

Apply for Asbestos Removal Permit

Details of revisions			
Level	Details	Date	Initial
1	Creation of initial document for use	22/11/2018	MW
2	Minor amendment to wording within workflow	09/07/2019	MW

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1 Introduction

1.1 Purpose

This guide is intended for Curtin University's Contractors, Vendors, University Staff and Permit Managers, providing information into the role and process of applying for an Asbestos Removal Permit. The system is designed to prevent the occurrence of incidents or injury to contractors, staff and students; and prevent damage to the University Estate.

1.2 Inclusion Group

This guide is intended for any organisation engaged by Curtin University and nominated to the Contractor as the representative of the University.

2 Definitions

Term	Definition
Asbestos	The fibrous form of mineral silicates belonging to the serpentine and amphibole groups of rock-forming minerals, including actinolite, amosite (brown asbestos), anthophyllite, chrysotile (white asbestos), crocidolite (blue asbestos), tremolite or any mixture containing one or more of the mineral silicates belonging to the serpentine and amphibole groups.
Contractor	The Company engaged by Curtin University to perform work on the Estate.
Permit	Authorises person(s) to undertake works on the Estate.
Permit Applicant	The person who completes the Permit Application
Permit Manager	The person authorised by the University to manage the Permit process.
Project Manager	The person managing the Project on behalf of the University.
Risk Assessment	A systematic use of available information to determine how often specified events may occur and the magnitude of their consequences.
Risk Management	The systematic application of management policies, procedures and practices to the tasks of establishing the context, identifying, assessing, treating and monitoring risk.
Work Methodology	A statement submitted by the Contractor describing the tasks to be completed during works.
The Core	The Core is the Pedestrian Precinct in which vehicles are restricted between the hours of 9:00am-3:30pm.

3 Asbestos Removal Permit

3.1 Context

Prior to any asbestos removal an asbestos removal permit must be obtained with a minimum of two weeks' notice to ensure adequate review and approval time and will require certain documentation to be submitted, including:

- Asbestos Removal Permit (you will find this attachment on the permit online web form)
- Safe Work Method Statement
- Asbestos Removal Control Plan
- Asbestos Removal Location Plan
- Asbestos Removal Licence/s

Only organisations that are licensed and prequalified may undertake Asbestos Removal Works are Curtin University.

3.2 Stakeholder Consultation

Prior to application for an asbestos removal permit, the contractor is required to identify the relevant Curtin Stakeholders. This is an integral step to ensuring a permit can be approved. If the applicant is unsure of whom relevant Curtin Stakeholders may be it is important they liaise with their permit manager.

Stakeholder Group	Contact Details
Curtin Operations and Maintenance	9266 7100
Curtin Safer Community Team	9266 4444
Service Co-ord Centre (SCC)	9266 2020
Health, Safety and Emergency Management	9266 4900
Disability Services	disabilityservices@curtin.edu.au

3.3 Emergency Management

At all campuses in the event of a life threatening emergency dial 000, and give your exact location, if possible also call Curtin Security on 9266 4444.

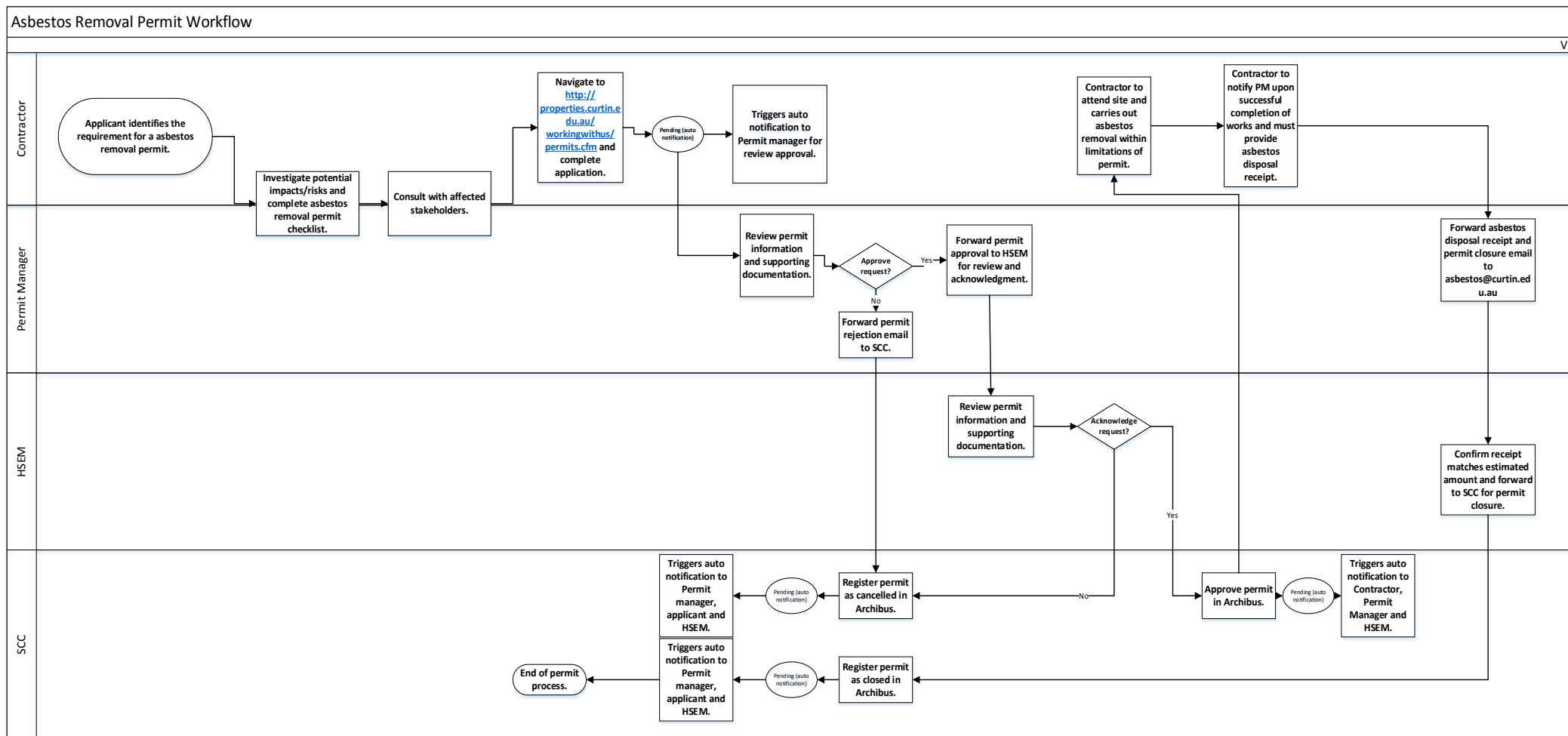
Prior to the commencement of work, Contractors are responsible for determining where emergency exits are, and determining the appropriate muster point location.

Contractors must familiarise themselves with position of nearest available fire extinguisher prior to commencing work.

4 Process for Applying for Asbestos Removal Permit

4.1 Workflow Diagram

The below flow chart demonstrates the process for applying for an asbestos removal Permit. This process is described in more detailed in [Section 4.2](#).



4.2 Procedure

Contractor Identifies Requirement for Asbestos Removal Permit

Accountability: Contractor

During the course of the Contractors work under the Contract, contractors may encounter a situation where an Asbestos Removal permit is required. When this occurs, the procedure within the above flow chart and within this process section is to be followed.

Investigate Potential Impact(s) of Asbestos Removal

Accountability: Contractor

The Contractor is responsible for carrying out all necessary investigations, as outlined in the Asbestos Management Plan.

Review Permit Application

Accountability: Permit Manager

The Permit Manger receives a forwarded 'Authorisation Requisition' email (with a unique Service Request ID), containing the Applicants completed online web permit application and supporting documentation. The Permit Manager reviews the form to determine applicant has a relevant requirement for works and has met all the requirements. When the Permit Manager is satisfied with the information provided the 'Authorisation Requisition' email is to be forwarded to asbestos@curtin.edu.au for final review and acknowledgment.

Review Permit Application

Accountability: HSEM

The Health and Safety Advisor receives a forwarded 'Authorisation Requisition' email (with a unique Service Request ID), containing the Applicants completed online web permit application along with approval from the permit manager. The Health and Safety Advisor reviews the form to determine applicant has a relevant requirement for works and has met all the requirements. When the Health and Safety Advisor is satisfied with the information provided the 'Authorisation Requisition' email is to be forwarded to the Service Coordination Centre (SCC) for final approval.

Attach Documentation & Approve Service Request

Accountability: SCC

On receipt of the authorisation email from the Permit Manager, the SCC calls up the relevant Service Request ID on Archibus. The SCC attaches the Supporting Documentation to the corresponding Service Request ID and clicks 'Approve'. This completes the 'Approve Service Request' function in Archibus.

Use of Asbestos Removal Permit

Accountability: Contractor

Upon receipt of the email notification containing the approved Asbestos Removal Permit, the Contractor must ensure that works are undertaken within the limitations of the authorised Permit.

Notify Permit Manager of Works Complete

Accountability: Contractor

The Contractor must quote the corresponding Service Request ID in the email along with disposal receipt of Asbestos, when notifying the Health & Safety that all works associated with the Permit have been completed.

Forward Works Complete Notification

Accountability: Health & Safety

Upon receipt of the 'Works Complete' notification email, Health & Safety will assess completion ensuring disposal compliance is adhered to, following assessment forward the email to the SCC and relevant stakeholders, notifying that all works associated with the Permit have been completed.

Register Permit Complete

Accountability: SCC

Upon receipt of the 'Works Complete' email, the SCC must register the Permit Number as 'Completed' in Archibus. Then the Permit Manager and Applicant will receive an automated email notifying that the Asbestos Permit has been registered as 'Completed'.

5 Documentation Requirements

All Asbestos Removal permits require the following attachments:

- Asbestos Removal Permit (This is available on the online permit web form)
- Asbestos Removal Control Plan
- Asbestos Removal Location Plan
- Safe Work Method Statement
- Asbestos Removal License/s

6 Reference Material

6.1 Related Tools

Archibus

6.2 Related Knowledge

Upon applying for Asbestos Permit, all applicants are required to understand and follow the below:

- [Curtin's Contractor Health and Safety Handbook](#)
- [Curtin's Risk Management Webpage](#)
- [Curtin's Asbestos Management Plan](#)

6.3 Associated Processes

- [Application for Isolations – Electrical, Mechanical, Fire](#)

7 Roles & Responsibilities Matrix

7.1 Legend

Legend	Key	Explanation
R1	Primary Responsibility	Responsible for directly actioning.
R2	Secondary Responsibility	Responsible for monitoring tasks performed by others.

7.2 Roles & Responsibilities Matrix

Responsibilities	Applicant	Permit Manager	SCC
Ensuring that any contractor, sub-contractor, their employees and University staff are aware of the requirement for an Asbestos removal permit, prior to any works being undertaken.	R1		R2
Information within relevant Guidelines and Procedures is understood and followed.	R1		
Undertaking all relevant preliminary investigations including Work Methodology, Risk Management Plan and Location Plan.	R1	R2	
Consulting relevant Curtin University Stakeholders as identified by the Permit Manager, to verify impacts and actions necessary for management.	R1	R2	
Ensuring that no services/property is damaged during works to Curtin University, performed by the company responsible for the works.	R1	R2	
Including all information within the online permit application in order for the Permit Manager to adequately review the Permit.	R1	R2	
Identifying and coordinating resolution of deficiencies or areas requiring further clarification, following review of the Applicants online web form application.		R1	
Forwarding authorisation email and attachments approving the Permit application to the SCC.		R2	
Attaching supporting documentation to the relevant Service Request ID in Archibus and completing the 'Approve Service Request' function in Archibus.			R1
Ensuring the Contractor understands the Asbestos Permit prior to works commencing.	R2	R1	
Ensuring the Contractor has a full copy of the Permit in their possession at all times when works are occurring.	R2	R1	
Facilitation of an OSH Works Planning Meeting on site, prior to works commencing to discuss OSH risks associated with the contracted works and to determine adequate control processes to deal with risk occurrence.	R1	R2	

Responsibilities	Applicant	Permit Manager	SCC	Health & Safety
Confirming with each trade involved in the work that they have checked that the actions they plan to undertake will not damage any Curtin asset on the site causing injury (or) death, rather than assuming the tradespeople fully understand.	R2	R1		
During the works, take all necessary precautions to ensure services or any other assets on the Curtin estate are not damaged.	R2	R1		
Ensuring that works are only undertaken within the limitations of the authorised Permit, by the specified method and persons	R1	R2		
Proactively monitoring works progress, key milestones, and identifying risks and managing specific risk issues	R1	R2		
Intervening if any activities are likely to cause damage to Curtin assets (or) Injury / Death.	R2	R1		
Forwarding of a 'Works Complete' email quoting the corresponding Service Request ID to Health & Safety.	R1			
Forwarding the 'Works Complete' email to the SCC and relevant stakeholders, notifying that all works associated with the Permit have been completed.		R1	R2	R2
Completing the close out function in Archibus and registering the Permit as 'Completed'.			R1	

8 Document Types

Activity Register	A formal list of all Activities
Form	Logically structured document with a fixed arrangement of captioned spaces, designed for entering, extracting, or communicating the required information.
Plan	Written account of intended future course of action (scheme) aimed at achieving specific goal(s) or objective(s) within a specific timeframe.
Plant & Equipment Register	A formal list of all Plant & Equipment.
Procedure	A fixed, step-by-step sequence of activities or course of action (with definite start and end points) that must be followed in the same order to correctly perform a task.
Process	Sequence of interdependent and linked procedures which, at every stage, consume one or more resources (employee time, energy, machines, money) to convert inputs (data, material, parts, etc.) into outputs.
Process Map	A visual representation of a procedure defining information flows and connections to documents and other procedures.
Program	A plan of action aimed at accomplishing a clear business objective, with details on what work is to be done, by whom, when, and what means or resources will be used.
Report	A document containing information organized in a narrative, graphic, or tabular form, prepared on ad hoc, periodic, recurring, regular, or as required basis.
Review	Orderly recall of past information in summary form for its re-examination.
Risk Register	A formal list of all risks.
Spot Check	Unscheduled inspection at random intervals.