list all identified or assumed asbestos in a workplace that presents, or is likely to present, a risk of exposure to breathable asbestos fibres.

From the records it should be easy to see what is or is not yet cleared as asbestos free.

Asbestos records should be kept for the life of the building, or as long as the Methodist Church owns the building.

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.
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Records availability

Records should be kept available for people that may be at risk from the asbestos:

- Staff
 - Visitors
 - Contractors
 - Future project work.
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Section 6: Asbestos Management

Asbestos Location Examples

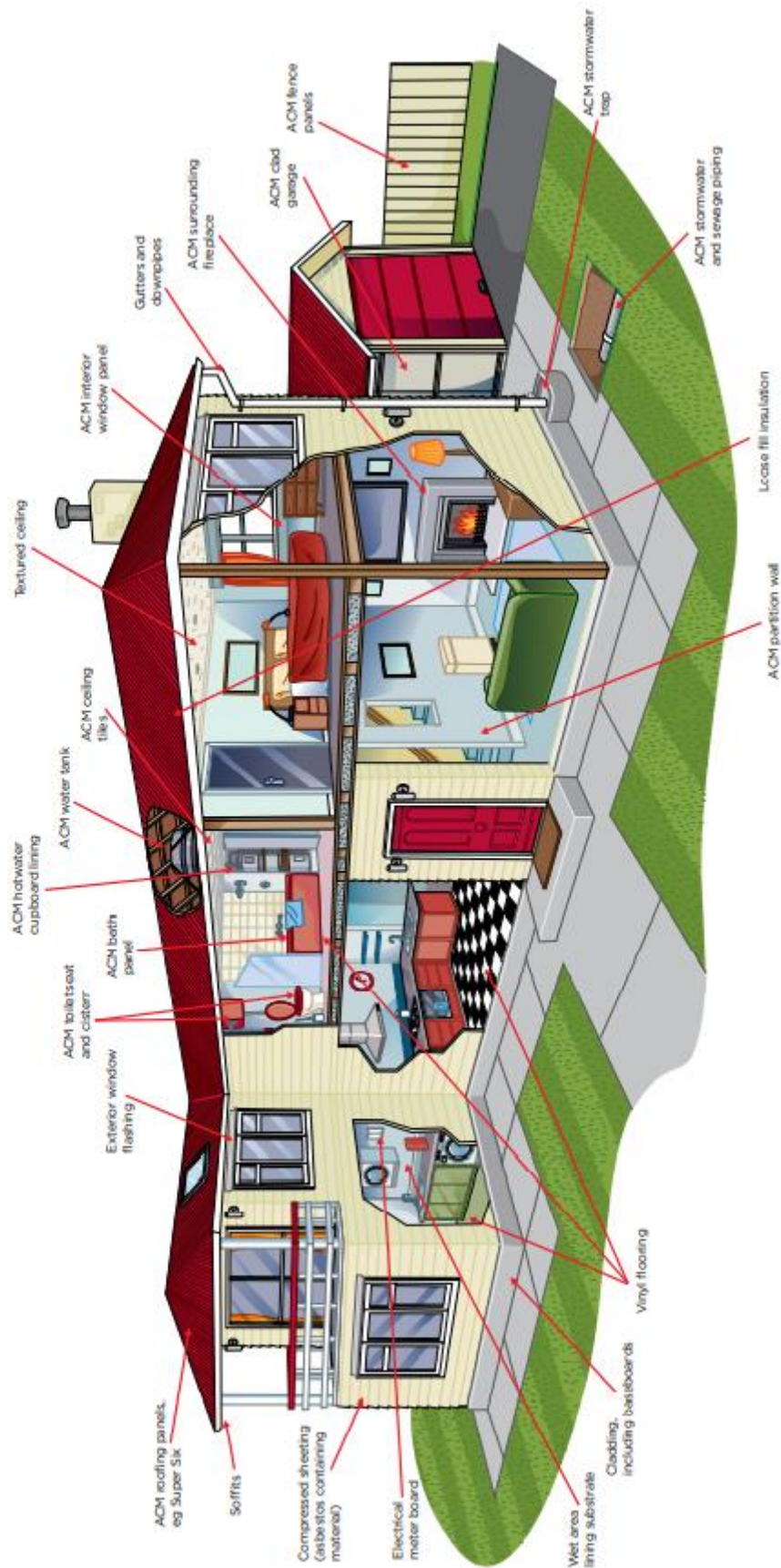
The following pages are pictorial examples of where asbestos may have been used; it could be anywhere.

Risk assessment and controls

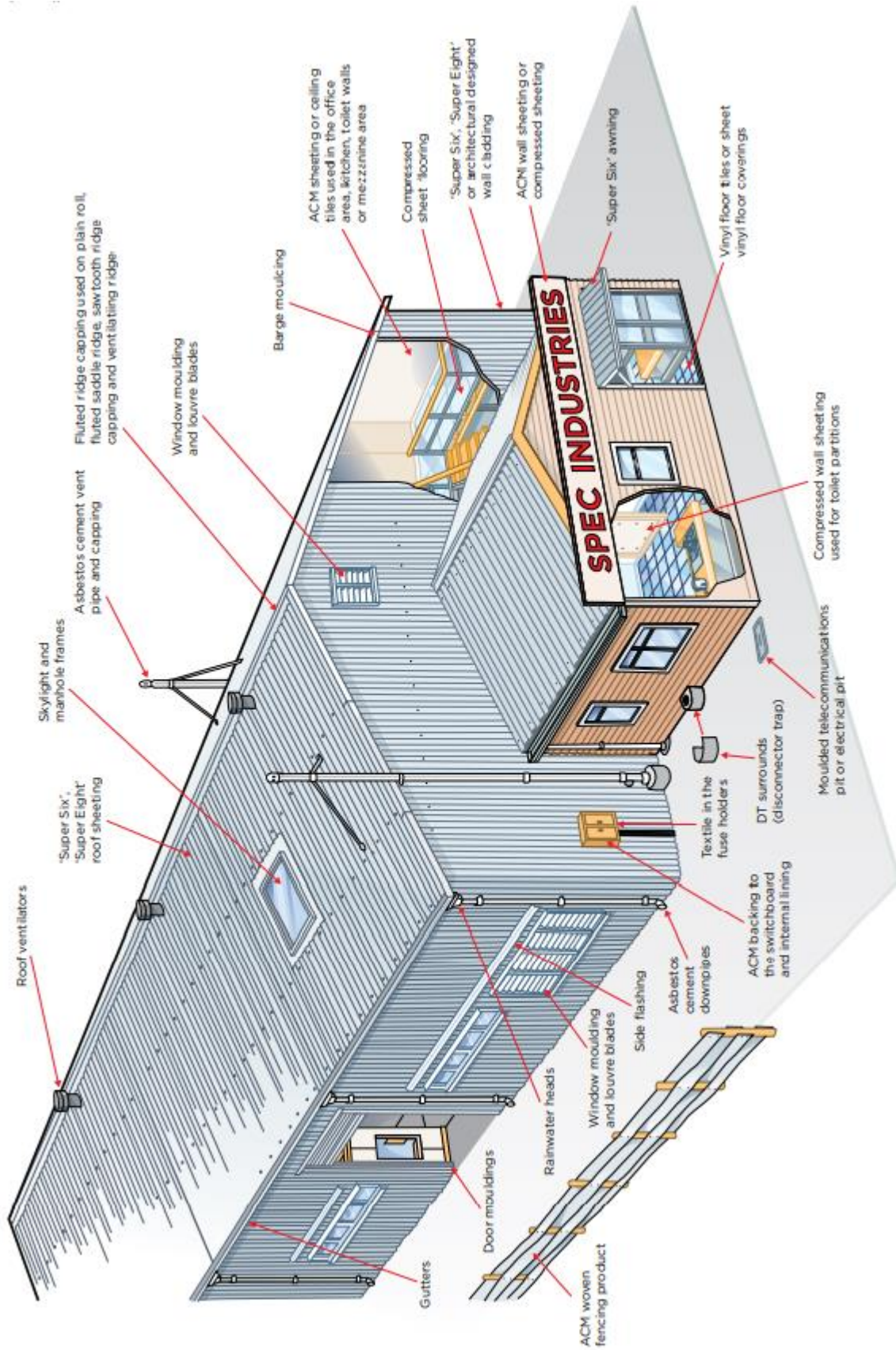
WorkSafe has provided a table of options and assessment criteria which will be used in the Asbestos Management Plan.

This table of asbestos management options follows the asbestos locations pictorial examples.

Potential asbestos locations in a pre2000 house



Potential asbestos locations in a commercial building



Asbestos Management Options

ASBESTOS MANAGEMENT OPTION	OPTION INVOLVES	APPROPRIATE WHEN	NOT APPROPRIATE WHEN	ADVANTAGES	DISADVANTAGES
Removal	Complete removal of asbestos or ACM from building	<ul style="list-style-type: none"> > 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 	<ul style="list-style-type: none"> > asbestos is located on complex or inaccessible surfaces > removal would be extremely difficult and other techniques are satisfactory 	<ul style="list-style-type: none"> > hazard and risk is eliminated > no further action required 	<ul style="list-style-type: none"> > 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
Encapsulation¹²	Coating ACM with a product that penetrates into and hardens the material	<ul style="list-style-type: none"> > 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 	<ul style="list-style-type: none"> > asbestos is deteriorating or is water-damaged > applying the sealant may damage the asbestos > area of damaged asbestos is large 	<ul style="list-style-type: none"> > quick and cost-effective > asbestos dust is contained 	<ul style="list-style-type: none"> > 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.

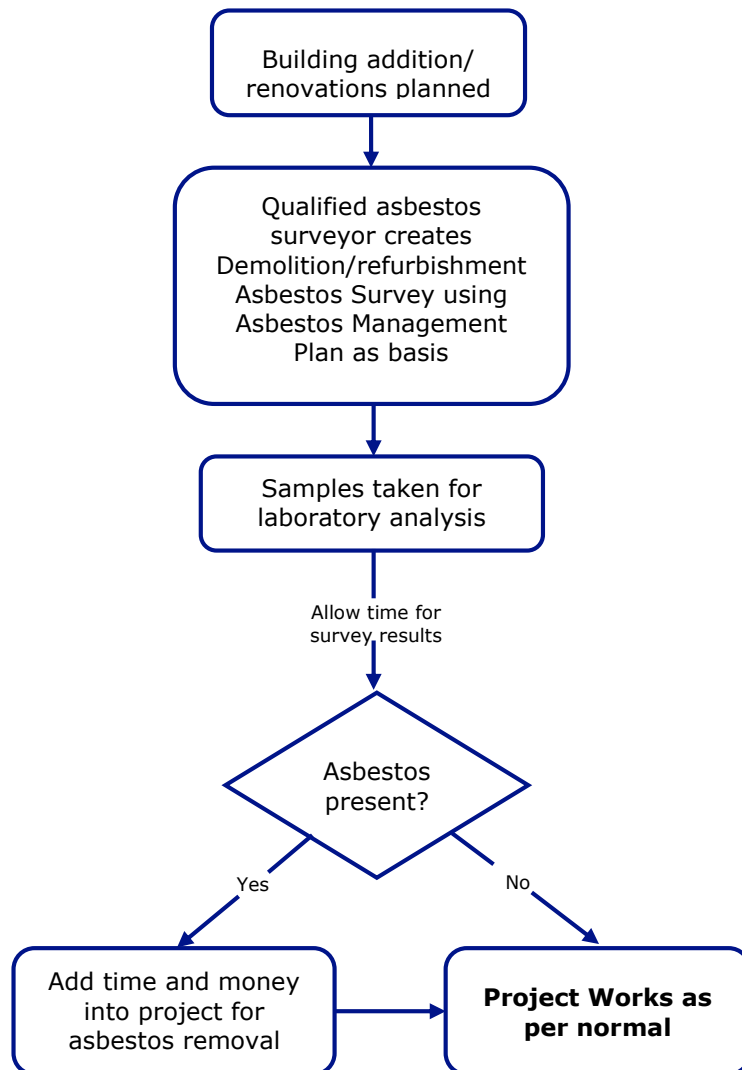
Asbestos Management Options Continued

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	<ul style="list-style-type: none"> > 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 	<ul style="list-style-type: none"> > asbestos is deteriorating or has been water-damaged > applying the sealant may damage the asbestos > area of damaged asbestos is large 	<ul style="list-style-type: none"> > quick and cost-effective > asbestos dust is contained 	<ul style="list-style-type: none"> > 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
Enclosure¹³	Placing a barrier between ACM and the surrounding environment	<ul style="list-style-type: none"> > 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 	<ul style="list-style-type: none"> > enclosure is liable to be damaged or water damage may occur > asbestos cannot be fully enclosed 	<ul style="list-style-type: none"> > minimal disruption to occupants > provides an adequate method of asbestos control for some situations 	<ul style="list-style-type: none"> > 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	<ul style="list-style-type: none"> > risk of asbestos exposure is negligible, and > asbestos is inaccessible and fully contained, or asbestos is stable and unlikely to be damaged 	<ul style="list-style-type: none"> > there is a possibility of asbestos damage or deterioration > airborne asbestos dust levels exceed trace level 	<ul style="list-style-type: none"> > no initial cost > cost of removal is deferred 	<ul style="list-style-type: none"> > 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	<p>The project area should be thoroughly surveyed, with samples taken for laboratory testing as part of a demolition/refurbishment survey.</p> <p>Allow time for survey results to come through before deciding on a project start date.</p>
2a. Test results: No asbestos	<ul style="list-style-type: none"> • Add survey results to main asbestos management plan. • Project works continues as per normal.
2b. Test results: Asbestos present	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> • - 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
Approved Code of Practice: Management and removal of asbestos	The code is comprehensive and covers all aspects of managing asbestos safely in NZ workplaces. https://worksafe.govt.nz/dmsdocument/8-acop-management-and-removal-of-asbestos
Conducting asbestos surveys	Guidelines for PCBUs conducting asbestos surveys, workers carrying out asbestos surveys and PCBUs that need to identify asbestos in a workplace. https://worksafe.govt.nz/dmsdocument/11-conducting-asbestos-surveys
Do you need an Asbestos Management Plan?	You have a duty to have an Asbestos Management Plan in place for your buildings and workplaces where asbestos is likely to be found. https://www.worksafe.govt.nz/topic-and-industry/asbestos/asbestos-management-plans
Refurbishment versus Maintenance	Clarifying the difference as used in the Asbestos Regulations 2016. https://worksafe.govt.nz/dmsdocument/2374-refurbishment-versus-maintenance

Health and Safety Coordinator

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