

Asbestos – containing materials – Work Area Access Permit process (WAAP)

1. Purpose

This document outlines the mandated process required to be followed in the event that asbestos-containing materials (ACM) are to be disturbed in any work to be done in West Moreton Hospital and Health Service (West Moreton) facilities. Use of the Work Area Access Permit (WAAP) process will minimise an identified risk associated with the inhalation of asbestos fibres.

2. Scope

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

3. Statement / Commitment

West Moreton is committed to controlling the risks associated with asbestos related materials at all facilities by:

- taking a risk based approach to the detection of asbestos related materials
- embedding and promoting safety culture and risk assessments prior to undertaking any works
- developing and implementing awareness at all sites in the location of asbestos
- undertaking audits by external subject matter experts, evaluating and reporting chances via the CMMS system
- ensure everyone's responsibilities for asbestos containing materials are clear.

4. Principles

This document was developed with the guiding principles:

- accessible asbestos records available at each site
- aimed at reducing the risk associated with asbestos works, removal, etc.
- undergo regular reviews to ensure ongoing safety of asbestos related materials.

5. Process

A WAAP is written and signed authorisation granting conditional access to a specific work area for the purpose of carrying out work or other activity which may potentially disturb ACM. A Work Area Access Permit (WAAP) must be completed. WAAP forms are available from the Infrastructure and Assets Project Manager or Maintenance Manager.

5.1 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).

Permit templates should preferably be printed from CMMS. However, if CMMS generation is not possible, a blank master copy is available from the Maintenance Office. Details from the hard copy are to be entered into CMMS at the earliest convenient time.

Work details shall be agreed and entered by the Infrastructure and Assets Project Manager or Facility Maintenance Manager and the service provider.

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

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

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.

5.2 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.

5.3 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 should 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.

Storage of all asbestos-related paperwork is required for 100 years after the completion of the work.

6. 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.

	<ul style="list-style-type: none"> Assists in the development and ongoing maintenance of Asbestos Registers, completion of self-assessments and other assurance activities, including coordinating resources and staff and patient/consumer engagement as required. Scans the internal and external environments to identify potential threats to West Moreton.
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 a iCMMS Request for any works required.

7. Non-Compliance

Staff are obligated to adhere to the policies, procedures and work instructions. Breaches will be reported to the Occupational Health and Safety (OHS) Unit who will report a notifiable event to all relevant parties as per [Reporting of Notifiable Incidents \(Severity Assessment Code 1\) Work Instruction](#). The event will be managed in accordance with the requirements specified in the [Compliance Management Policy/Procedure](#). A workplace incident must also be reported via RiskMan.

8. Definition/s

Term	Definition
Accountable Person	A person responsible for oversight, including establishment of appropriate systems, processes or resources to ensure compliance with assigned compliance requirements are associated obligations.
Assurance	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).
Breach	Sometimes referred as non-compliance, occurs when West Moreton 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	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	Register that identifies the exact location of the asbestos related material.
Responsible Person	Nominated senior officer (Senior Maintenance and Facilities Manager or delegate) responsible for monitoring compliance.


9. Monitoring and Evaluation

What will be monitored	<ol style="list-style-type: none"> 1. Awareness and competence. 2. Compliance. 3. Results and recommendation from internal and external assurance activities.
How (method)	<ol style="list-style-type: none"> 1. Three yearly audits undertaken by external subject matter expert. 2. Record and action recommendations as required from the audits. 3. Annual review of Policy. 4. Monitoring of asbestos related materials
Frequency	Three yearly audits undertaken by external subject matter expert.
Responsible officer	Senior Maintenance and Facility Manager or their delegate, in consultation with key stakeholders including Engineering staff from Infrastructure and Assets.
Reporting to	Manager Infrastructure and Assets

10. Related West Moreton Documents

Policy and Procedure Documents	<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"> • Not applicable
Other	<ul style="list-style-type: none"> • iCCMS • Policy, Procedure and Work Instruction Staff Sign-Off Sheet

11. 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 Safely 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	 Standard 15: Corporate Systems & Safety
Other Standards	<ul style="list-style-type: none"> • Not applicable

12. References and Resources

West Moreton Hospital and Health Service Asbestos Management Plan

Workplace Health and Safety Queensland 2016, [Management of asbestos incidents – Guide to agency response and management of events involving asbestos containing material](#)

13. Development, Revision and Approval History

ID & Version No.	Approval Date	Effective Date	Review Date	Document Custodian/Author	Endorsing Committee	Approval Authority
WMHHS201511 1	01/06/2015	01/06/2015	01/06/2017	Manager Infrastructure and Assets	Not applicable	Chief Finance Officer
	Summary of changes					
<input checked="" type="checkbox"/> New						
ID & Version No.	Approval Date	Effective Date	Review Date	Document Custodian/Author	Endorsing Committee	Approval Authority
WMHHS201511 2	19/03/2018	21/03/2018	19/03/2021	Manager Infrastructure and Assets	Not applicable	Chief Finance Officer
	Summary of changes					
<input checked="" type="checkbox"/> Scheduled review, minor changes including: updating to the new template.						

14. Key Words

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

15. Appendices

Not applicable