

Work Instruction

Asbestos Containing Materials – Work Area Access Permit (WAAP) Process

1. Purpose

This document outlines the process to be followed if Asbestos Containing Materials (ACM) are to be *disturbed* in any work to be done in West Moreton Health (WMH) facilities. The Work Area Access Permit (WAAP) is an administrative process that is designed to minimise risks associated with exposure to asbestos fibres.

2. Scope

This document applies to all permanent, temporary or casual WMH staff and all contractors, involved in any work that produces (or has the potential to produce) asbestos fibres in the workplace in any WMH facility.

This document relates to all permanent, temporary or casual Infrastructure and Assets staff including contractors, involved in working with asbestos containing materials at WMH facilities. This task is trade specific and should only be undertaken by maintenance workers who have received training and instruction and have been inducted into the task.

3. Instruction

This document was developed with the guiding principles:

- accessible asbestos records available at each site;
- aimed at reducing the risk associated with asbestos related work and asbestos removal work;
- undergo regular reviews to ensure ongoing safety of ACM.

The Asbestos Management Functionality (AMF) is a part of the CMMS and is used by all Hospital and Health Services (HHS) in Queensland, the Department of Health (DoH) and Divisions as a single point for storing, managing and reporting confirmed and assumed asbestos within all owned assets throughout the state.

WMH is committed to controlling the risks associated with ACM at all facilities through:

- identification and registration of ACM;
- periodic inspection of ACM;
- warning signage and labelling of ACM.
- safe business procedures and work practices;
- a *Work Area Access Permit* process to control building-related work;
- progressive removal of ACM (based on a risk assessment and accompanying mitigation strategies);
- providing education and awareness programs to staff.

Asbestos Containing Materials - WAAP Process Work Instruction WMHHS2015112v3

3.1 Health Risk

Asbestos is a known carcinogen. Asbestos can pose a health risk when fibres of a respirable size become airborne, are inhaled in sufficient concentration and reach deep into the lungs in sufficient quantities. Most fibres are removed from the lungs by the body's natural defences (e.g. coughing). However, some fibres can remain in the lungs.

Current scientific and medical evidence supports the fact that simply living or working in a building containing asbestos is not dangerous if the asbestos is in good condition (i.e. undamaged).

The belief that 'one fibre can kill' is not supported by scientific evidence. Asbestos is widespread in the environment at very low levels due to asbestos fibre release from natural sources and extensive industrial and commercial use of asbestos in the past. The burden of asbestos fibres in the lungs appears to be well tolerated in most people, which is contrary to the belief that one fibre kills.

The risk to health increases with the number of fibres inhaled and with frequency of exposure. Asbestos-related diseases usually take many years to develop. The risk of developing an asbestos-related disease increases in proportion to the number of asbestos fibres breathed in over a lifetime.

The people at greatest risk of developing an asbestos related disease are those that frequently undertake repairs, renovations and other work which can generate the release of asbestos fibres into the air. Except in cases of high occupational exposure, the incidence of asbestos-related disease within the general population is very low.

3.2 What is a WAAP

A *Work Area Access Permit* (appendix A) is written and signed authorisation granting conditional access to a specific work area in a facility which is known (or assumed) to contain ACM - for the purpose of carrying out building-related work or activity which may potentially disturb ACM.

Permits should be electronically created using the CMMS system, with the hardcopy printed out and details entered by the *Nominated Officer* (or delegate) and the service provider. However, if this is not possible, a blank master copy is available on the [Contractor resources | West Moreton Health](#) internet page under the Permit to Work section.

The completed hard copy details are scanned and filed electronically and/or is kept as a hard copy and stored in accordance with the *Queensland State Archives and Queensland Government, General Retention and Disposal Schedule for Administrative Records*.

Following completion of the work, the *Work Area Access Permit* is to be signed off by the service provider giving details of any additional asbestos identified, removal of asbestos impacting the Register and noting that the work area is ready for re-occupation. The *Nominated Officer* will sign the Permit noting the information supplied by the service provider.

On completion of any asbestos removal work, the independent licensed asbestos assessor engaged for the Class A removal work of friable asbestos and the independent competent person for Class B removal work of non-friable asbestos are to provide a clearance inspection and certificate before the asbestos removal area in the workplace can be reoccupied.

The Class B clearance certificate can be provided on the *Work Area Access Permit* in the appropriate space while the clearance certificate for Class A removal is to be kept with the finalised *Work Area Access Permit*.

A Permit is required in any work situation where the work has the potential to *disturb* ACM. Typical situations include:

- construction (e.g. capital works such as refurbishment, retrofit upgrades);
- minor works (e.g. extensions, installation of services such as air-conditioning, data cabling);
- condition-based maintenance (e.g. replace vinyl flooring, asbestos-cement roof replacement);

Asbestos Containing Materials - WAAP Process Work Instruction WMHHS2015112v3

- responsive maintenance (e.g. fixing leaking pipes in wall cavities, repairs to a damaged ceiling);
- incident response (e.g. 'make-safe'/clean-up and activities after a fire, natural disaster or vandalism);
- maintenance-related cleaning activities (e.g. gutter cleaning, external wall wash down prior to painting, abrasive cleaning);
- asbestos removal work (e.g. removal of wall and ceiling sheeting, which would include the removal of insulation by a licensed asbestos removalist);
- demolition work - partial or total (e.g. demolition activities after a fire or natural disaster);
- asbestos inspections and sampling (e.g. taking small samples of dust or wall sheeting for testing); and
- condition assessments or tendering/quoting inspections that involve entering concealed cavities or spaces (such as the ceiling space).

A Work Area Access Permit should be issued for any work situation where the work (or other activity) has the potential to disturb ACM – intentionally or accidentally.

For routine day-to-day tasks and regular service maintenance work, “period” *Work Area Access Permits* may be used (for periods up to 12 months) – provided certain criteria are satisfied.

All completed hardcopy permits should be either stored with the Asbestos Management Plan, or else stored in an accessible location (in accordance with record retention procedures).

3.3 Before the work commences

A WAAP must be completed and issued before any asbestos-related work commences.

The WAAP is required in any work situation where the work has the potential to disturb ACM. Typical situations include:

- construction and maintenance activities
- incident response (e.g. clean-up after a fire, natural disaster or vandalism)
- maintenance-related cleaning activities (e.g. external wash down of ACM walls)
- asbestos removal work
- demolition work
- asbestos sampling (e.g. taking small samples of dust or wall sheeting for testing)
- entering concealed cavities (e.g. ceiling space).

WAAP templates should preferably be printed from CMMS. However, if CMMS generation is not possible, a blank master copy is available on the [Contractor resources | West Moreton Health](#) internet page under the Permit to Work section. Details from the hard copy are to be entered into CMMS at the earliest convenient time.

Work details shall be agreed and entered onto the WAAP by the Infrastructure and Assets Project Manager/Facility Maintenance Manager/Contractor Co-Ordinator and the service provider.

The completion of a WAAP does not replace the normal risk assessment required for any work. The Risk assessment shall be attached to the WAAP.

The service provider shall comply with all conditions nominated on the WAAP and Risk Assessment.

The issuing of all WAAP's must be notified to the Nominated Officer nominated in the West Moreton Asbestos Management Plan as soon as practical after issue.

3.4 During the work

The WAAP must be available on site at all times.

All works on site shall comply with the conditions of the WAAP, Safe Work Method Statements and Risk Analysis.

Asbestos Containing Materials - WAAP Process Work Instruction WMHHS2015112v3

3.5 After the work is completed

The Part A on the second page of the WAAP is to be completed and signed.

If Third Party Clearance is required, attach this signed sheet to the WAAP. If Clearance by a Competent Person is agreed Part B of the WAAP must be completed.

When the work area is ready to be handed back to normal operation, the Part C of the WAAP should be signed and returned to the issuing Infrastructure and Assets staff member.

All completed Risk Assessments, Safe Work Method Statements, hardcopy WAAP permits, air monitoring certificates, clearance certificates, transport and disposal documentation shall be stored with the site hard copy Asbestos Management Plan.

Copies of all documentation should also be supplied to the Infrastructure and Assets AMF- trained officer for entry into CMMS.

3.6 Record Retention

Records relating to asbestos removal work shall be retained in accordance with the WMH record retention schedule.

4. Roles and Responsibilities

Role	Responsibility
West Moreton Hospital and Health Board	<ul style="list-style-type: none"> Endorse plans to address Asbestos related materials.
Chief Executive	<ul style="list-style-type: none"> Communicate the expectation that all staff are required to conduct their duties to high professional and ethical standards and act in the public interest. Assigning and supporting an appropriately experienced unit to undertake the management of asbestos for all West Moreton facilities. Ensuring nominated responsible officer/s monitor and report any incidents. Understand facility environments in which West Moreton operates. Provide assurance to the Board that West Moreton has an effective process in place to manage asbestos related incidents and asbestos related materials.
Director	<ul style="list-style-type: none"> Ensures responsible person/unit actively engages with subject matter experts to undertake risk assessments in response to changes to obligations and breaches. Allocate appropriate resources to enable responsible person/unit to contribute to the development and audit of Asbestos Registers and systems.
Responsible Person	<ul style="list-style-type: none"> Is familiar with asbestos related obligations within their responsibility. Ensures appropriate and effective compliance controls and reporting mechanisms are communicated, implemented and monitored. Develops improved compliance controls as required and commensurate to the risk of non-compliance. Engages and works with the accountable person, subject matter experts and affected roles and units to implement necessary actions in response to change to obligations. Assists in the development and ongoing maintenance of Asbestos Registers, completion of self-assessments and other assurance activities, including

**Asbestos Containing Materials - WAAP Process Work Instruction
WMHHS2015112v3**

	<p>coordinating resources and staff and patient/consumer engagement as required.</p> <ul style="list-style-type: none"> Scans the internal
Accountable Person	<ul style="list-style-type: none"> Acts as the central coordination point, including implementing risk assessments, and other safety controls. Monitors compliance with the system. Establishes, coordinates and prepares reports to ensure the Asbestos Register is accurate. Provide advice and guidance in relation to asbestos related materials. Prepares and implements awareness, communication and training initiatives to raise awareness. Collaborates with relevant units to ensure the safety of safe, contractors, visitors and patients. Identify and communicate risks in operations. Ensure breaches are reported to the Responsible Person and OHS. Where responsible for contractors and outsourcing arrangements, ensure these take into account asbestos related materials risks. Understand the environment in which they operate, including policy, procedures, work instructions, registers, personnel etc within their area of responsibility.
Maintenance Staff	<ul style="list-style-type: none"> Staff and contractors should be made aware that there is asbestos at the facility they are visiting. Actively participate in awareness training and refresher training as required. Escalate concerns, issues and failures to responsible person. Staff informed of changes to obligations, policy, procedures and work instructions.
Staff	<ul style="list-style-type: none"> Staff are to place an S4HANA Request for any works required.

5. Definition/s

Term	Definition
Accountable Person	<ul style="list-style-type: none"> A person responsible for oversight, including establishment of appropriate systems, processes or resources to ensure compliance with assigned compliance requirements are associated obligations.
Assurance	<ul style="list-style-type: none"> A positive confirmation intended to give confidence that what is reported may be relied upon. Specifically if it involves an objective examination of evidence to provide an independent assessment on compliance and controls (systems and processes).
Non-compliance	<ul style="list-style-type: none"> Occurs when West Moreton Health does not comply with a compliance obligation (e.g. breach of State or Federal legislation). This can be the result of an act or failing to act. Refer to Compliance Management FAQ for examples of compliance breaches.
Compliance	<ul style="list-style-type: none"> Outcome of activities undertaken across West Moreton to satisfy/meet its obligations, and is made sustainable by embedding in culture, behaviours and attitudes of staff.
Register	<ul style="list-style-type: none"> Register that identifies the exact location of the asbestos related

**Asbestos Containing Materials - WAAP Process Work Instruction
WMHHS2015112v3**

	material.
Responsible Person	Nominated senior officer (Senior Maintenance and Facilities Manager or delegate) responsible for monitoring compliance.

6. Monitoring and Evaluation


Level of risk	Medium
What will be monitored	<ul style="list-style-type: none"> Awareness and competence. Compliance. Results and recommendation from internal and external assurance activities.
How (method)	<ol style="list-style-type: none"> Three yearly audits undertaken by external subject matter expert. Record and action recommendations as required from the audits. Annual review of Policy. Monitoring of asbestos related materials
Frequency	Three yearly audits undertaken by external subject matter expert.
Responsible officer	Senior Maintenance Supervisor and Facility Manager or their delegate, in consultation with key stakeholders including Engineering staff from Infrastructure and Assets.
Reporting to	Director, Service Support

7. Related West Moreton Documents

Policy and Procedure Documents <i>Located on the WMH Policies and Procedures A-Z Listing page</i>	<ul style="list-style-type: none"> WMHHS2015111 Asbestos Incident Response WMHHS2017052 Asbestos Containing Materials Work Instruction
Clinical Guidelines/Pathways	<ul style="list-style-type: none"> Nil
Other	<ul style="list-style-type: none"> S4HANA

Asbestos Containing Materials - WAAP Process Work Instruction WMHHS2015112v3

8. Compliance Requirements and Obligations

Legislation and other compliance requirements	<ul style="list-style-type: none"> Code of Practice for Management and Control of Asbestos in Workplaces [NOHSC:2018 (2005)] Work Health and Safety Act 2011 (Qld) Work Health and Safety Regulation 2011 (Qld) Queensland Government Asbestos Management Policy for its Assets: 2014 Queensland Government Asbestos Management Policy for its Assets, Implementation Standard: Minimum Requirements for Asbestos Management 2015 How to Safety Remove Asbestos Code of Practice 2011 Qld How to Manage and Control Asbestos in the Workplace Code of Practice 2016 Queensland Health Asbestos Management and Control Policy (Policy QH-POL-048:2012)
National Safety and Quality Health Service (NSQHS) Standards	 1. Clinical Governance
Other Standards	<ul style="list-style-type: none"> Nil

9. References and Resources

West Moreton Health - Asbestos Management Plan

10. Development, Revision and Approval History

ID & Version No.	Approval Date	Effective Date	Review Date	Document Custodian / Author	Approving Authority
WMHHS2014111v1	01/06/2015		01/06/2017	Manager Infrastructure and Assets	Chief Finance Officer
WMHHS2014111v2	19/03/2018		19/03/2021	Manager Infrastructure and Assets	Chief Finance Officer
WMHHS2014111v3	12/07/2021		12/07/2024	Senior Health & Safety Advisor	Director Service Support
Summary of changes					
<input type="checkbox"/> New (include information/background as to why the document was developed e.g. new treatment for an identified risk) <input type="checkbox"/> Scheduled review, substantial changes including: <input checked="" type="checkbox"/> Scheduled review, changes include: <ul style="list-style-type: none"> ○ Transfer of document from Procedure to Work Instruction ○ updating to the new template ○ aligning content and terminology with the current WMH Asbestos Management Plan. ○ addition of information about the health risk of working with ACM <input type="checkbox"/> Scheduled review, nil changes <input type="checkbox"/> Reviewed due to: (e.g. legislative change, recommendations from coronial inquiry/RCA, change in service delivery model, new equipment), changes include:					

**Asbestos Containing Materials - WAAP Process Work Instruction
WMHHS2015112v3****11. Key Words**

Asbestos, incident, building, maintenance, infrastructure, assets, risk assessment.

12. Appendices


[Appendix A – Work Area Access Permit](#)

Asbestos Containing Materials - WAAP Process Work Instruction WMHHS2015112v3

Appendix A – Work Area Access Permit Asbestos work area access permit

Asbestos Work Area Access Permit

West Moreton Health

Permit Number:	Valid from:	Date:	Time:	Valid to:	Date:	Time:
Prior to commencing works						
Permit requested by:	Phone contact:					
Company Name:	Work Order No:					
Facility Name:	Description of work area (rooms & spaces):		Work Description:			
Buildings affected:						
Initiating Work Order/Purchase Order (where applicable):						
Special Conditions (if any) required by the Nominated Officer:						
Service Provider:						
ACKNOWLEDGEMENT: I will ensure that I and all workers (including subcontractors) who perform work in the work area specified in this Permit will comply with the 'General Conditions of Access' attached to this Permit.						
Full Name of Person (Print):						
Name of organisation:	Contact No.:	Signature:	Date:			
Asbestos Class A or Class B removal licence number (where applicable):						
1. Business names of all proposed subcontractors for the work must be listed in the space provided at the bottom of this page.						
2. Name of the person who accepts responsibility for the on-site supervision and conduct of the work.						
Client:						
ACCESS AUTHORIZATION: Permission to access the work area is granted and the relevant asbestos register has been made available to the Service Provider.						
Name of the Workplace Health and Safety Officer advised - if applicable (print):						
Name of the Workplace Representative advised - if applicable (print):						
Nominated Officer (or delegate):						
Full Name (Print):	Signature:	Time:	Date:			
Note: This section of the Permit only grants permission to the Service Provider to access the designated work area to undertake the work described on this Permit. It does not: i) signify approval of the scope of work, ii) alter any contractual or statutory obligations for the work, or iii) provide approval for any variation to the contract for the work.						
LIST OF SUBCONTRACTORS:						
Business Name:	Contact details: (name, phone numbers)					
						



West Moreton Health

GENERAL CONDITIONS OF ACCESS

The Work Area Access Permit (the Permit) grants conditional permission to access the work area subject to these Conditions of Access. These conditions form part of the risk control measures to minimise occupational health and safety risks from asbestos containing materials at this facility.

Note: The Service Provider should read these conditions in conjunction with any other relevant documentation for the work being undertaken, such as a contract specification. The 'Conditions of Access' provided with the Permit in no way limit the contractual or statutory obligations of persons undertaking the work.

The Service Provider must ensure all persons carrying out the work (including subcontractors) are familiar with all Conditions of Access provided.

(*) refers to the person who accepts responsibility for the on-site supervision and conduct of the work described on the Permit. This person's name must be recorded on the Permit where required.

INSTRUCTIONS FOR ALL WORKERS TO READ AND COMPLY WITH

- Conditions of Access:**
If you do not understand any of the conditions or are unsure about the safety precautions you need to follow, seek advice before commencing any work.
 - Local Instructions:**
You must make yourself aware of any special procedures that need to be followed at this facility, such as parking restrictions, access and egress rules, permissible hours of work, evacuation procedures, rules on smoking or limitations on noise. You must ensure you have the contact details of the building's Nominated Officer (and other delegated Officers). You need to keep them regularly informed of work progress and any other important information such as possible business interruptions. You must also provide any relevant work procedure documentation requested by the Nominated Officer, to ensure they are fully satisfied with your explanation of how the work will proceed and the control measures you will have in place to minimise risk to the health and safety of the workers, occupants and visitors of this facility.
 - Provide Warning Signs and Barriers:**
You must ensure appropriate safety warning signage and barriers are in place for the duration of the work. As a minimum, these should comply with the requirements of the Work Health and Safety Regulation 2011. You should also liaise with the Nominated Officer to identify whether any additional signage or barriers are required due to particular business operations at this facility.
 - Location of ACM:**
You must ensure you are aware of the location of any ACM that will or could be disturbed during your work. You must take appropriate precautions, including checking the asbestos register before starting work. If you suspect an ACM is present and it is not listed in the asbestos register, stop work and contact the Nominated Officer.
- Note**
- In the asbestos register, any sheeting (wall, ceiling, etc.) with a 'mixed' ACM analysis result must be assumed to be low density asbestos fibre board (LDB) unless sample testing determines otherwise. Any sheeting with a status of 'assumed' must be either sample tested to determine whether it is LDB or worked on as if it is LDB. Depending on the result of a competent person's risk assessment, work with LDB may require greater controls than asbestos cement sheeting.
 - Take care when working in concealed spaces, such as wall cavities and ceiling spaces, as they may still contain small amounts of ACM dust, debris or waste, even if the ACM has been recorded as removed.
 - Transporting and disposing of asbestos waste**
You must ensure the transporting and disposal of waste is in accordance with local and State Government environmental protection requirements. For all ACM removed, provide any records, such as waste transport certificate docket numbers, to the Nominated Officer for inclusion in the Asbestos Management Plan and complete the ACM Disposal Form (available from the Nominated Officer) <http://www.govnet.qld.gov.au/asbestos/Documents/form-asbestos-disposal.xls>.
- Steps to be followed:**
You must ensure you: PLAN before any work commences; PREPARE the work area; WORK SAFELY during the work; CLEAN UP the work area upon completion, and CONFIRM the work area is clear to return to normal use.

Asbestos Work Area Access Permit Version No: 1.1, Procedure/ Guideline Reference: Permit to Work Procedure.	Effective Date: June 2016. Review Date:
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June 2021

Page 3 of 3

Asbestos W&AP

Permit Number:	Valid from:	Date:	Time:	Valid to:	Date:	Time:	
On completion of works							
Service Provider							
A) Asbestos Information							
Did the work involve contact with or working on any Asbestos Containing Material (ACM)?							
				Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If 'Yes', provide data in approved format - S***							
1. Did the work involve any sample testing for asbestos?				Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If 'Yes', provide data in approved format - S***							
2. Was any ACM discovered during the work that was not previously recorded? (e.g. concealed in a cavity)				Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If 'Yes', provide data in approved format - S***							
3. Does the Work Description on the front page of the Permit accurately describe the work undertaken?				Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If 'No', please provide additional detail							
* Nominated Officer provides the Minimum requirements when providing data for inclusion in the whole-of-Government central asbestos register document and the formats from the Queensland Government Asbestos Management website (http://www.govnet.qld.gov.au/asbestos/Pages/default.aspx) to the service provider. The Service Provider is to provide a copy of their asbestos removal control plan or safe work method statement, a copy of the notification forms to the regulator (as required), and a copy of any ACM and/or air monitoring sample results collected.							
* Nominated Officer provides a blank copy of the ACM Disposal Form (http://www.govnet.qld.gov.au/asbestos/Documents/form-asbestos-disposal.xls) to the service provider.							
* Nominated Officer provides the Minimum requirements when providing data for inclusion in the whole-of-Government central asbestos register document and the formats from the Queensland Government Asbestos Management website (http://www.govnet.qld.gov.au/asbestos/Pages/default.aspx) to the service provider. The Service Provider is to provide a copy of their asbestos removal control plan or safe work method statement, a copy of the notification forms to the regulator (as required), and a copy of any ACM and/or air monitoring sample results collected.							
* Nominated Officer provides a blank copy of the ACM Disposal Form (http://www.govnet.qld.gov.au/asbestos/Documents/form-asbestos-disposal.xls) to the service provider.							
Asbestos Assessor or Independent Competent Person:							
Name (Print):		Signature:		Date:			
Organisation:		Asbestos Assessor Licence No. (if applicable):		Date:			
Clearance Inspection Time:							
1. Asbestos removal work means work involving the removal of an item of ACM, includes maintenance tasks such as cutting penetrations.		Date:		Time:			
2. Defined by the Workplace Health and Safety Queensland (WHSQ) Code of Practice 2011 – How to Safely Remove Asbestos.							
3. COMPLETION – Area available for reuse. The work described has now been completed. The work was carried out in accordance with all relevant statutory requirements and the safe work method statement or asbestos removal control plan (where required), details in the 'Asbestos Information' section (A) above are complete and has been signed by a licensed asbestos assessor or independent competent person in 'Clearance' section (B) where applicable. The work area has been thoroughly cleaned and inspected and is now available for return to normal use.							
Service provider Name (Print):		Signature:		Date:			
Name of organisation:		Signature:		Date:			
Client:							
Note: This section of the Permit is only acknowledgement that advice has been received from the Service Provider that the work has been completed and the work area is available for return to normal use.							
I have been advised that: i) the work is complete ii) the area has been left in a clean and tidy condition, and iii) access is no longer required. This Permit is now closed.							
Name of organisation:		Signature:		Date:			
OFFICE USE ONLY <input type="checkbox"/> This permit has been created and closed-off in the Built Environment Materials Information Register (BEMIR)							
Note: All documentation associated with this Permit (clearance certificates, waste transfer certificates, analysis results, etc.) must be kept as a hardcopy in the Asbestos Management Plan or in accordance with departmental record retention procedures, and saved with this Permit in BEMIR utilising departmental naming conventions where required for future reference purposes.							

June 2021

Page 2 of 3

Asbestos W&AP