

Policy name	Hazardous Materials
Policy date	February 2026
Authorisation	Executive Housing & Property
Policy owner	Executive General Manager, Housing Operations
Policy type	Mission Australia Housing Operational Policy
Policy setting	

1 Purpose

1.1 Overview

1.1.1 This policy sets out the principles to be followed in identifying and managing hazardous materials in housing managed by Mission Australia Housing (MAH). Our aim is to ensure a process that:

- Ensures the safety of tenants living in the properties.
- Protects the assets managed by MAH; and
- Complies with the specific legal and contractual obligations placed upon MAH by government, funders, and other housing partners.

1.2 Coverage

1.2.1 This document is a national policy and covers Mission Australia Housing (MAH), and its entities. All references to Mission Australia Housing, MAH and Housing means MAH and its entities unless specifically stated otherwise.

1.2.2 This policy applies to all forms of housing provided by MAH including social, affordable, and transitional housing.

1.2.3 This policy applies to housing provided by MAH in the jurisdictions of New South Wales (NSW), Tasmania (TAS), Victoria (VIC), Queensland (QLD), Western Australia (WA) and the Northern Territory (NT). Where jurisdiction-based variations exist in policies and procedures, these will be identified in the document.

1.3 Information on procedures and other related policies

1.3.1 This policy is one of several interlinked policies that support MAH's delivery of housing services. To assist you, these are identified where relevant in this policy and the supporting procedures.

2 Scope

2.1 Parts of Mission Australia that this policy covers

2.1.1 This policy applies to MAH staff responsible for working with MAH clients, tenants, and properties.

2.2 Definitions

2.2.1 Key terms used in this policy are defined in the following table.

Term	Definition
Contractor	Any third party who carries out functions on behalf of MAH.
Tenant	Under state-based residential tenancy and rooming accommodation legislation, a tenant is a person who has entered explicitly into a lease agreement. The term is used more broadly in this policy to refer to tenants and residents under rooming accommodation agreements, unless explicitly distinguished.

3 Policy

3.1 Guiding principles

3.1.1 The MAH hazardous materials process ensures the safety of tenants living in MAH homes, staff, contractors, and the general public:

- MAH will ensure that hazardous materials are identified, and tenants are informed about any risks.

3.1.2 The MAH hazardous materials process protects the assets entrusted to MAH:

- MAH will ensure to the best of our knowledge, that Hazardous Materials are identified and are treated appropriately.

3.1.3 The MAH hazardous materials process complies with relevant laws and procedures:

- MAH fully complies with the jurisdictional requirements of the states and territories in which it operates.
- MAH fully complies with Work Health & Safety Regulations.

3.2 Hazardous Materials

3.2.1 Hazardous Materials are substances, materials and mixtures that can pose a significant risk to health and safety if not managed correctly.

3.2.2 Examples of Hazardous Materials that can cause adverse health effects and that may be found in MAH properties include:

- Carcinogens, e.g. asbestos and lead paint
- Toxic Chemicals, e.g. methamphetamine

3.3 Asbestos

3.3.1 Asbestos was once used in Australia on many different products in building homes including, fibro, flue pipes, drains, roofs, and gutters. A total ban came into effect in Australia from December 2003. Many of the properties managed by MAH may have been built with these products. Asbestos becomes a health risk when fibres are released into the air and breathed in. Provided that the asbestos is stable and there is no airborne dust produced, asbestos presents no health risk.

3.3.2 MAH will identify reasonably foreseeable hazards that pose a risk to the tenants and keep a register of all the possible Hazardous Materials in the properties, see the **Asbestos Register**.

3.3.3 MAH will minimise the risks posed by Hazardous Materials as far as is reasonably practical by implementing control measures, see the **Asbestos Management Plan**.

3.3.4 MAH will ensure all employees are aware of the asbestos in the properties and the Register of Hazardous Materials is available for inspection by employees, tenants, contractors, and maintenance personnel.

3.4 Asbestos Register

3.4.1 The Asbestos Register must list all identified and assumed asbestos in the properties built before 31 December 2003.

3.4.2 The Asbestos Register includes the following:

- The identified or assumed asbestos present
- Location, type, and condition of the asbestos
- The date the asbestos was identified
- Last review date

3.4.3 The Asbestos Register must be reviewed by MAH whenever there is a change in the condition of any asbestos. As a minimum, the Register must be reviewed annually.

3.4.4 Where possible the Asbestos must be labelled; for example, labels are placed in the electrical meter boxes indicating that the building contains asbestos and the location.

3.5 Asbestos Management Plan

- 3.5.1 MAH will keep and maintain an Asbestos Management Plan which sets out
- Outlines procedures for incidents and emergencies involving asbestos.
 - Sets out the control measures MAH has put in place.
 - Sets out the responsibilities for key staff and external contractors.
 - Sets out the Tenants responsibilities.
 - Provides information and training responsibilities to workers carrying out work involving asbestos.

3.6 Asbestos Treatment

- 3.6.1 Asbestos products, if stable and inaccessible, should be left in-situ until they either become unstable, demolition, partial demolition or renovation occurs.
- 3.6.2 At properties where the asbestos is left in-situ, the asbestos should be inspected annually by a qualified asbestos professional to ensure that it is not deteriorating.
- 3.6.3 Asbestos, which is not in a stable condition, or is determined to constitute an unacceptable health risk, shall be removed by a licensed removalist.
- 3.6.4 Removal of more than ten (10) square meters of asbestos will only be carried out by a removalist registered under NSW legislation.

3.7 Tenant information

- 3.7.1 All tenants will be provided with the information regarding possible asbestos in their properties, including:
- The location of suspected or known asbestos
 - The risks associated with disturbing asbestos; and
 - How to report if they identify any damage to asbestos in their home.

3.8 Informing Contractors

- 3.8.1 All Contractors should be informed of possible asbestos in a property they will be working on.
- 3.8.2 Identified and suspected asbestos will be held in the IT system and automatically included in all work orders for that property.

3.9 Toxic Chemicals

- 3.9.1 MAH will carry out Methamphetamine testing on vacant properties that have been assessed via a risk management approach as being at risk of previous drug activity.
- 3.9.2 If Methamphetamine is present, then a specialised clean will be ordered to ensure all traces are removed.

4 Responsibilities

4.1 Regional Asset Managers are responsible for:

- Asbestos Register reviewed annually and available to all staff and contractors
- The Asbestos Management Plan is updated and available to view by all staff and contractors.
- The Asbestos Management Plan is reviewed at least every five (5) years.
- That all properties with actual and suspected Asbestos have an appropriate label in the electric meter box.
- Contractors are appropriately inducted
- Recommending improvements to this policy and associated procedures.
- Incorporating this policy and associated procedures into staff induction and training.
- Ensuring staff are aware of and have access to this policy and associated procedures.
- Escalating feedback about this policy to the policy owner and/or policy writer.

4.2 The State and Operations Manager is responsible for:

- Ensuring that MAH complies with this policy and associated procedures.
- Recommending any changes to this policy and associated procedures.