HSW HAZARDOUS MATERIALS MANAGEMENT STANDARD

SCOPE

This Standard relates to all activities under the management and control of Monash University in Australia and applies to affected workers; including staff, students, contractors and visitors.
The purpose of this document is to provide an overarching framework for the effective management of Occupational Health and Safety associated with hazardous materials (hazmats) contained in built environments, including asbestos containing materials (ACMs) at Monash University.

This Standard sets out the requirements to ensure compliance with the legislation and to eliminate or minimise the risks that hazmats may pose to workers.

1. Key Principles

1.1. Handling hazardous materials requires strict adherence to safety protocols and regulatory guidelines to protect individuals, the environment, and property.

1.2. The Key Principles are noted as:

1.2.1. Compliance: Adhere to all local and national laws and regulations regarding hazardous material handling, storage, and disposal.

1.2.2. Training: Ensure all personnel handling hazardous materials are adequately trained in safety procedures and emergency response.

1.2.3. Documentation: Maintain clear records of hazardous material inventories, movement, and disposal processes.

1.2.4. Risk Assessment: Conduct regular assessments to identify potential risks associated with hazardous materials and develop mitigation strategies.

2. Procedure

2.1. The University maintains a Hazardous Material Management Plan (HMMP) to manage proper identification of Hazmats across all University owned and controlled buildings and properties. Where Monash University is the tenant within a property, the landlord must provide Monash University with a report or register that identifies any ACM present within the building.

2.2. There are key legislative timeframes around the inspection of any hazmat to ensure they remain in a condition that does not create a risk to people in the area. The HMMP outlines the timeframes for these inspections.

2.3. **Identification, location and condition**

2.3.1. The proper identification of hazmats in the built environment will be undertaken by an approved occupational hygienist with the appropriate expertise to categorise the risk a hazmat may pose to those working in the built environment.

2.3.2. The location of hazmats will be documented in the Hazmat Database using the University's facilities management system and will allow those needing the information to search by campus, level, room and location.

2.3.3. The database will identify the current condition of the hazmat at the time of the inspection and classify it by the risk it may pose to the users of the built environment.

2.4. **Handling**

Hazmat will be classified by risk in the database and ACM specifically will be classed according to the following categories.

Risk Level	NOTE
High Medium Low	These risk levels are extracted from the Asbestos Safety and Eradication Agency National Guide for Asbestos Survey (February 2025) and differ to the Monash Risk Management Standard.

Any hazmat that requires treatment during any building work or renovation must be handled in accordance with the requirements outlined in the Hazardous Material Management Plan (HMMP) and the database.

2.5. **Disposal**

Disposal of hazmat by contractors must be done in accordance with the requirements of any regulations that specifically relate to hazmat. This may include providing the University with waste transport certificates from approved EPA disposal depots as evidence that the regulations were followed.

2.6. **Emergency response**

Any incident where a hazmat or suspected hazmat is disturbed must follow the emergency management procedures as outlined in the Hazardous Material Management Plan (HMMP). This includes but is not limited to:

2.6.1. Immediately stopping work

2.6.2. Making the area safe, where possible (e.g. sealing areas of possible risk)

2.6.3. Evacuating and isolating the area

2.6.4. Urgently contacting your Monash Representative and Security 03 9905 3333

2.6.5. Notifying Monash Health Safety & Wellbeing Team via contractorsafety@monash.edu

2.6.6. Lodging a report in the SARAH database

2.7. **Training and Awareness**

2.7.1. The University will provide a training and awareness program to be undertaken by all persons who must complete any work activities under the umbrella of the HMMP. This will include induction training.

2.7.2. General awareness of the risks that hazmats may pose while working on buildings and properties owned and controlled by Monash will be undertaken at regular intervals.

3. Records

All records relating to the identification, treatment, remediation and clearance of any hazmat will be retained in the hazmat database.

4. Abbreviations

Hazmat	Hazardous material such as ACMs, Lead, SMFs, Silica, PCBs, ODSs (see definitions)
HSW	Health, Safety and Wellbeing
SARAH	Safety and Risk Analysis Hub

Definitions specific to this Standard are as follows.

Key word	Definition
Asbestos	The asbestiform varieties of mineral silicates belonging to the serpentine or amphibole groups of rock- forming minerals, including actinolite, or amosite (brown), anthophyllite, chrysotile (white), crocidolite (blue) and tremolite asbestos.
Asbestos Containing Materials (ACM)	Any manufactured material or object that as part of its design contains asbestos.
Contractor	A person from another organisation engaged through a service contract who is actively participating in Monash University related activities and for whom Monash University is not their sole employer.
Hazmat	Hazardous materials such as asbestos containing materials, lead paint, synthetic mineral fibres, respirable crystalline silica, polychlorinated biphenyls, and ozone depleting substances.
Lead	A naturally occurring metal that can be found in paints and other coatings that can be toxic if it builds up in the human body.
ODSs	Ozone Depleting Substances are chemicals that may destroy the Earth's protective ozone layer.
PCBs	Polychlorinated Biphenyls are chemicals that were widely used due to their insulating and non-flammable properties. These are linked to various health problems in humans.
Silica	Silica is a naturally occurring mineral that can be found in building products and can cause silicosis and other lung diseases if inhaled over time.
SMF	Synthetic Mineral Fibres are widely used in insulation and other construction products as an alternative to asbestos. While they are considered a safer alternative, they still are classified as possibly carcinogenic.

GOVERNANCE

Parent policy	Health, Safety & Wellbeing Policy
Supporting documents	**Monash University HSW Documents** ● Contractor Management Standard ● Managing HSW Hazards and Incidents Standard
Supporting schedules	N/A
Associated documents	**Buildings and Property Documents** ● Hazardous Materials Management Plan (HMMP) **Australian and International Standards** ● ISO 45001:2018 Occupational Health and Safety Management Systems **Guidance Material** ● Compliance code 'Managing Asbestos in Workplaces' (2019) Victoria ● Compliance code 'Removing Asbestos in Workplaces' (2019) Victoria
Related legislation	Dangerous Goods Act 1985 (Vic) Occupational Health and Safety Act (2004), Victoria Occupational Health and Safety Regulations (2017) Victoria
Endorsement	Monash University OHS Committee 18 July 2025
Document owner	Director, Health, Safety and Wellbeing

Date effective	2025
Status	Current and in effect
Version	1.0
Content enquiries	hsw@monash.edu

DOCUMENT HISTORY

Version	Date Approved	Changes made to document
1.0	2026	Administrative changes due to: ● Conversion of Procedure to a HSW Standard ● Transition Procedure out of University Policy Bank on to HSW website