



Permit to Work Guide

Asbestos

This guide is intended for Curtin University's Contractors, Vendors, University Staff, Students, and Permit Managers*. The information contained in the guide is to assist Permit Applicants in successfully obtaining a permit by understanding Curtin's minimum requirements.

Permit Applicants will have control over the way work is undertaken and will be operating under their own safety management system. This includes the responsibility to put in place appropriate control measures to eliminate risks so far as is reasonably practicable, or, if it is not reasonably practicable to eliminate risks, to minimise health, safety, and operational risks, so far as is reasonably practicable.

**A Permit Manager is a person trained and authorised by Curtin University to approve permits.*

properties.curtin.edu.au/working-with-us

1

BEFORE PERMIT APPLICATION

1.1 Permit information

Asbestos Permit

To be issued for any activity involving removing, handling, remediating, disturbing asbestos or asbestos containing material (ACM). ACM is any material that as part of its design, contains asbestos. See Frequently Asked Questions (FAQ) for more information.

Examples:

Removal, minor refurbishment or maintenance work involving material confirmed or suspected to contain asbestos (friable or non-friable).



Please note:

Permit to be submitted minimum **10 business days** prior to commencement of activity, a longer notice period is strongly encouraged.

1.2 Ensure:

Contractor Company Status is COMPLIANT on Rapid Global.

Worker(s) have completed induction(s) for Curtin University.

Contractor Company and worker(s) hold required licences and competencies for asbestos removal work as per legislation.



1.3 Plan & Consult

Discuss works with Permit Manager and review Curtin Asbestos Management Plan (AMP).

Obtain Curtin Asbestos Materials Register (AMR) to identify any presence of ACM.

Confirm if a Demolition or Refurbishment Survey is required for scope of works.

Based on the scope, determine required documents, training, licences and control measures.

MUST use asbestos licenced contractors who are pre-qualified on Rapid for asbestos work.



2

LODGING PERMIT APPLICATION

2.1 Submit Application

<https://properties.curtin.edu.au/working-with-us/permits/>

Location Plan of where asbestos works will be done.

Risk Management Plan or **Safe Work Method Statement (SWMS)**.

Asbestos Removal Control Plan (include copies of **Asbestos Removal Licences**).

Completed Asbestos Removal Permit Checklist (from Properties website).



Please note:

Contact **Curtin Health & Safety Team** (email: asbestos@curtin.edu.au or call 9266 4900) for any asbestos related queries.

→ 2.2 Important

- Must use a WorkSafe WA licenced (Class A or Class B) contractor for asbestos works.
- All Asbestos Permit applications require an endorsement by the Curtin Health & Safety team.
- Following all licensed asbestos removal work, the Person who has engaged the asbestos removalist is responsible for providing a clearance certificate issued by an independent competent person (i.e an occupational hygienist), prior to re-occupation of removal area.



Please note:

Submission of permit does not constitute an approval. No works are to commence until approval notice email is received.

2.3 Issue Permit

Permit Manager approves permit when they are satisfied applicant has met all relevant requirements. The application will then automatically transition to 'Pending Technical Endorsement' on the system, where the Curtin H&S team will review and provide their endorsement.

When both approval and endorsement are received, the approved permit will be released to applicant.

Work may begin based on the documentation submitted with the application and in accordance with the conditions outlined in the issued permit.



AFTER PERMIT APPROVAL

3



3.1 Conduct Works

Permit Holder will have control over the manner in which work is undertaken and will be operating under their own safety management system to effectively manage risks involved.

If any issues arise, stop works and escalate to Permit Manager (note: not SCC). Works may only proceed once the issue is resolved.

Please note:

Immediately inform Permit Manager to notify Curtin Health & Safety team of all Worksafe WA site visits on campus.

AFTER WORKS ARE COMPLETED

4



4.1 Close Permit

Permit Holder to notify Permit Manager once all works pertaining to the permit are finished.

The space can be reoccupied after a Clearance Certificate has been issued by an independent third party consultant.

For ALL asbestos removal work, Permit Holder is to send through the following documentation to Permit Manager and Curtin Health & Safety team (email: asbestos@curtin.edu.au) to close the permit:

Clearance Certificate (supplied by third party independent of removalist. Can be same party who is conducting air monitoring)

Asbestos Waste Disposal Receipt

Air Monitoring result (except non-friable ACM located outdoors, i.e cable pit)

→ Frequently Asked Questions (FAQ)

1. What are the different types of asbestos?

- **Friable ACM** – asbestos material that is in powder form or that can be crumbled, pulverised or reduced to powder by hand pressure when dry, such as insulation or paper like backing on asbestos backed vinyl sheet flooring.
- **Non-friable ACM** – material containing asbestos that is not friable asbestos, including material containing asbestos fibres reinforced with a bonding compound. Examples of non-friable asbestos products include asbestos cement sheeting, roofing tiles, and vinyl floor tiles.
- **Suspected ACM** – material that is suspected as potentially being ACM, but has not been confirmed through laboratory analysis.

2. When do I need an Asbestos Permit?

- **Minor refurbishment/maintenance work** – cleaning, repairing or maintaining existing ACM. This type of work involves minor maintenance or repair tasks on **non-friable** ACM, such as drilling into or painting over the material. Where safe to do so, removal of ACM is preferred.
- **Removal work** – removing or disposing of existing ACM.
- **Exemption** – a permit is not required if the following conditions are met:
 - The work involves collecting a material sample solely for the purpose of a laboratory analysis to confirm the presence of asbestos, AND
 - A licenced asbestos removalist or competent person conducts the above activity, AND
 - A suitable risk assessment / SWMS has been completed.

Please note:

All licenced asbestos removal work must be reported to WorkSafe **5 days prior** to the asbestos removal.

3. What type of licences are required for removing asbestos?

- **Class A** – removal of any amount or quantity of asbestos or ACM, including:
 - i) **Friable** asbestos or ACM.
 - ii) any amount of Asbestos-containing dust or debris (ACD).
 - iii) any amount of **non-friable** asbestos or ACM.
- **Class B** – can remove:
 - iv) **Non-friable** asbestos or ACM.
 - v) any amount of ACD associated with the removal of **non-friable** asbestos or ACM.

→ Frequently Asked Questions (FAQ)

4. What are the requirements of air monitoring?

Air monitoring is required for all ACM removals at Curtin University, however exemptions may be granted by the Curtin Health & Safety team for **non-friable** ACM removals in outdoor locations based on the risk assessment submitted with the permit application.

The person who engaged the asbestos removalist is also responsible for engaging an independent and competent third party to perform air monitoring.

Air monitoring is to be undertaken by an independent third party (from removalist), to maintain independence from the asbestos removal licence holder and from the asbestos removal work.

5. What is a Clearance Certificate?

A clearance certificate is a formal document issued by an independent competent third person, usually a licensed asbestos assessor or an occupational hygienist, after the completion of an asbestos removal project.

The clearance certificate must be in writing and state the competent person found no visible asbestos residue from asbestos removal work in the area, or in the vicinity of the area, where the work was carried out.

6. What is a Disposal Receipt?

Transport and disposal of asbestos waste must be in accordance with all relevant State legislation and guidelines.

All ACM must be disposed at a licensed or registered disposal site which is authorised to accept asbestos waste.

Receipts for the disposal of ACM should be retained by the disposal client and a copy passed on to Curtin University, so that there is audit trail for tracing the removal of ACM from originating site to waste disposal site.

Records must be kept to confirm that ACM waste has been disposed appropriately.

7. Where can I go to find examples and get more information?

Additional resources on asbestos is available on the Worksafe WA website and the Curtin University Asbestos Management Plan (AMP) can be accessed from the Curtin Health and Safety team's website.