WHS DOCUMENTS & TEMPLATES

DOC-AMP-TPL · Asbestos Management Plan Template

Product Overview

For: Australian businesses that manage or control a workplace with asbestos identified or presumed: owners, facilities and property managers, and WHS advisers

Version 1.0 · 15 November 2026

SAMPLE

A written asbestos management plan for a workplace where asbestos is identified or presumed: who does what, the register, the decision and timetable for each item, how work near asbestos is done, incidents and emergencies, licensed removal and clearance, records and review.

The plan (Word and PDF) sets out its purpose and scope, the roles of the person with management or control, the asbestos coordinator, the competent person, licensed removalists and assessors, managers, workers and contractors, and how asbestos was identified and is recorded and labelled.

A decisions and timetable table records, for each item, whether it is removed, enclosed, sealed or left in place and monitored, why, by when and by whom. Procedures cover work near asbestos, incidents and emergencies, consultation, training, licensed removal and clearance, and air monitoring, with a records table and the review triggers and frequency.

Written once for Australia, to the model WHS laws, in plain terms that also work in Victoria. The guide's state and territory notes show where the law differs, including the regulator to contact. Made by Orana Skills Centre.

What is included

Item	File
Asbestos management plan: roles, identification and the register, decisions and timetable, work near asbestos, incidents and emergencies, consultation, training, licensed removal and clearance, air monitoring, records and review	02_TEMPLATE/Asbestos Management Plan.docx and .pdf
How to Use This Template: how to complete and adapt it, the law in brief, state and territory notes, records and every placeholder	01_START_HERE/How to Use This Template.pdf
Read Me First, Product Overview, Permitted Use Terms and Version Information	01_START_HERE/ (PDF)

Who it is for

- Businesses whose asbestos register lists identified or presumed asbestos
- Facilities and property managers planning maintenance and refurbishment
- WHS advisers preparing or reviewing an asbestos management plan

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How to Use This Template

How to complete, adapt and keep the asbestos management plan template

1 What this template is for

An asbestos management plan says how the asbestos in the register is managed: what has been decided for each item and why, when it will be done, how work near asbestos is done safely, what happens if asbestos is damaged or found unexpectedly, and who is responsible.

This template gives the structure and the usual arrangements. Fill it in for your workplace, from your register and the advice of a competent person, and make the decisions and timetable real: an item marked 'remove' needs a date and an owner.

2 How to use it

Step	What to do
1	Start from a current asbestos register. If you do not have one, have a competent person identify the asbestos first.
2	Fill in the details and the roles in section 2, with names and contacts. Delete roles that do not apply.
3	Record how asbestos was identified and labelled, and where the register is kept (section 3).
4	For each item in the register, decide the control with the competent person: remove where reasonably practicable, otherwise enclose or seal, or leave in place and monitor while it is safe. Write the reason, a date and an owner in section 4.
5	Adapt the procedures for work near asbestos, incidents and emergencies, licensed removal and air monitoring to your workplace (sections 5 to 10).
6	Consult your workers and health and safety representatives on the plan, then approve and sign it.
7	Tell workers and contractors where the plan and the register are, and train the people who need it (section 8).
8	Review the plan at least every five years, and at each trigger in section 12. Record each review.

Make it work, not just exist

- Keep the timetable honest. A long list of items marked 'monitor' with no dates is not a plan.
- Put the plan and the register where contractors will actually see them: with the sign-in book, not only in a manager's files.

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YOUR LOGO
Right-click > Change Picture

[Company name]

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Asbestos Management Plan

How asbestos at the workplace is identified, recorded, controlled, worked near, removed and reviewed

Workplace		**Site address**	
Person with management or control of the workplace		**Plan prepared by (name, role)**	
Asbestos register (where kept, version or last review date)		**Date of this plan**	
Next review due		**Health and safety representatives consulted**	

1 Purpose and scope

This plan sets out how **[Company name]** manages the asbestos, and the material presumed to contain asbestos, at **[Site name]**: where it is, what has been decided about each item and why, the timetable for action, how work near asbestos is done safely, what happens in an incident or emergency, and who does what. It applies to everyone who works at or visits the workplace, including contractors.

Asbestos left alone and in good condition is a low risk. The harm comes when it is disturbed and fibres are breathed in, and there is no known safe level of exposure. Our aim is that nobody is exposed to asbestos fibres because of our work or our workplace.

2 Roles and responsibilities

Role	Name and contact	Responsibilities
Person with management or control of the workplace		Makes sure asbestos is identified, the register and this plan are kept and reviewed, the timetable is resourced, and the register is given to anyone who will work here
Asbestos coordinator	**[Asbestos contact]**	Keeps the register and this plan up to date, checks the register before work starts, briefs contractors, and is the contact for reports of damage or suspect material
Competent person	**[Competent person]**	Identifies asbestos and presumes it where it cannot be confirmed, takes samples, assesses condition and priority, and advises on the controls
Licensed asbestos removalist		Removes asbestos: a Class A licence for friable asbestos, and a Class A or Class B licence for more than 10 square metres of non-friable asbestos. Prepares the asbestos removal control plan and notifies the regulator
Licensed asbestos assessor or competent person		Does air monitoring, the clearance inspection and the clearance certificate after licensed removal, independent of the removalist (a licensed asbestos assessor for friable asbestos)
Managers and supervisors		Check the register before work in their area, keep the procedures in section 5, stop unsafe work and report
Workers		Check before they start, never disturb suspect material, follow the procedures, and stop and report

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Asbestos Management Plan Template

END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. A written asbestos management plan for a workplace where asbestos is identified or presumed: who does what, the register, the decision and timetable for each item, how work near asbestos is done, incidents and emergencies, licensed removal and clearance, records and review.

What the full product contains

- **Asbestos management plan: roles, identification and the register, decisions and timetable, work near asbestos, incidents and emergencies, consultation, training, licensed removal and clearance, air monitoring, records and review**
  02_TEMPLATE/Asbestos Management Plan.docx and .pdf
- **How to Use This Template: how to complete and adapt it, the law in brief, state and territory notes, records and every placeholder**
  01_START_HERE/How to Use This Template.pdf
- **Read Me First, Product Overview, Permitted Use Terms and Version Information**
  01_START_HERE/ (PDF)

Formats

- Word (.docx), editable, with your logo and business name in the header
- PDF copies of the Word documents, for printing blank
- Delivered as a single ZIP download

Get the full editable documents

https://training.oranaskillscentre.com/documents/asbestos-management-plan-template

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