



**FMHS- AS01 UNSW Asbestos
Management Plan v1.4
UNSW Safety**

Responsible Officer	Director of Safety
Contact Officer	Senior Health & Safety Advisor, Estates & Contractors
Superseded Document	Asbestos Management Plan v1.3

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1. Purpose

The purpose of the UNSW Asbestos Management Plan (AMP) is to detail how hazards and risks associated with asbestos containing material (ACM) will be identified, assessed and controlled at workplaces under the management control of UNSW, so far as is reasonably practicable to prevent exposure to asbestos fibres.

UNSW does not undertake asbestos removal, handling, air monitoring or clearance activities. All asbestos-related specialist work is undertaken by appropriately licensed external contractor, except where separately approved research arrangements apply.

While licensed contractors and consultants hold their own duties as PCBUs, UNSW retains its primary duty to ensure, so far as is reasonably practicable, that asbestos risks are identified, assessed and controlled, and that contractors are appropriately engaged, monitored and coordinated.

2. Scope

This AMP applies to all buildings, structures, infrastructure, plant, equipment and fixed services owned, occupied, managed or controlled by UNSW, including but not limited to:

- Campuses and precincts
- Field stations and remote facilities
- Teaching, research, administrative and support buildings

This AMP applies to activities that may result in disturbance of ACM, including but not limited to:

1. Building occupation and operation
2. Maintenance and repair works
3. Refurbishment and fit-out activities
4. Demolition and redevelopment work
5. Emergency response activities involving potential ACM disturbance

The AMP does NOT allow or cover:

- **Handling, removal or disposal of ACM by UNSW workers or students** - UNSW workers and students must not cut, drill, handle, remove, sample, clean up and/ or dispose of asbestos containing materials or conduct air monitoring, conduct clearance inspections or issue clearance certificates. Their role is to report concerns and follow instructions. All asbestos handling or removal and specialist work is carried out by licensed external contractors under UNSW oversight
- **Research activities involving asbestos or asbestiform minerals** - Work involving asbestos is prohibited except in limited circumstances, including genuine research and analysis, which must be managed under separate approved research risk management arrangements documented through specific school's procedures and is not covered by this AMP.
- **Contractor systems and procedures** - Contractors are responsible for their own licences, training, work methods, air monitoring and health monitoring under their own legal duties as a PCBU. UNSW oversees compliance but does not manage the contractors' systems and procedures.

3. Related document and References

The following legislation, codes of practice and UNSW procedures are relevant to this AMP

- Work Health and Safety Act 2011 (NSW)
- Work Health and Safety Act 2011 (ACT)
- Work Health and Safety Regulation 2025 (NSW)
- Work Health and Safety Regulation 2011 (ACT)
- How to Manage and Control Asbestos in the Workplace Code of Practice
- How to Safely Remove Asbestos Code of Practice
- UNSW Hazard and Incident Reporting Procedure (HS307)
- UNSW Risk Management Procedure (HS309)
- [Records & Archives | Assurance and Integrity - UNSW Sydney](#)

4. Definitions

Acronym / Term	Definition
Asbestos	the asbestiform varieties of mineral silicates belonging to the serpentine or amphibole groups of rock forming minerals.
Asbestos Containing Material (ACM)	any material or article that contains asbestos fibres
Asbestos Register	a document that lists all identified (or presumed) asbestos in a workplace- including the location, type, form and risk.
Asbestos Related work	any work that involves manufacturing, supplying, transporting, storing, removing, using, installing, handling, treating, disposing of, or disturbing asbestos or ACM
Asbestos removal control plan	a site-specific documented plan prepared for licensed asbestos removal work that sets out the removal methodology, controls (including containment and decontamination), air monitoring/clearance arrangements (where required-), and emergency procedures
Asbestos Removal Work	work to remove asbestos or ACM from a workplace, including activities undertaken by licensed asbestos removalists in accordance with regulatory requirements
Competent Person	<p>a person who has acquired through appropriate asbestos-specific training, qualification and/or experience the knowledge and skills necessary to complete the asbestos related task, in accordance with WHS regulations and Codes of Practice.</p> <p>Noting for workplaces in the Australian Capital Territory (ACT), only a licensed asbestos assessor may conduct asbestos identification/surveys, risk assessment, air monitoring, clearance inspections, and issue clearance certificates—this is broader than other states.</p>
Friable Asbestos	a type of asbestos that, when dry, may be crumbled, pulverised or reduced to powder by hand pressure.
Licensed Asbestos Assessor	a person who holds a current asbestos assessor licence issued under the applicable WHS Regulations. In NSW, licensed asbestos assessors can conduct air monitoring and clearance inspections and issue clearance certificates for Class A asbestos removal work.

	In the ACT, asbestos identification, risk assessment, auditing, air monitoring and asbestos removal clearance inspections may only be conducted by a licensed asbestos assessor
NATA Accredited Laboratory	a testing laboratory accredited by the National Association of Testing Authorities (NATA), Australia, or recognised by NATA either solely or with someone else.
Non-friable Asbestos	asbestos or ACM that is firmly bound in a matrix (e.g., cement or resins/binders) and cannot be crumbled to powder by hand pressure when dry; fibre release is typically associated with cutting, abrasion, sanding, drilling or other disturbance
PCBU	person conducting a business or undertaking
Suspected ACM	refers to any material or product that is reasonably believed to contain asbestos but has not yet been confirmed through laboratory testing or formal identification.
UNSW Representative	person at UNSW who is responsible for managing and engaging contractor works within the campus or sites. These roles may include Project Managers, Facilities Managers or Asset Managers.

5. Roles and Responsibilities

ROLE	RESPONSIBILITY
UNSW (PCBU)	<p>UNSW as the PCBU is responsible for:</p> <ul style="list-style-type: none"> • Ensuring asbestos risks are effectively managed, including where licensed contractors and consultants are engaged. • Development, implementing, maintaining and reviewing the AMP and Asbestos Register • Making the AMP and Asbestos Register accessible and available to workers and other relevant persons who may be exposed to asbestos such as contractors • Identification, assessment and control of known or presumed ACM • Consulting with workers who are, or are likely to be, directly affected by asbestos-related matters • Providing information, training and instruction • Engaging qualified and licenced asbestos contractors and professionals where required to undertake asbestos-related work and providing oversight • Consult, cooperate and coordinate activities with other duty holders, including contractors and principal contractors, to confirm asbestos risks are effectively managed • Retaining records relating to asbestos identification and management
UNSW Representative	<p>The UNSW Representative is responsible for</p> <ul style="list-style-type: none"> • Implementing this AMP for assets under their control • Consulting with and informing affected key stakeholders about asbestos-related and removal work and confirming adequate barricading and signage is in place to prevent access to removal areas. • Confirming asbestos information is reviewed prior to works • Authorising works that may disturb ACM • Commissioning surveys as required • Providing contractor oversight • Obtaining, accepting and retaining asbestos work documentation and records
Contractors	<p>Contractors are responsible for:</p> <ul style="list-style-type: none"> • Holding appropriate asbestos licences

	<ul style="list-style-type: none"> • Planning and conducting asbestos-related works in accordance with legislative requirements and licence conditions • Managing and disposal of asbestos waste in accordance with legislative requirements • Following appropriate emergency procedures and ceasing work and notifying UNSW representative if unexpected damage or previously unidentified asbestos is found • Providing UNSW, the required documentation, air monitoring results and clearance certificates and waste disposal dockets
UNSW Workers, Students and Building Occupants / tenants	<p>UNSW Workers, students and building occupants / tenants are responsible for:</p> <ul style="list-style-type: none"> • Not disturbing or handling ACM including undertaking any modifications to UNSW buildings or infrastructure without approval from Estate Management • Immediately reporting suspected or damaged ACM or unauthorised work on or near ACM that has the potential for damage • Follow instructions provided by UNSW during asbestos-related work or incidents

6. Asbestos Management Plan

The UNSW AMP is based on the below general principles– identification, assessment and control

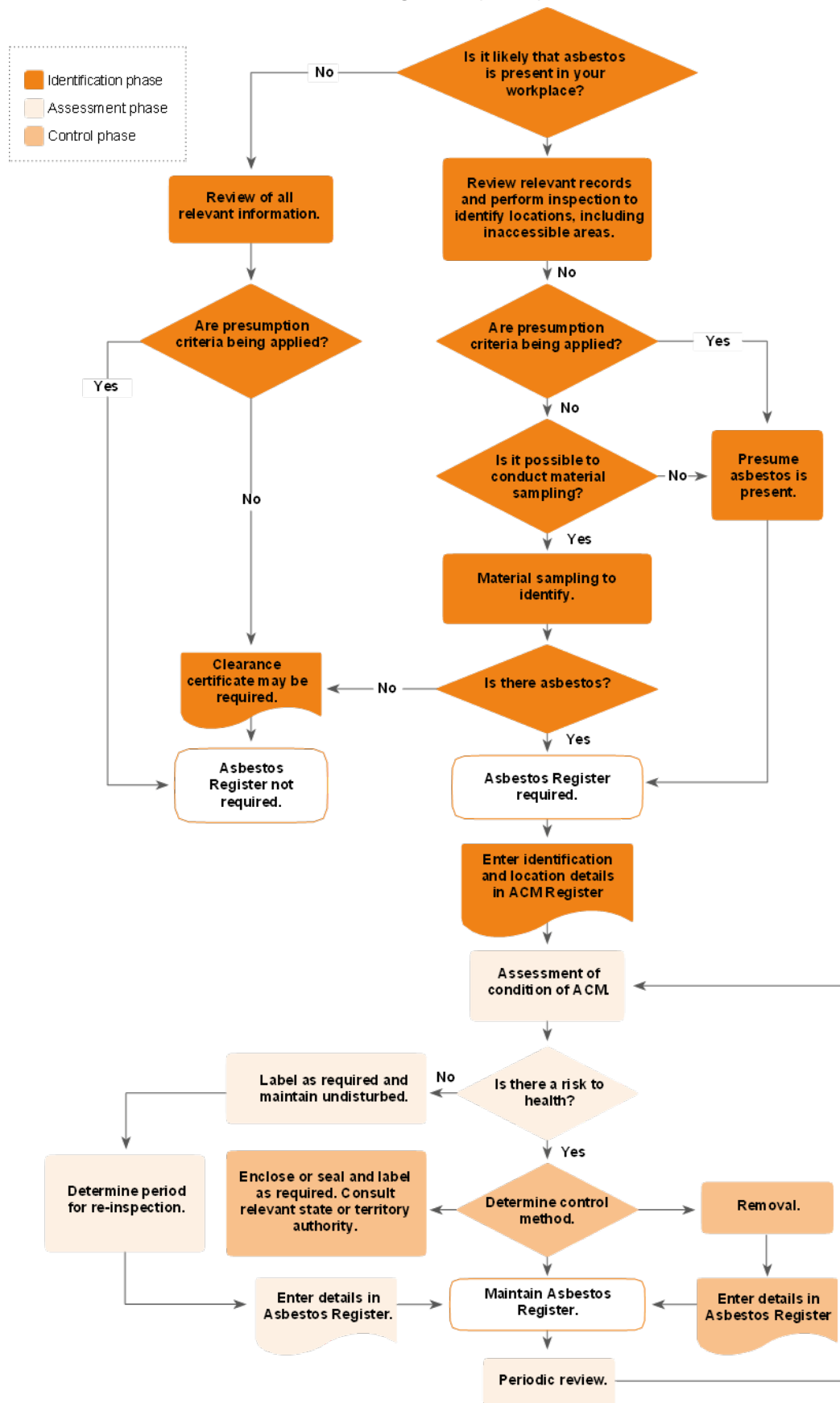


Figure 1: General principles of AMP

7. Asbestos Identification and Asbestos Register

7.1 Asbestos Identification

The identification of asbestos through asbestos surveys / inspections conducted by an independent competent person i.e. licensed asbestos assessor, asbestos consultant, occupational hygienist*, must occur at UNSW when:

- A building is constructed before 31 December 2003
- A new asset is acquired or leased
- Refurbishment, demolition or maintenance is planned
- Suspected ACM is discovered
- There is no current or reliable asbestos register
- The condition of known ACM may have changed

Where a new asset is acquired or leased UNSW where available will obtain any existing asbestos registers, surveys, inspections or building records to help support the identification of ACM.

Where asbestos identification has not been completed, or where areas were not reasonably accessible during inspection, any material that could reasonably contain asbestos will be presumed to contain asbestos and managed accordingly until confirmed otherwise by a competent person or removed by a licensed asbestos removal contractor.

Where visual identification is inconclusive representative samples may be taken by a competent person* and analysed by a NATA-accredited laboratory (or a laboratory approved or operated by the regulator).

The identification process must determine:

- if the asbestos is present, absent or presumed
- whether material is friable or non-friable
- the current condition of the material and
- risk factors associated with disturbance

The outcomes of the identification process are sent through to the Estate Management, Facilities Services Team- WRA@unsw.edu.au who make the required updates in the asbestos register.

* For workplaces in the Australian Capital Territory (ACT), only a licensed asbestos assessor may conduct asbestos identification/surveys, risk assessment, air monitoring, clearance inspections, and issue clearance certificates—this is broader than other states.

7.2 Asbestos Register

UNSW maintains a central electronic asbestos register of all known or presumed asbestos detailing the date identified, location, type, condition, accessibility, control priority rating, control measures and if asbestos has been removed or not.

The asbestos register is made available and readily accessible to workers, contractors prior to commencement of work and other key stakeholders via the *UNSW EM Contractor resources webpage: [Asbestos Register UNSW Estate Management](#)*.

The Asbestos Register must be reviewed prior works commencing to prevent disturbance of asbestos and support decisions to control to risk. The register should also be used to support emergency and

incident response.

UNSW Estate Management Facilities Services Team maintain the asbestos management register and review and update at least annually or when new ACM is identified, removed, disturbed or remediation or when the condition of the ACM changes. All ACM related updates are to be directed to Facilities Services Team- WRA@unsw.edu.au who make the required updates in the asbestos register.

When there is a change in the management or operational control of a building or asset UNSW will transfer the asbestos register to the new entity.

8. Asbestos Risk Assessment and Prioritisation

8.1 Risk Rating Framework

For each ACM source identified a risk-based control priority is assigned to support informed decision making on how various ACMs are controlled, in accordance with the hierarchy of controls:

- Elimination/ removal of ACM
- Substitution – use of non-asbestos alternatives when ACM is being replaced
- Isolation and engineering – enclosure, sealing, encapsulation and restricting access
- Administrative – labelling, asbestos register, asbestos awareness training
- PPE – not applicable to UNSW workers in this plan as not handling, removing or disposing ACM.

The risk-based control priority is based on the type (friable or non-friable), condition, location and likelihood of disturbance and exposure, as outlined in Table 1. UNSW prioritises the removal of P1 and P2 ACM, where reasonably practicable.

Priority	Status	Recommended Action
Priority 1 (P1) Hazard with High-Risk Potential	ACM is damaged or subject to ongoing disturbance, creating an immediate or likely risk of fibre release and exposure.	<ul style="list-style-type: none">• Restrict access to the area immediately• Engage a licensed asbestos contractor to remove or make safe• Obtain clearance certification before the area is reoccupied• Record in the Asbestos Register
Priority 2 (P2) Hazard with Medium Risk Potential	ACM is present in a condition or location where it could reasonably be disturbed, but there is no immediate or uncontrolled release of fibres. This may include materials that are: <ul style="list-style-type: none">• In fair or deteriorating condition or has been disturbed or damaged but not posing an immediate hazard• Accessible to maintenance or occupants• Likely to be disturbed during planned works	<ul style="list-style-type: none">• Implement controls to prevent disturbance• Plan removal, repair or encapsulation within a reasonable and agreed upon timeframe.• Monitor the condition of the ACM until permanent controls are in place• Record in the Asbestos Register
Priority 3	ACM is in stable condition and unlikely to	<ul style="list-style-type: none">• Leave in place and manage through the Asbestos Register

(P3) Hazard with Low-Risk Potential	be disturbed under normal building use. This may include materials that are: <ul style="list-style-type: none"> • friable asbestos is in good or stable condition • non-friable asbestos damaged but does not present a risk unless it is cut, drilled, sanded or abraded • Located in areas not subject to routine access or mechanical impact 	<ul style="list-style-type: none"> • Consider removal, repair or encapsulation of damaged non-friable asbestos within a reasonable and agreed upon timeframe. • Monitor condition during routine inspections • Repair or remove only if the condition deteriorates or works are planned • Record in the Asbestos Register
Priority 4 (P4) Hazard with Very Low Risk Potential	ACM is non-friable, in good condition and located in an area where disturbance is highly unlikely during normal building use. There is no reasonable expectation of fibre release unless the material is deliberately damaged	<ul style="list-style-type: none"> • Leave in place • Record in the Asbestos Register • Monitor during routine inspections

Table 1 Risk Rating for ACMs on the UNSW campus

Where ACM has been disturbed, removed, enclosed, encapsulated or its condition has deteriorated, the existing asbestos risk assessment requires review by a competent person with outcomes and agreed control measures recorded in the Asbestos Register.

8.2 Labelling

The presence and location of all identified, presumed and inaccessible ACM is clearly labelled where reasonably practical or warning signage placed at entrances / near affected areas to prevent inadvertent disturbance. Warning signage and labels must be compliant with AS 1319–1994 *Safety Signs for the Occupational Environment*.

Labels, signs, site plans and the asbestos register must be consistent and accessible to workers to prevent disturbance of ACM.



Figure 2: Label types on the UNSW campus

8.3 Consultation

UNSW Representative consults with stakeholders, contractors, and Health and Safety Representatives (HSRs) where elected about ACM. For ACM enquiries, contact the:

- UNSW EM and building manager refer to section 12

- Relevant UNSW Representative for building works
- the UNSW Health & Safety team

Where ACM removal is scheduled to occur, UNSW Representative consults with the building manager and other affected stakeholders to advise of the work planned and proposal controls, refer to section 9.2 - Building Refurbishment, Demolition and Removal Work.

8.4 Reporting

8.4.1 Suspected Damage

If a UNSW stakeholder identifies damaged, deteriorated, or disturbed ACM, including in soil, they must cease work and report it immediately to UNSW Representative. If others may be at risk:

- Notify nearby occupants
- Restrict access if possible
- Contact building wardens or UNSW Security (x56000 or emergency x56666) for urgent help

UNSW Representative will coordinate assessment and response, involving licensed asbestos professionals as needed, in accordance with Section 10 - Asbestos Emergency and Incident Management.

8.4.2 Suspected exposure to asbestos fibres

If a person believes they may have been exposed to asbestos fibres, they must:

- Report the incident immediately to their supervisor or UNSW Representative
- Submit an incident report through the SALUS system

Incidents will then be managed and investigated in accordance with and UNSW Hazard and Incident Reporting Procedure – HS307.

8.5 Training

UNSW provide information, instruction and training including Asbestos awareness training, recognised by SafeWork NSW and WorkSafe ACT, for those who may encounter ACM during the course of their work, with refresher training provided as required.

UNSW workers and students are not trained or authorised to remove or handle ACM.

All training records must be stored and retained in accordance with [Records & Archives | Assurance and Integrity - UNSW Sydney](#). Management of works involving ACM.

9.1 Work at UNSW

- No works commence without review of the asbestos register and UNSW Representative authorisation.
- UNSW will provide the contractor with Asbestos Register and any additional asbestos surveys and risk assessments for the site or building to determine if ACM are likely to be encountered in the general work area.
- Work in areas where ACM, will or are likely to be disturbed will only be undertaken by licensed asbestos removalist and access and works will be in accordance with legislative requirements.
- Any previously unidentified, damaged or deteriorated ACM discovered during works must be reported immediately to UNSW Representative, and work in the affected area must cease until the material has been assessed. Additional asbestos surveys must be undertaken where required.

9.2 Building Refurbishment, Demolition and Removal Work

In addition to the requirements of 9.1 prior to any demolition or refurbishment work that will disturb the building fabric UNSW Representative must complete the following

9.2.1 *Planning pre-commencement of works*

- Confirm a Refurbishment and Demolition (R&D) Asbestos survey involving intrusive inspection of building elements to identify ACM likely to be disturbed by the proposed works by a licensed asbestos assessor and address any survey limitations. This may occur pre-tender or be a requirement of the engaged contractor.
- Update the Asbestos Register with survey findings (refer to section 7.2)
- Based on the outcomes of the survey and risk assessment determine if asbestos will remain in situ (with controls) or be removed before or as part of the works.
- Work must not proceed where asbestos information is unclear or incomplete.

9.2.2 *Engage a licensed asbestos contractor*

UNSW uses suitably qualified independent asbestos consultants/ licensed asbestos assessors/Occupational Hygienist* to manage ACM removal or undertake assessment prior to demolition or refurbishments.

Where asbestos removal is required, contractors must hold one of the following licences depending on the work they will perform:

- Class A licence for friable asbestos removal
- Class B licence for non-friable asbestos removal

For class A and B work licensed asbestos assessors are engaged where air monitoring, clearance inspections or certification is required.

* For workplaces in the Australian Capital Territory (ACT), only a licensed asbestos assessor may conduct asbestos identification/surveys, risk assessment, air monitoring, clearance inspections, and issue clearance certificates—this is broader than other states.

9.2.3 *Pre-Commencement Verification*

Asbestos Removal Work Documentation

Removal of asbestos or ACM must be undertaken by a licenced Asbestos Removalist. Prior to the commencement of removal works, the Asbestos Removalist must complete the following and provide to UNSW Representative for verification:

- Safe Work Method Statements detailing methodology to safely and effectively remove enclose or encapsulate the ACM
- Site specific Asbestos Removal Control Plan
- Notify SafeWork NSW / WorkSafe ACT for licensed removal

Air Monitoring

Air monitoring will be undertaken by an independent licensed asbestos assessor during friable (Class A) ACM asbestos removal and remediation works and should be considered for non-friable asbestos removal and remediation.

In the event asbestos fibres are detected through air monitoring UNSW Representative and the licenced Asbestos Removalist contractor will seek advice from the licensed asbestos assessor on appropriate action / control requirements.

For Class A work, the licensed asbestos removalist must order removal work to stop and notify SafeWork NSW or WorkSafe ACT immediately if respirable asbestos fibre levels exceed 0.02 fibres/ml in the removal area.

Disposal of ACM Arrangements

Asbestos waste generated from removal works must be transported and disposed of by the licenced contractor. Disposal documentation will be provided by the contractor and sent through to the Estate Management, Facilities Services Team- WRA@unsw.edu.au for record keeping purposes.

Consultation with affected stakeholders and areas

UNSW Representative will consult with relevant stakeholders prior to works that may involve ACM disturbance or removal.

This consultation may include communication regarding:

- the type of ACM involved
- the timeframe for removal
- potential impacts to local areas/ occupants
- any actions required by affected areas (e.g. equipment shutdowns or relocation of materials).

9.2.4 Completion – Clearance Inspection and Certificates

Following licensed asbestos removal work, a clearance inspection must be conducted by an independent licensed asbestos assessor who was not involved in the removal work. The assessor must confirm that the work area is free from visible asbestos contamination and issue a clearance certificate before the area can be reoccupied or returned to normal use.

9.2.5 ACM Removal Records

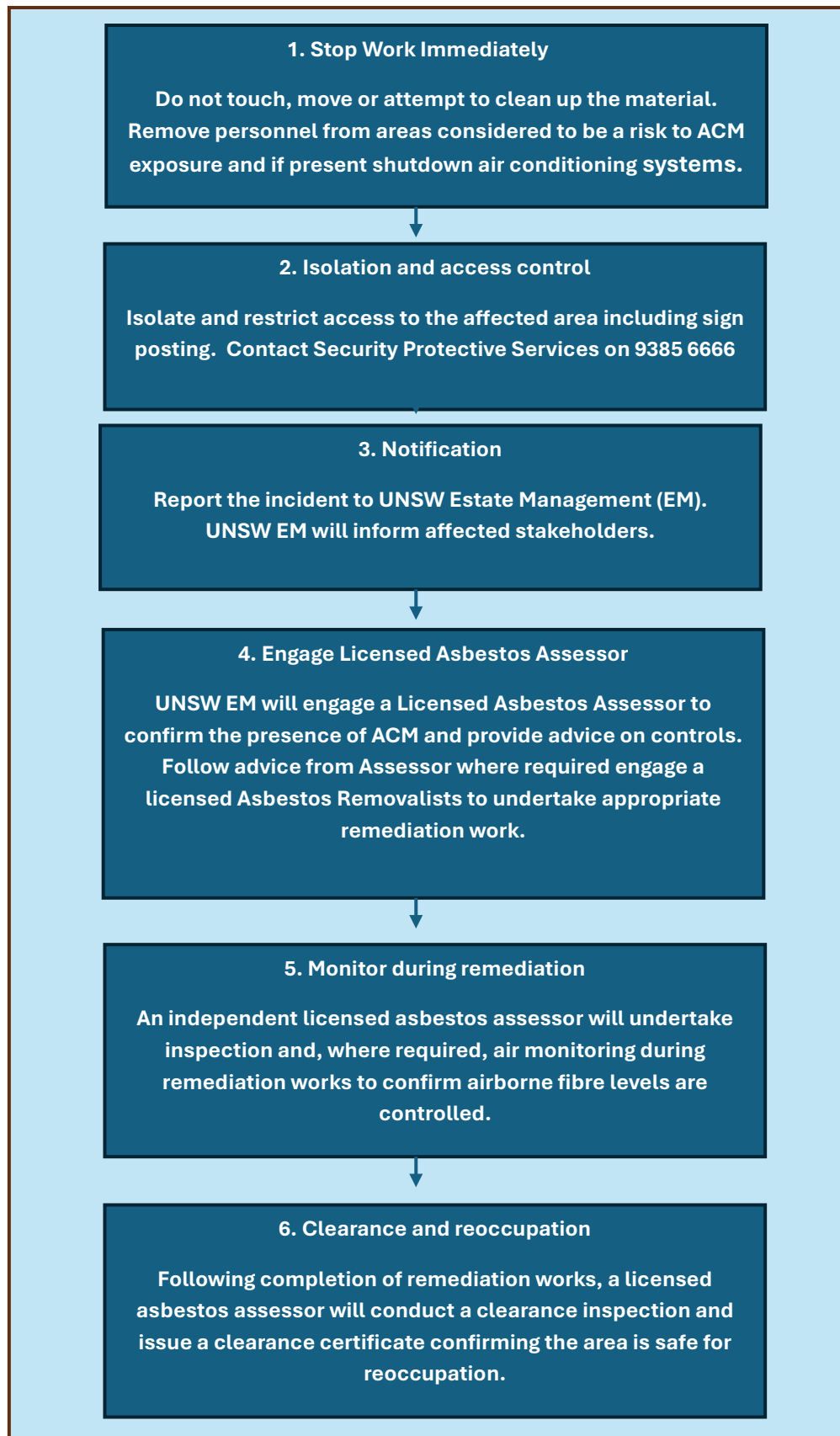
UNSW will retain the following records for all asbestos removal works:

- Refurbishment and Demolition (R&D) Asbestos survey reports
- Asbestos Removal Control Plan and SWMS
- Clearance Certificates
- Waste dockets

Following receipt of the clearance certificate UNSW Estate Management Facilities Services Team will update the asbestos register accordingly (refer to section 7.2)

10 Asbestos Emergency Management

In the event of an unplanned disturbance of ACM or suspected ACM the following action should be taken:



The incidents will then be managed and investigated in accordance with UNSW Hazard and Incident Reporting Procedure – HS307.

In accordance with NSW and ACT WHS Regulations unplanned disturbance of ACM that results in an uncontrolled release or potential release of asbestos fibres, including air monitoring exceedance above 0.02 fibres/mL during Class A asbestos removal work, is a notifiable incident and must be immediately reported to the regulator, work must stop and the site preserved so far as reasonably practicable until an inspector directs otherwise, except to assist an injured person or to make the site safe, as per regulatory notifiable reporting requirements.

- In NSW, immediate notification must be made to SafeWork NSW.
- In the ACT, immediate notification must be made to WorkSafe ACT.

UNSW Estate Management is responsible for confirming notifiable incidents are reported to the relevant regulator, in co-ordination with the licensed contractor.

11 Document Review and Record Management

11.1 Document Review

The AMP will be reviewed and updated

- At least every five (5) years
- Following an asbestos-related incident or disturbance
- When asbestos is removed, disturbed, sealed or enclosed
- When legislative or Code of Practice requirements change
- When the plan is no longer adequate
- When requested by HSR

Updates will be completed by authorised UNSW Estate Management personnel.

The AMP is made available to workers, contractors and other relevant stakeholders involved in the management and operation of UNSW assets

11.2 Record Management

All asbestos-related records will be maintained in accordance with [Records & Archives | Assurance and Integrity - UNSW Sydney](#) and stored within the approved UNSW records management system.

Records include, but are not limited to:

- Asbestos surveys/inspection reports
- Asbestos Register
- Removal control plans and SWMS
- Air monitoring reports
- Clearance certificates
- Waste disposal documentation
- Incident and investigation reports
- Regulator notifications (where applicable)
- Details of scope of work performed and licensed asbestos contractors engaged

12. Contacts

This section lists the contact that needs to be consulted for issues around ACM:

Estate Management Help Desk: ph: 02 9385 5111 (Note – diverts to Security after-hours)

SafeWork NSW	13 10 50
WorkSafe ACT	13 22 81

13. Version Control

Version	Authorised by	Approval date	Effective date	Sections modified
1.0	Associate director, UNSW Asset Management	April 2013	April 2013	New doc.
1.1	Associate director, UNSW Asset Management	September 2015	September 2015	Major formatting
1.2	FM contacts changed Records management process added to section 6.2	April 2016	April 2016	Minor changes
1.3	Minor changes, EM HSE Coordinator	-	-	Whole document
1.4	Director of Safety, UNSW	June 2026	June 2026	Whole document