

As a values led organisation Hume Community Housing is committed to referencing any policy decision against our values.

Hume's values are:

Determined to succeed
 Creators of connectivity

Builders of resilience
 Champions of change

1.0 Policy Statement

The purpose of this document is to define a policy for the management of the risk of exposure to asbestos containing material (ACM) within residential and office buildings owned and or managed by Hume Community Housing Association Ltd (Hume).

This policy document is to be read in conjunction with the Hume Asbestos Management Operational Procedure.

2.0 Scope

In broad terms, two types of asbestos are found in buildings, typically pre-dating 1990.

Non-friable asbestos means material containing asbestos that is not friable asbestos, including material containing asbestos fibres reinforced with a bonding compound.

This form of *Asbestos Containing Material (ACM)* is relatively common – generally found in pre-1990 Fibre Cement Sheeting, Wall linings, Eaves and Cladding as well as Vinyl Flooring and other such materials. If adequately maintained and not disturbed by drilling, sawing, sanding or other ‘pulverising’ processes, Asbestos Fibres are not typically released from such materials, health risks are consequently minimised.

Friable asbestos - means material that is in a powder form or that can be crumbled, pulverised or reduced to a powder by hand pressure when dry, and contains asbestos. This type of ACM is very much less common in domestic situations, typically found in high temperature applications such as boiler gaskets. There are examples in NSW however of ‘Loose Fill insulation’ containing Friable Asbestos.

Further reference should be made to; [Code of Practice How to Manage & Control Asbestos in the Workplace August201 \(SafeWork NSW\)](#)

When visiting, working or living in and around Hume property it is essential that the risk of exposure to asbestos is minimised, managed and controlled.

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This policy is intended to ensure that Hume complies with public expectation and relevant legislation and codes of practice regarding asbestos management and safety.

In the event of the discovery of ACM suspect by visual assessment and or confirmed by NATA testing; staff are directed to follow this policy and the Procedure- Asbestos Management.

SHMT Properties are governed by the Asset Management Framework (AMF). The AMF requires any activity which causes the accidental damage or identification of suspected ACM to follow the steps outlined in SHMT Operational Business Procedures – Asbestos - attached as Addendum 1 to the Hume Asbestos procedure.

3.0 References

Safe Work Australia and SafeWork NSW facilitate the referral of the following documents pertaining to asbestos management:

- WHS Act 2011
- WHS Regulation 2017
- Code of Practice How to Manage & Control Asbestos in the Workplace August 2019 (SafeWork NSW)
- Code of Practice How to Safely Remove Asbestos August 2019 (SafeWork NSW)
- Guidance note: Manage Asbestos in or on Soil March 2014 (SafeWork NSW)
- Code of Practice Demolition Work August 2019 (SafeWork NSW)
- Demolition of Structures AS2601 (2001)
- Asbestos Blueprint - A guide to the roles and responsibilities of Government agencies in NSW - Safework NSW, December 2017

4.0 Management Responsibilities

4.1 Statutory requirements

It is the overall responsibility of management to ensure that Hume properties comply with relevant legislation relating to the management of asbestos.

Hume as the person conducting and business or undertaking (PCBU) has a duty under to ensure, as far as practicable, the health and safety of its employees, tenants, consultants, contractors and visitors to its properties.

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5.0 Work Health & Safety Legislation

The principal legislative requirement for the management of asbestos is the WHS Regulation 2017 (namely Chapter 8).

Hume will:

- Assess if the property contains asbestos
- Where asbestos is present ensure a risk assessment is prepared
- Provide an Asbestos Management Plan including asbestos register for each property
- Act on recommendations in the asbestos register

The above requirements will be met by the following actions:

- Identification of the hazards present
- Assessment of the risks
- Identifying management systems required
- Ongoing monitoring
- Assumption of the presence of asbestos
- Creating and updating an asbestos register, to include location and condition
- Assess the risk for all identified locations
- A detailed asbestos management plan
- Review and monitor the asbestos management plan
- Providing relevant and useful information to our tenants, employees and contractors

Information from the asbestos register should be readily available to all interested parties.

6.0 Safe management of asbestos

Broadly the safe management of asbestos also requires the following:

- Carry out a suitable and sufficient assessment of the risks for all work activities
- Record the assessments
- Implement the necessary control measures
- Appoint competent persons
- Set up emergency procedures
- Provide information and training

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7.0 Reporting of accidents or dangerous occurrences

All employees and contractors of Hume are required by this policy to report an uncontrolled release of fibres and or damaged caused to suspect and or confirmed ACM.

8.0 Asbestos Management Sub Committee

Hume executive will establish an Asbestos Management Team to have responsibility for oversight of all aspects of asbestos management, surveying, awareness and control.

The Asbestos Management Team comprises:

- Senior Manager, Assets
- Program Managers (as directed by above)
- Other persons as directed

9.0 Managerial authority and responsibility

The Hume CEO has responsibility for ensuring the effective management of risks from ACM within all Hume properties.

The Asbestos Management Team are equally responsible for the management of the risks of exposure to asbestos.

All the Asbestos Management Team personnel will be made fully aware of their management responsibilities. They will be given information and instruction to properly understand and carry out their duties in accordance with Hume policies, procedures and relevant legislation.

The Asbestos Management Team shall be responsible for the oversight of site surveys as detailed in the Asbestos Management Operational Procedure document.

Management will provide immediate funding for emergency remediation work; other non-emergency works will be funded as detailed in the Asbestos Management Operational Procedure.

Management will ensure persons at all levels of the business are delegated with responsibility and will be competent to undertake the tasks to ensure risks associated with ACM are managed.

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10.0 General Provisions

Other safety rules, related documents and procedures

In addition to the application of this policy, other rules, policies and procedures issued by management or by other authorities shall be complied in accordance with management directions.

Where employees are required to work in areas not owned or controlled by Hume, this policy and its operational procedure will be used as a guide to safe working where there is a risk of exposure to asbestos.

11.0 Information and Instruction

Arrangements shall be made to ensure:

- That all employees are adequately informed and instructed regarding the identification, management and risk from exposure to asbestos.
- Any maintenance/refurbishment contractors are adequately informed and instructed regarding the identification, management and risk from exposure to asbestos.
- All tenants are adequately informed and instructed regarding the risk from exposure to asbestos.

12.0 Variation of this policy

No variation to this Policy or to the Asbestos Management Operational Procedure will be allowed except when there are changes in Legislation, Codes of Practice or other statutory documentation and after any incidents arising from the failure to apply this policy. This policy is subject to regular review.

13.0 Relevant Documents

- 13.1 Procedure – Asbestos Management
- 13.2 Social Housing Management Transfer
- 13.3 SHMT – AMF – Operational Procedures – Asbestos

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English	Arabic
If you need an interpreter to assist with this policy, please call the Translating and Interpreting Service (TIS National) for free on 131 450. Ask them to call Hume Community Housing on 02 9722 4300.	إذا كنت بحاجة إلى مترجم للمساعدة في فهم هذه السياسة، فيرجى الاتصال بخدمة الترجمة التحريرية والشفوية (TIS National) مجانًا على الرقم 131 450. واطلب منهم الاتصال بحوم هوم كومونيتي هاوسينج على الرقم 02 9722 4300.
Chinese	Vietnamese
如果您需要口译员协助翻译本政策，请拨打口笔译服务（TIS National）的免费电话131 450。请口译员致电02 9722 4300联系Hume社区住房。	Nếu quý vị cần một thông dịch viên để hỗ trợ về chính sách này, vui lòng gọi đến Dịch vụ Thông dịch và Phiên dịch (TIS National) miễn phí theo số 131 450. Yêu cầu họ gọi cho Công ty Nhà ở Cộng đồng Hume (Hume Community Housing) theo số 02 9722 4300.
Spanish	Assyrian
Si necesita la ayuda de un intérprete para entender esta política, contacte con el Translating and Interpreting Service o Servicio de Traducción e Interpretación (TIS National) llamando gratuitamente al 131 450. Pídale que llamen a Hume Community Housing al número 02 9722 4300.	بە سەپتەهەجە لێ ئێوە ئاڕێژێ ئێوەکە لەبەڕێوەچەن، ئێوەکە ئاڕێژێ ئێوەکە (Translating and Interpreting Service (TIS National)) ١٣١ ٤٥٠. پێتە ئێوەکە (Hume Community Housing) ٠٢ ٩٧٢٢ ٤٣٠٠.

TRANSLATION AND INTERPRETING SERVICE

If you are deaf or have a hearing or speech impairment, please contact the National Relay Service (NRS) on:

TTY: 133 677
 Then ask for 133 464
 Voice: 1300 555 727

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Summary of Changes

Version No.	Date:	Details of Changes
V001	11/07/2017	Initial Issue
V002	10/05/2019	Addition of SHMT requirements and reference New logo and fonts throughout Removed reference to Hume Housing to Hume Remove strategic statement Added two translation statements Removed numbering
	05/01/2021	Updated Scope

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