RANGITĪKEI DISTRICT COUNCIL

ASBESTOS MANAGEMENT STANDARD OPERATING PROCEDURE

Contractor Access – Areas Containing Asbestos

Contractor Access – Areas Containing Asbestos Standard Operating Procedure – SOP

As expected due to the age of some RDC buildings, asbestos has been identified in some building materials such as flooring and ceilings. In most cases, this asbestos is non-friable (bonded asbestos) and is contained.

In any case where there is potential for friable asbestos (loose and airborne fibres) to be present such as in the underfloor area of the High Street Offices in Marton, access is restricted and strictly controlled.

1. PURPOSE

The purpose of this SOP is to ensure Rangitīkei District Council (RDC) contractors can safely access areas where asbestos is present without exposing staff or other persons to airborne asbestos fibres, in accordance with the Health and Safety at Work (Asbestos) Regulations 2016 (NZ).

2. SCOPE

This SOP applies to all contractors, subcontractors and maintenance personnel who need to:

- Access underfloor areas at the Marton Office (46 High Street) containing friable asbestos.
- Undertake work that may disturb other areas within RDC buildings containing non-friable asbestos such as ceilings, walls or flooring.

3. RESPONSIBILITIES

Contractor Manager (RDC Representative)

- Inform the contractor that asbestos is present in the area they will be working in.
- Provide the contractor with a copy of RDC's Asbestos Register and Asbestos Management Plan, or the relevant Asbestos Survey for the location.
- Confirm the scope of the work and whether asbestos may be disturbed.
- Ensure correct asbestos licence requirements are met by the contractor (meaning the contractor must hold a minimum of NZQA standard 29765 or 29766).
- Ensure isolation of work area from staff.
- Confirm appropriate protective clothing, equipment and respiratory equipment is used.
- Ensure clearance and re-occupation requirements (if any) are met.

Contractor

- Review the relevant Asbestos Management Plan and Asbestos Register or location Asbestos Survey before commencing work.
- Confirm whether work will disturb any asbestos containing materials.
- Provide evidence of appropriate asbestos licence (if required).
- Provide a job specific asbestos control plan.
- Use appropriate protective clothing, equipment and decontamination procedures.
- Prevent contamination of occupied areas.

4. PROCEDURE

(JOINT APPROACH BETWEEN CONTRACTOR AND RDC CONTRACT MANAGER)

Before Work Starts

- Check the Asbestos Register and Asbestos Management Plan or relevant Asbestos Survey.
- Identify whether material is friable (underfloor at the Marton Office) or non-friable.
- Determine whether the work is likely to disturb asbestos containing materials.
- Verify asbestos licence requirements (Class A for friable, Class B for non-friable).
- Schedule work outside normal hours where practicable.
- Install signage and restrict access.
- Isolate heating, ventilation, and air conditioning systems (HVAC) where required.

Underfloor Access at High Street Marton Office (Friable Asbestos Present)

Access only if necessary and authorised.

- Work must be conducted by Class A licensed contractor where friable disturbance is possible.
- Seal access point from interior.
- Use negative pressure enclosure if disturbance of asbestos is likely
- Ensure that there is no dry sweeping or compressed air involved in the activity
- Ensure appropriate PPE is used: Minimum requirement - type 5/6 disposable coveralls, P2/P3 respirator (fit tested), gloves, boot covers.
- Follow appropriate decontamination procedures and double-bag waste.
- Conduct clearance inspection (visual and air monitoring) before re-entering area.

Ceiling Work (Non-Friable Asbestos Containing Materials (ACM))

- Confirm type of asbestos containing material as per Asbestos Register/Survey.
- Use localised containment and wet methods.
- Use H-class (HEPA) vacuum.
- Minimum PPE: P2 respirator, disposable coveralls, gloves.

Flooring Work (Non-Friable ACM)

- Confirm area size and licence threshold.
- No sanding or grinding, without appropriate PPE, isolation and decontamination procedures.
- Use wet lifting methods.
- Double-bag and label waste.
- HEPA vacuum area after completion.

Protection of Staff Areas

- Physically separate work area from occupied areas.
- Use dedicated access route.
- Prevent fibre migration via HVAC or open pathways.
- Conduct clearance inspection before reopening.

5. EMERGENCY PROCEDURE

(ACCIDENTAL DISTURBANCE)

1. **Stop work immediately.**
2. **Isolate area and prevent access.**
3. **Notify Contractor Manager.**
4. **Engage licensed asbestos removalist.**
5. **Do not attempt to clean without proper controls.**

6. LINKS FOR CONTRACTORS AND CONTRACTOR MANAGERS

(WORKSAFE NZ ASBESTOS MANAGEMENT)

WorkSafe NZ - Asbestos SOPs for Electricians

WorkSafe NZ - Asbestos SOPs for Painters

WorkSafe NZ - Asbestos SOPs for Plumbers

WorkSafe NZ - Asbestos SOPs for Builders

NZQA US29765- Remove non-friable asbestos

NZQA US29766 - Remove friable asbestos

RDC Asbestos Register – *Under Development*

RDC Asbestos Management Plan – *Under Development*

RDC Asbestos Surveys - RDC Asbestos Surveys Folder

APPENDIX A – CONTRACTOR MANAGER CHECKLIST

- ☐ Contractor Informed asbestos is present.
- ☐ Asbestos Register and Asbestos Management Plan, or Asbestos Survey provided and reviewed.
- ☐ Scope of work confirmed.
- ☐ Licenced verified (Class A or B if required).
- ☐ Asbestos Control Plan reviewed and approved.
- ☐ Work scheduled outside of normal hours (if practicable).
- ☐ Area Isolated and Signage installed.
- ☐ Appropriate PPE/RPE confirmed.
- ☐ Decontamination process confirmed.
- ☐ Waste disposal arrangement confirmed.
- ☐ Clearance inspection completed and clearance certificate issued (if required).
- ☐ Area is safe for re-occupation.

APPENDIX B – FLOWCHART DECISION TREE FOR CONTRACT MANAGERS

