

## Appendix D:

# Asbestos management plan (example)

The [Health and Safety at Work \(Asbestos\) Regulations 2016](#) require an up-to-date asbestos management plan for a workplace where asbestos or asbestos-containing material (ACM) is identified, or is likely to be present.

A Person Conducting a Business or Undertaking (PCBU) with management or control of the workplace must ensure that a written asbestos management plan is prepared. The regulations specify what information must be in the plan.

You can use this template to develop an Asbestos Management Plan. (**Note:** A **separate** demolition and refurbishment survey is required to identify asbestos before [demolition or refurbishment](#) is carried out at a workplace).

### Questions 1-7 must be completed.

The plan should help you to keep everyone healthy and safe. Keep it short, simple and easy to understand.

It must be easy for the following people to access:

- workers and their representatives (such as Health and Safety representatives), and
- PCBUs working, or requiring work to be carried out, at the workplace.

### WorkSafe information

[Asbestos management plans](#)

[Management and removal of asbestos](#)

**You must engage and consult with workers when you are identifying hazards and working out how to manage risks.**

## 1. The workplace

If asbestos or asbestos-containing material (ACM) is identified at your workplace, a PCBU with management or control of the workplace must make sure that both the presence and the location of asbestos material is [clearly indicated](#)

If the building owner and the tenant/s share management and control of the workplace, then they share the [overlapping duty](#) to prepare the asbestos management plan.

This asbestos management plan covers the management of asbestos and any asbestos-containing material (ACM) at:

(business name and street address of workplace)

If your organisation has other physical addresses (workplaces in a different location to the one above) you need to **prepare site-specific documents for each location**.

### PCBU with management or control of the workplace

This could be the building owner, who should know where the asbestos or ACM is located in the building or structure.

Name:
Position/job title:
Email:
Mobile phone:

## 2. Plan preparation and review

### Plan prepared by

Name:
Position/job title:
Email:
Mobile phone:
Date: DD / MM / YEAR
Version:

### Reviewing and revising this plan

The PCBU with management or control of the workplace must review and (if necessary) revise this asbestos management plan if:

- an asbestos control measure is reviewed
- asbestos at this workplace is removed, disturbed, sealed or enclosed
- five years have passed since the plan was last reviewed
- the plan is no longer adequate for managing the asbestos risks, for example, if new asbestos is identified or a previously inaccessible area is now accessible
- a worker representative requests a review under [regulation 14 of the Health and Safety at Work \(Asbestos\) Regulations 2016](#)

Date/s this plan has been reviewed/revised:

DD / MM / YEAR	DD / MM / YEAR
DD / MM / YEAR	DD / MM / YEAR
DD / MM / YEAR	DD / MM / YEAR
DD / MM / YEAR	DD / MM / YEAR

### 3. Identification of asbestos or asbestos-containing material

Identify where asbestos or asbestos-containing material (ACM) is found, or is likely to be found, in your workplace, for example, in which wall, room, building or other structure.

- You can also attach photos, drawings or site plans that show where the asbestos is located. (Insert or attach documents to this plan. See the site plan example on the last page of this template.)
- Include any places where the asbestos is not easily reached.

Fill out the table on the following page(s), including details about the decisions, and reasons for decisions, about how the risk of exposure to asbestos/ACM is managed. If you do not know which buildings, structures or products at your workplace contain asbestos/ACM, or where it is located, it is recommended that an asbestos survey be carried out by a competent person such as an asbestos surveyor.

WorkSafe information: [Managing asbestos risks](#)

BUILDING OR STRUCTURE CONTAINING ASBESTOS/ACM	PRODUCT/ITEM CONTAINING ASBESTOS/ACM	TYPE OF ASBESTOS/ACM	ESTIMATED VOLUME OR AREA	FRIABLE OR NON-FRIABLE?		DESCRIBE CONDITION	HOW RISK OF EXPOSURE TO ASBESTOS/ACM WILL BE MANAGED	REASONS  Explain why each control measure was chosen  If no action is required, explain why	TIMEFRAME FOR COMPLETION  (DD/MM/YYYY)	METHOD OF IDENTIFICATION  How was the asbestos/ACM identified? - Asbestos survey (attach a paper copy or an electronic copy to the back of this form) - Assumption - Other method (explain below, for example: asbestos is indicated on building plans)
				Friable*	Non-friable†					
<i>Plant Room 1 Ground Floor Steel Pipe Factory - main building, 555 Korowai Ave, Rīlburne</i>	<i>Compressed wall sheeting</i>	<i>White (chrysotile)</i>	<i>34m<sup>2</sup></i>	<input type="radio"/>	<input checked="" type="checkbox"/>	<i>Good condition, painted, no damage evident</i>	<i>No control measure needed as very low risk of exposure</i>	<i>No action needed because asbestos is stable and unlikely to be damaged</i>	<i>10/10/24 Review due five years after plan developed</i>	<input type="radio"/> Assumption <input type="radio"/> Asbestos survey (attach copy to back of form) <input checked="" type="checkbox"/> Other method (indicated on building plan)
<i>Level 2 Copier Room Inkmo Print 210 Snoote Street Wellington</i>	<i>Behind wall with tall windows</i>	<i>Type unknown - assumed</i>	<i>20m<sup>2</sup></i>	<input type="radio"/>	<input checked="" type="checkbox"/>	<i>Unknown</i>	<i>No control measure needed as very low risk of exposure</i>	<i>No action needed because asbestos is stable and unlikely to be damaged</i>	<i>10/10/24 Review due five years after plan developed</i>	<input checked="" type="checkbox"/> Assumption <input type="radio"/> Asbestos survey (attach copy to back of form) <input type="radio"/> Other method (if other is selected, please type here)

\* Friable asbestos is in powder form, or able to be crumbled, crushed, or reduced to a powder by hand pressure when dry.

† Non-friable asbestos is not in powder form, and is not able to be crumbled, crushed, or reduced to a powder by hand pressure when dry. It includes asbestos and ACM containing asbestos fibres reinforced with a bonding compound, such as asbestos cement sheet in good condition.

BUILDING OR STRUCTURE CONTAINING ASBESTOS/ACM	PRODUCT/ITEM CONTAINING ASBESTOS/ACM	TYPE OF ASBESTOS/ ACM	ESTIMATED VOLUME OR AREA	FRIABLE OR NON-FRIABLE?		DESCRIBE CONDITION	HOW RISK OF EXPOSURE TO ASBESTOS/ ACM WILL BE MANAGED	REASONS  Explain why each control measure was chosen  If no action is required, explain why	TIMEFRAME FOR COMPLETION  (DD/MM/YYYY)	METHOD OF IDENTIFICATION  How was the asbestos/ ACM identified? <ul style="list-style-type: none"> <li>- Asbestos survey (attach a paper copy or an electronic copy to the back of this form)</li> <li>- Assumption</li> <li>- Other method (explain below, for example: asbestos is indicated on building plans)</li> </ul>
				Friable*	Non-friable†					
				●	●				DD / MM / YEAR	<ul style="list-style-type: none"> <li><input type="radio"/> Assumption</li> <li><input type="radio"/> Asbestos survey (attach copy to back of form)</li> <li><input type="radio"/> Other method</li> </ul>
				●	●				DD / MM / YEAR	<ul style="list-style-type: none"> <li><input type="radio"/> Assumption</li> <li><input type="radio"/> Asbestos survey (attach copy to back of form)</li> <li><input type="radio"/> Other method</li> </ul>
				●	●				DD / MM / YEAR	<ul style="list-style-type: none"> <li><input type="radio"/> Assumption</li> <li><input type="radio"/> Asbestos survey (attach copy to back of form)</li> <li><input type="radio"/> Other method</li> </ul>
				●	●				DD / MM / YEAR	<ul style="list-style-type: none"> <li><input type="radio"/> Assumption</li> <li><input type="radio"/> Asbestos survey (attach copy to back of form)</li> <li><input type="radio"/> Other method</li> </ul>

# Asbestos management plan (example)

How are you indicating the presence and location of asbestos/ACM to the people at this workplace who need to know that it is there? For example, people whose work could expose them to respirable asbestos fibres?

(You can choose how to indicate that asbestos/ACM is present and where it is. For example, make an asbestos record, put a sign on the nearest door, use labels, or mark it on a site plan (see the example on the last page of this template). Make sure people know where to find this information or are given it before they start work.)

Action:

Name and role of person/s responsible:

Action:

Name and role of person/s responsible:

Action:

Name and role of person/s responsible:

## WorkSafe information

[Meeting the duty to indicate the presence and location of asbestos at work](#)

## 4. Procedures for managing incidents or emergencies involving asbestos or ACM

How will incidents or emergencies involving asbestos/ACM be managed?

Action:

(For example, stop work immediately, secure and evacuate work area, contact site manager. Add additional steps – see your workplace emergency plan for details.)

Name and role of person/s responsible:

## WorkSafe information

[Workplace emergency plans](#)

# Asbestos management plan (example)

## Main contact person/s for incident/emergency management

(for example, site manager, facilities manager)

Name:
Position/job title:
Email:
Mobile phone:

Name:
Position/job title:
Email:
Mobile phone:

## 5. Procedures for recording details of incidents or emergencies involving asbestos or ACM

After you have handled an incident or emergency, make sure that everyone at the workplace knows what happened and how to prevent a similar event happening again.

How and where will information about incidents or emergencies be recorded:

(For example, in a database or other electronic record, in a risk register, in a site diary or notebook.)

## 6. Workers carrying out work involving asbestos - information and training

The information and training workers require will depend on the work to be done, how much supervision workers need, the type of asbestos in your workplace, and the risk of exposure.

Licensed asbestos removal work can only be carried out by a licensed removalist who has completed certified training

### Information and training

What information and training **has already been provided** to workers carrying out asbestos-related work:

(For example: asbestos awareness training, safe work methods, site-specific instructions, what PPE equipment is required (see Section 14 of Management and removal of asbestos))

What information and training **is still to be provided** to workers carrying out asbestos-related work?

(For example: asbestos awareness training, safe work methods, site-specific instructions.)

### WorkSafe information

Training for workers doing work involving asbestos (excluding licensed asbestos removal workers)

**Work with asbestos/ACM should be supervised** so that it is carried out safely. Supervisors should:

- check that workers have - 'site awareness' - including knowing the locations of asbestos/ACM indicated in this Asbestos Management Plan, so they can avoid disturbing asbestos in or near the work area
- explain what to do in an emergency involving asbestos.

## 7. Workers' roles and responsibilities

- a. Identify each **worker (for example employee)** carrying out work involving asbestos/ACM. Briefly describe each worker's role and responsibilities. For example: boiler room maintenance; plumbing work involving pipes and lagging.

**Note:** If the worker is a contractor or sub-contractor, then enter their details in section (b).

Name:
Position/job title:
Responsibilities: (tasks/main activities)

Name:
Position/job title:
Responsibilities: (tasks/main activities)

Name:
Position/job title:
Responsibilities: (tasks/main activities)

- b. Identify each contractor or sub-contractor carrying out work involving asbestos/ACM. Briefly describe their role and responsibilities. For example, electrician replacing the switchboard panel, technician working in lift shaft.

This information must be updated each time a contractor or sub-contractor is working on your site.

Name on site:
Position/job title and company:
Responsibilities: (tasks/main activities)
Date: DD / MM / YEAR

Name on site:
Position/job title and company:
Responsibilities: (tasks/main activities)
Date: DD / MM / YEAR

Name on site:
Position/job title and company:
Responsibilities: (tasks/main activities)
Date: DD / MM / YEAR

## 8. Worker health monitoring

Note: The requirement for worker health monitoring applies only to certain workplaces. Health monitoring must be provided for workers who may be exposed to asbestos while carrying out certain types of asbestos-related work.

Get advice about whether health monitoring is required for workers, taking into account:

- their exposure to asbestos/ACM
- how long they have been exposed to it
- the type of work that they do
- the level of risk or potential risk to health and safety
- whether respiratory protective equipment (RPE) is being used to manage risk.

An occupational hygienist on the [HASANZ Register](#) can provide advice.

If health monitoring is required for your workers, what health monitoring has been - or will be - carried out?

WorkSafe information

[Health monitoring](#)

### **9. You can choose whether or not to include more information**

It is good practice to keep written notes about asbestos-related results, records or other documents relating to this plan. For example: schedules for completing asbestos work, air monitoring test results, asbestos survey results, training records.

You can add photos, site plan/s (remove or replace the following example), or other relevant documents here. Link to electronic files or attach printed or photocopied records.