

Policy and Procedure Register updates

Summary of changes to:

Asbestos management in facilities leased for departmental use

1. Reason for new/updated policy or procedure <i>(select all that apply)</i>		
<input type="checkbox"/> Change of policy/procedure requirements	<input type="checkbox"/> Audit/review recommendation	
<input type="checkbox"/> Change to legislation/delegations	<input type="checkbox"/> Due for review	<input checked="" type="checkbox"/> Other
<p>A gap in the department’s management of asbestos at facilities leased from other entities (e.g., short-term accommodation) was identified during the development of the 2023 suite of <i>Asbestos management</i> and <i>Work Area Access Permit procedures</i>. This gap could result in non-compliance with work health and safety legislation, as there are no documented processes to guide the department’s application of the <i>Queensland Government Asbestos Management Policy for its Assets</i>. This may lead to the department:</p> <ul style="list-style-type: none"> leasing premises that contain asbestos without considering non-asbestos alternatives; failing to obtain asbestos-related information from the vendor/lessor; not commissioning asbestos surveys when information is unavailable from the vendor/lessor; lacking clarity on asbestos management responsibilities among parties; and failing to document how asbestos will be managed at the facility. 		
2. Summary of changes		
Introduction of a new procedure outlining the key steps to ensure asbestos is considered in leasing activities, along with planning and supporting tools for it’s ongoing management at these facilities.		
3. Impacts to roles and responsibilities		
Does the new/updated content change staff roles/responsibilities <i>in any way?</i>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, select the type of change: (select all that apply)</i>		
<input type="checkbox"/> Revised responsibilities	<input checked="" type="checkbox"/> New/additional responsibilities	<input type="checkbox"/> Removed responsibilities
Position title	Summary of change	Page#
Employees Officer in Charge Person responsible for: <ul style="list-style-type: none"> planning work procuring a service provider 	The responsibilities for these positions reflect those that are already applicable under the <i>Asbestos management procedure</i> , in addition to any new responsibilities outlined below.	2 - 4

<ul style="list-style-type: none"> developing a service provider contract 		
Officer in charge	New responsibility to communicate asbestos information to facility owners, as required by the documented lease agreement.	2
Person responsible for selecting facilities for leasing	New responsibilities to: <ul style="list-style-type: none"> obtain and consider asbestos-related information when selecting a facility to lease for departmental operations; and avoid leasing of facilities that contain assumed or confirmed asbestos where possible. 	2
Person responsible for preparing or negotiating a lease	New responsibility to include (or request to include) specific asbestos-related provisions in documented lease agreements for facilities that contain assumed or confirmed asbestos.	3
Person responsible for the execution of a lease	New responsibility to consider asbestos-related information about the facility prior to execution of the lease.	3
Person responsible for managing a lease	New responsibility to obtain, communicate and keep up to date asbestos-related information about the leased facility.	3
Director, Infrastructure Safety	New responsibilities to: <ul style="list-style-type: none"> endorse records considering asbestos information as part of leasing decisions; and ensure corporate systems are in place to manage asbestos at leased facilities including the asbestos audit program and asbestos incident notification and investigation processes. 	4

4. Communication and support for implementation

Implementation of the new procedure will be supported by:

- updates to related procedures and tools to ensure consistency and clarity;
- integration of the new procedure into the existing *Asbestos management online course*;

- communication via departmental newsletters (ConnectED) advising of new procedure and links to documents;
- targeted emails to impacted teams (identified stakeholders) highlighting the availability of Infrastructure Safety staff to assist in complying with the procedure; and
- updates to the Asbestos and work management intranet page (OnePortal) to include a section about leased facilities.

For further assistance, please contact:

- Procedure contact:
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Policy/procedure effective: 13/07/2026, version 1.0