
STANDARD OPERATING PROCEDURE: Using Asbestos Registers

1. Introduction

This procedure has been developed to provide staff and contractors with appropriate information relating to the use of Asbestos Registers and subsequent compliance with legislation noted in the South Australia under the Occupational Health Safety & Welfare Act (1986) and Asbestos Regulations 1995 (as amended).

2. Purpose

The purpose of this procedure is to outline the process required by all staff and contractors working in areas where they may be subject to contact with asbestos containing materials as part of capital works, maintenance and or engineering programs across UniSA campuses.

3. Definitions

3.1 Asbestos Register

Formal register of all known asbestos containing materials located on UniSA campuses.

4. Procedure

This procedure relates to the review and use of information located in the UniSA Asbestos Register for each campus.

4.1 Review of Asbestos Register

Copies of the current Asbestos Register shall be located in the Security Office of each campus and be made available to all staff/contractors who are required to perform capital/maintenance works on campus.

Additionally, Asbestos Registers for each campus are located on the Facilities Management website:

<http://www.unisa.edu.au/pro/asbestosregister.asp>

All staff and contractors who perform capital/maintenance works on campus shall review information located in the Asbestos Register to ensure they are aware of the location and condition of asbestos containing materials that they may come into contact with.

4.2 **Completing the Asbestos Register Log**

Upon review of the Asbestos Register the staff member/contractor, shall complete the Register log located in the back of the Asbestos Register folder (Appendix E) detailing the following information:

- Date
- Name
- Nature of Work
- Signature
- Name of Organisation

4.3 **Identification of previously unknown Asbestos**

Should the staff member/contractor identify Asbestos containing materials noted in the Asbestos Register that had not previously been communicated as part of the project, all works shall cease and the Contract Supervisor shall be contacted immediately to discuss next steps.

5. **References**

- [Occupational Health Safety and Welfare Act 1986](#)
- [Occupational Health Safety and Welfare Regulations 1995](#)
- UniSA Asbestos Management Framework
- UniSA Asbestos Management Plan
- Asbestos Regulations 1995
- Asbestos Register (all campuses)