



Church@TheGabba – PO Box 8093, Woolloongabba, Qld, 4102 – (07)38919210 – office@gabbachurch.org

## ASBESTOS POLICY

### Purpose

The health, safety and well-being of members and adherents of Church@theGabba is the Church's highest priority. This commitment includes ensuring that any Asbestos Containing Material (ACM) found in Church-owned facilities is managed in such a way as to minimise the risk to all staff, members, adherents, visitors, contractors and service providers who access or use church facilities.

### Preamble

Under workplace health and safety laws, the Church is required by legislation to develop an Asbestos Management Plan (AMP) for workplaces under its management and control.

In the vast majority of cases, ACM is safe. If ACM is left undisturbed and is in a sound condition, studies show that it does not pose a health risk. An effective strategy for the management of asbestos-related matters and any associated potential risks to health and safety is to minimise the risk through the development of an Asbestos Management Plan (AMP).

This Asbestos policy for Church@TheGabba facilities details:

- the location of the Asbestos Management Plan;
- review requirements for the Asbestos Management Plan; and
- roles and responsibilities of all staff, members, adherents and visitors for the reporting and management of ACM in the Church facilities.
- processes for managing an asbestos-related incident.

### Asbestos Management Plan

An Asbestos Management Plan has been prepared for the Church and is available to view from the Church office.

This plan will be made readily accessible and available for consultation by building occupants, service providers (e.g. contractors and service personnel) and any other persons whose work or activities may have the potential to disturb ACM, either accidentally or intentionally.

The Asbestos Management Plan will be reviewed every five years, or earlier if required by the Church Leadership.

### Policy

All work on Church buildings involving the removal, transport, disposal or otherwise potential disturbance of ACM, shall be performed in accordance with all relevant Commonwealth and State Acts, Regulations, Codes of Practice and industry standards.

## **Responsibilities**

The following responsibilities are provided for the implementation of this policy.

### ***Church staff, members, adherents and visitors***

- Adhere to any policies and procedures for the management of ACM.
- Inform the Management Plan Controller of any disturbance or concerns with any building materials.
- Not allow service providers access to carry out work without checking the Asbestos Register.
- Not allow service providers access to carry out work without signing an Asbestos Work Permit.
- Not to undertake any work, however minor, in areas known to contain ACM without explicit approval of the Management Plan Controller e.g. hanging pictures on walls, installing new curtains, etc.
- Not to undertake ANY work on ACM including make safe repairs.
- Attend asbestos training as required by Church Leadership.

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### ***Management Plan Controller***

- Review asbestos-related incidents and internal asbestos management procedures annually with the Policy Group and where appropriate, make recommendations which may support improvements to the Church's asbestos management procedures to the Church Leadership.
- Monitor any asbestos-related incidents to ensure appropriate management and follow-up actions are taken.
- Assist in development of asbestos awareness training.

### ***Church Leadership***

- Appoint the Management Plan Controller.
- Present the asbestos awareness training annually to all staff and Ministry Leaders.
- Ensure an asbestos training register is maintained.
- Ensure the asbestos register and the asbestos management plan is readily available to all staff, members, adherents, visitors and service providers.
- Ensure stickers are attached to all asbestos containing surfaces.
- Ensure records relating to the use or presence of asbestos in Church buildings are kept for an appropriate period.
- Ensure the Asbestos Register and Asbestos Management Plan is reviewed every five years, or less if required.
- Consider the extent of work and potential risks relating to any activities to be undertaken where ACM is known to be present and where considered necessary brief everyone (including cleaners) to ensure they are aware of these activities.
- Ensure Section 13 of the Asbestos Management Plan detailing the PCBU and Management Plan Controller are filled out as changes occur.

## **Managing Risk Associated with ACM**

The risk associated with ACM will be managed through the implementation of this policy, and the management and ongoing maintenance of the Asbestos Management Plan and the Asbestos Register.

### ***1. Training***

The Church Leadership will ensure that training is provided to staff and Ministry Leaders annually so they are aware of the Asbestos Register, the Asbestos Management Plan, this policy, the location of important documents and their responsibilities in regard to asbestos.

The asbestos training register will be completed after each training event and will detail the date and time of training, and the names of attendees. This register will be signed by those attending training.

## 2. Identification and registration of ACM

The *Work Health and Safety Regulation 2011* states a person with management or control of a workplace must ensure the presence and location of asbestos or ACM identified at the workplace is clearly indicated.

In addition to existing ACM control measures, ACM warning signage will be installed and maintained in all Church facilities to comply with Work Health and Safety legislation. All known asbestos will be recorded in the Asbestos Register. Stickers are displayed on all known asbestos containing material.

## 3. Contractors

All contractors or service providers working on or in Church facilities must comply with the Asbestos Management Plan, including any requirement for an Asbestos Work Permit.

## 4. Records

Illnesses associated with exposure to asbestos can occur a long time after exposure occurs. Records relating to the following will be kept in a secure location indefinitely:

- Asbestos Management Plans as reviewed and updated;
- Asbestos Register as reviewed and updated;
- asbestos training records;
- asbestos incident reports; and
- asbestos work permits.

## Incident Reporting

An Asbestos Incident Report is required for ALL assumed or confirmed ACM related incidents. Typical situations include:

- accidental damage to any ACM (e.g. sheeting cracked due to collision with wall);
- disturbance of ACM during work that was not carried out in accordance with the safe work practices; and/or
- discovery of previously unknown ACM, e.g. asbestos debris in walls or ceiling.

Key processes if accidental damage occurs to any relating to assumed or confirmed ACM during the course of usual facility operations:

- staff, members and visitors must immediately vacate the room or area and follow the Church procedures.
- Access to the area should be restricted until the damage can be assessed, and advice obtained on recommended short and longer term remedial actions.
- Incidents relating to assumed or confirmed ACM must be reported to the Property Manager / church leadership.

If accidental damage occurs to assumed or confirmed ACM during the course of building works, the service provider must stop work immediately in the area where the incident occurred, fill out the appropriate section on the Asbestos Work Permit and inform the Management Plan Controller as soon as practicable.

The Management Plan Controller will notify the Church Leadership of the incident and notify Workplace Health and Safety as required.

## Definitions

<i>ACM</i>	means asbestos containing material.
<i>AMP</i>	means asbestos management plan.
<i>Asbestos Register</i>	means the register used to record the presence (or assumed presence) and removal of ACM. Asbestos registers can be obtained from the electronic BEMIR.
<i>Church</i>	means <b>Church@TheGabba</b> and also includes the associated ministries and activities of the church and The Mustard Seed.

*Church Leadership* means primary governing group of the church such as the Church Council, elders or deacons.

*Management Plan Controller* means the person appointed by the Church Leadership as the Management Plan Controller, and listed as such in section 13 of the Asbestos Management Plan for the Church facilities.

*Volunteer* means someone who is working in an unpaid capacity as part of a planned program of activity at the Church. This includes any Church members, adherents, friends or others who may offer their services at Church@TheGabba, The Mustard Seed and other Church activities and ministries from time to time.

*Work Permit* means an Asbestos Work Permit as detailed in the Asbestos Management Plan.