

SCU Asbestos Management – Field Guide

This quick reference guide summarises essential asbestos safety requirements for SCU staff, contractors, and students. Always refer to the full Asbestos Management Procedure (HRP03) and Asbestos Management Plan for detailed requirements.

1. Before You Start Work

- Check the Asbestos Register for the building or site.
- Confirm if the work area is listed as containing or potentially containing asbestos (ACM).
- If ACM is present or suspected – STOP – contact Property Services before proceeding.
- Ensure a Permit to Work is completed if entering a restricted asbestos area.

2. Safe Work Practices

- Only licensed asbestos removalists may remove ACM (A Class for friable, B Class for non-friable).
- Never drill, cut, sand, or disturb suspected ACM without authorisation.
- Use signage and barriers to restrict access around asbestos work areas.
- Follow the hierarchy of controls – elimination, substitution, isolation, engineering, administrative, PPE.

3. Air Monitoring and Clearance

- Air monitoring is required when friable ACM is removed or if exposure is uncertain.
- Work must not recommence until clearance is issued by a competent/licensed assessor.
- Clearance certificates must be kept on site and recorded in the Asbestos Register.

4. Emergency Response

- If asbestos is accidentally disturbed:
 - Stop work immediately.
 - Evacuate the area and isolate access.
 - Notify Property Services and WHS immediately.
 - Do not re-enter until clearance is provided.

5. Health and Records

- Report any suspected exposure in RiskWare immediately.
- Health surveillance (including chest X-ray) may be required under WHS Regulations.
- Exposure records must be kept for 40 years.
- Contractors must provide evidence of training and licences.

Emergency Contacts

- Property Services: [insert contact number]
- WHS Team: [insert contact number]
- Emergency Services: 000

⚠ Always assume materials contain asbestos unless confirmed otherwise. Never disturb suspected ACM without authorisation. Refer to the SCU Asbestos Management Plan and WHS team for guidance.