



## **POLICY AND PROCEDURE: ASBESTOS MANAGEMENT**

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# ASBESTOS MANAGEMENT POLICY AND PROCEDURE

## 1. PREAMBLE

- 1.1 Asbestos management at the university is critical in terms of the health of students as well as employees and visitors. It is also a requirement in terms of the Asbestos Regulations of the Occupational Health and Safety Act.
- 1.2 It is important to understand that asbestos can have a long-term health affect and can result in fatality of persons that may acquire asbestosis on being exposed to asbestos fibres.
- 1.3 It is critical to ensure that all asbestos containing material on site needs to be identified and accordingly managed to ensure that the exposure risk is minimized, to be considered an acceptable risk.
- 1.4 The management of asbestos on site is critical in terms of the reasonable person test (as per the OHS Act) to ensure that all asbestos be managed as is reasonably practicable.

## 2. PURPOSE

- 2.1 The purpose of this policy and procedure is to ensure that all asbestos containing material is identified, recorded and appropriately managed; and
- 2.2 To ensure that the risk to persons in terms of asbestos is eliminated, alternatively reduced and effectively managed where applicable.

## 3. OBJECTIVES

These are to:

- 3.1. Establish and implement an asbestos containing material identification programme.
- 3.2. Ensure the development and implementation of an asbestos inventory list.
- 3.3. Ensure that, as far as is reasonably practicable where asbestos containing material is a risk to individuals, that such asbestos is removed according to the requirements of the Asbestos Regulations.
- 3.4. Ensure that as far as is reasonably practicable where asbestos containing material has been identified that it is maintained in a safe condition and that it is inspected regularly as required in this policy and procedure.
- 3.5. Ensure that all the role players are trained on the policy and procedure and that they adhere to all the requirements.

3.6. Ensure that the policy and procedure is monitored and maintained.

#### 4. SCOPE

4.1 This policy and procedure is applicable to all UJ employees that are required to work in areas where there is asbestos containing materials.

#### 5. DEFINITIONS

5.1 For this policy and procedure, unless otherwise stated, the following definitions shall apply.

TERM	DEFINITION
ASBESTOS	Means any of the following minerals: (a) Amosite (b) Chrysotile; (c) Crocidolite; (d) Fibrous actinolite (e) Fibrous anthophyllite; (f) Fibrous tremolite.
ASBESTOS INVENTORY LIST	Means a list as required in terms of the Asbestos Regulations, which must contain a list of all asbestos containing material within the various operations/departments. The condition of the asbestos, as well as the required remedial action, must be captured.
APPROVED ASBESTOS INSPECTION AUTHORITY	Means an approved inspection authority for the monitoring of asbestos concentrations in the air.
HEAD OCCUPATIONAL HEALTH COORDINATOR	Denotes the person responsible for occupational health at the university.
HEAD OCCUPATIONAL SAFETY COORDINATOR	Denotes the person responsible for occupational safety at the university.

#### 6. PRINCIPLES

6.1 Asbestos management is primarily concerned with the identification and management of asbestos containing material at the workplace. The intention of this policy and procedure is to minimise this risk and to effectively control it.

## **7. PROCEDURES**

### **7.1 IDENTIFICATION OF ASBESTOS CONTAINING MATERIALS**

7.1.1 The Asbestos Regulation 14 requires asbestos forming part of structure of workplace, building, plant or premises to be identified and then to be listed in an inventory list. The condition and maintenance record must be included into the asbestos inventory. The inventory list must be in the form Annexure A attached to this policy.

7.1.2 The asbestos inventory list must be made available for perusal by the Health and Safety Committee.

7.1.3 To ensure that the inventory list is correctly completed a full assessment of all structures within the various department of the university must be completed to ensure that all asbestos containing material is identified and entered into the asbestos inventory list.

7.1.4 The Senior Campus Director must ensure that the asbestos inventory list be made available to the Occupational Safety Department for record keeping.

### **7.2 ASBESTOS ASSESSMENT**

7.2.1 The Asbestos Regulation 7 requires that an assessment of all asbestos containing material is carried out to establish if any persons may be exposed at any stage to asbestos fibres.

7.2.2 The Occupational Health Department will conduct assessments every two years at all identified areas in order to determine if any person may be exposed to asbestos.

7.2.3 The Senior Campus Director must ensure that the asbestos assessment identifies at least the following:

- All material containing asbestos
- The condition of the asbestos containing material
- The risk of fibres being released and persons being exposed
- Whether the asbestos containing material needs to be removed due to it being in a poor and unsafe condition.

7.2.4 When carrying out the asbestos assessment the following typical items (not limited to) need to be considered as to whether they contain asbestos:

- Gutters
- Downpipes
- Facia boards
- Asbestos sheeting
- Ceilings
- Dry walling
- Insulation
- Heaters
- Underground water pipes

7.2.5 Keep records of assessments, air monitoring results and asbestos inventory list for a minimum of 40 years.

### **7.3 REMOVAL AND DISPOSAL OF ASBESTOS**

7.3.1 Should the asbestos assessment identify the need to remove any asbestos containing material care must be taken to ensure that all the legal requirements as stipulated in the Asbestos Regulations are met.

7.3.2 The Head: Occupational Safety Coordinator shall ensure that the demolition or removal of asbestos containing material is done according to the requirements of the Asbestos Regulations.

7.3.3 The Head: Occupational Safety Coordinator shall ensure that the demolition of any asbestos containing material may only be carried out by a registered asbestos removal contractor.

7.3.4 The Head: Occupational Safety Coordinator shall ensure that prior to commencement of the demolition of any asbestos containing material where asbestos fibres can become airborne an asbestos "Plan of Work" must be submitted at least thirty (30) days prior to commencement to an asbestos approved inspection authority for approval.

7.3.5 The Head: Occupational Safety Coordinator shall ensure that after obtaining the approval of the asbestos approved inspection authority of the "Plan of Work" which has been signed by the approved inspection authority and the registered asbestos removal contractor is submitted at least fourteen (14) days prior to commencement of work to the Department of Labour regional director.

7.3.6 The Head: Occupational Safety Coordinator shall, ensure that the correct process is followed in removing the asbestos and that the asbestos is safely disposed of at an approved waste disposal site.

### **7.4 ASBESTOS CONTAINING MATERIAL MONITORING**

7.4.1 The Senior Campus Director shall ensure that the asbestos inventory list is updated annually.

### **7.5 ASBESTOS TRAINING**

7.5.1 The Head: Occupational Safety Coordinator shall ensure that an internal training programme is developed to ensure that all persons that may be exposed to asbestos containing material understand the risk attached to such exposure and what precautionary measures need to be taken.

7.5.2 The Head: Occupational Safety Coordinator shall ensure that the training programme informs the persons exposed to asbestos containing material how to identify possible risks and how these risks need to be reported.

