

## Safe Work Instruction: Reporting Suspected Fibrous/Asbestos Material

### PURPOSE AND SCOPE

- To outline the method for reporting suspected fibrous or asbestos containing material (ACM).
- This procedure covers Southern Ports staff as well as contractors operating under the direction of Southern Ports.
- This SWI does not necessarily cover all possible hazards associated with this equipment and should be used in conjunction with other references. It is designed as a guide to be used to compliment training and as a reminder to users prior to equipment use.

### PERSONAL PROTECTIVE EQUIPMENT REQUIRED:



### PROCEDURE:

Step	Requirement
1	If suspected fibrous or asbestos containing material (ACM) is found, it must be reported to the Safety & Security Manager or the Environment Manager immediately
2	The suspect fibrous/asbestos material is not to be disturbed, or handled, and should remain in situ.
3	The immediate area where the material is located, should be marked with appropriate signage and cordoned off.
4	The area will then be inspected by the Safety and Security Manager or the Environment Manager. (Environment staff will be notified if soil contamination is suspected).
5	It is recommended that P2 masks are worn as a precaution when inspecting the area.
6	Samples will be collected by competent personnel and dispatched to a NATA accredited laboratory for identification.
7	A safety alert will be issued to port employees, contractors and other port users notifying them of the affected area and subsequent access restrictions.
8	Where the presence of ACM has been confirmed, it should be removed wherever possible, in accordance with the relevant Code of Practice, or suitable steps put in place to manage it.
9	Only suitably licenced and qualified/competent personnel shall participate in the removal of ACM.

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<b>DEFINITIONS:</b>	
ACM	Asbestos containing material - any material, object, product or debris that contains asbestos or fibrous material.
Competent Person	A person possessing adequate qualifications, such as suitable training and sufficient knowledge, experience and skill, for the safe performance of the specific work.
Fibrous Material	Fibrous minerals which are a potential health hazard if inhaled
Non-friable ACM	Asbestos fibres which are bonded by cement, vinyl, resin or other similar material.
<b>RESPONSIBILITIES:</b>	
<p>Southern Ports shall:</p> <ul style="list-style-type: none"> <li>• Ensure that workers are not exposed to workplace safety and health hazards.</li> <li>• Provide employees with adequate information, instruction and training.</li> <li>• Consult HSR Reps and other employees on safety and health.</li> <li>• Establish and maintain safe systems of work.</li> </ul> <p>Southern Ports personnel, contractors, port users and visitors shall:</p> <ul style="list-style-type: none"> <li>• Take reasonable care of their own and others safety and health.</li> <li>• Cooperate with Southern Ports in carrying out safety and health requirements.</li> </ul>	
<b>REFERENCES:</b>	
<ul style="list-style-type: none"> <li>• Work Health and Safety (General) Regulations 2022</li> <li>• Worksafe WA Code of Practice: How to safely remove asbestos (2022)</li> <li>• Southern Ports Esperance Dust &amp; Fibrous Materials Management Plan D17/7975)</li> <li>• Southern Ports Esperance Excavation and Penetration Procedure (D16/714)</li> </ul>	
<b>IF YOU ARE EVER UNSURE - ASK YOUR SUPERVISOR</b>	