



## **AMP 007**

# **ASBESTOS MANAGEMENT POLICY**

<b>VERSION</b>	<b>DATE REVIEWED</b>	<b>CHANGE SUMMARY</b>
1	16/5/17	M Ward GM Operations
1.1	16/11/18	M Ward GM Operations
1.2	6/5/19	M Ward GM Operations
1.3	7/5/20	M Ward GM Operations
1.4	7/5/21	M Ward GM Operations
1.5	7/5/22	M Ward GM Operations (reviewed)

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## **1. AUTHORISING AUTHORITY**

The Board has delegated authority to the Chief Executive Officer (CEO) for approval of all operational policies, including this policy.

The General Manager Operations is responsible for administering this policy.

## **2. PURPOSE / BACKGROUND**

This policy outlines how CHC aims to protect the health and safety of tenants, staff, contractors, neighbours and others by minimising their risk of exposure to hazardous substances, such as asbestos fibres, in our properties.

CHC employees, tenants and contractors have a responsibility to notify and report potential hazards in CHC properties when they become aware of them so appropriate steps can be taken to resolve/rectify the issue.

## **3. POLICY DETAIL**

CHC will manage exposure to hazardous materials, such as asbestos; investigate reports of a disruption to the material and take reasonable actions to protect the health of our tenants, employees, contractors and the immediate surrounding community.

CHC will actively do this by the following actions:

- Encouraging our tenants, employees and contractors to report any hazardous materials, such as materials containing asbestos that are located in our properties.
- Tenants will be provided an asbestos fact sheet at the commencement of their lease to help identify any risks.
- Staff report and take appropriate steps to resolve potential hazardous material risks in properties, when they become aware of them.
- Investigating complaints of unsafe work practices by contractors handling hazardous materials.
- Ensuring any maintenance or demolition work conducted by either CHC's Asset or Development teams that may house hazardous materials, is done safely and by appropriately qualified contractors.
- Determining which properties may contain hazardous materials, especially asbestos through CHC's property review process.
- Requiring contractors and members of the Assets team to be appropriately trained in Asbestos awareness and its safe removal.
- Requiring contractors to use safe work methods and appropriate supervision of work to ensure that Workplace health and safety legislation is fully complied with.

CHC will keep an asbestos register in place upon the discovery of any hazardous materials, including mitigation strategies, to tenants and adjoining neighbours. Where it is not known CHC will work to the principle that asbestos may be present in all homes over 40 years old.

#### **4. FURTHER ACTIONS**

If CHC, after assessment determines asbestos removal is required, all works will be carried out in accordance with Work Safe ACT practices and include the following:

- The licensed asbestos removalist (either CHC or enlisted contractor) will give written notice to WorkSafe ACT at least five days before removal work is commenced.
- Where asbestos must be removed immediately, the licensed asbestos removalist must telephone WorkSafe ACT and submit the form within 24 hours of the telephone notification.
- CHC at all times will follow instructions given by WorkSafe ACT.

#### **5. REVIEW**

The Policy is to be reviewed annually or when deemed appropriate.