

Policy and Procedure Register updates – Summary of changes to: Asbestos management procedure

1. Reason for updated policy or procedure <i>(select all that apply)</i>		
<input checked="" 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 type="checkbox"/> Other
<p>The <i>Asbestos management procedure</i> is part of a suite of new asbestos management related procedures that have been developed to provide clear instructions on managing assumed or confirmed Asbestos Containing Materials (ACMs) in departmental facilities. The content of the procedures, once effective (commencement of Term 4 2023 – 3 October) replaces content in the existing departmental <i>Asbestos Management Plan (AMP)</i>.</p> <p>The new departmental AMP provide readers (internal and external to the department) with an explanation of the way that the department manages asbestos risk. The AMP recognises the role of this and other procedures in achieving effective asbestos management.</p> <p>This procedure seeks to ensure asbestos is managed effectively while it is in-situ and while works are being carries out on departmental building materials. The instructions are directed to departmental roles with accountability for asbestos management at facilities as well as those who participate it the management of works that could disturb ACM in departmental facilities, including those who plan works, procure service providers and manage service provider contracts.</p>		
2. Summary of changes		
<p>The Asbestos management procedure outlines the roles, responsibilities and processes for the management of ACM in Department of Education owned facilities. The overview and definitions play a key part in communicating when the asbestos management processes must be applied.</p> <p>The procedure is intrinsically linked to the <i>Asbestos Incident Management Procedure</i> and the <i>Asbestos management, asbestos incident and work area access permit delegations process</i>. Accordingly, the procedure adopts the responsibility titles of ‘Officer in charge’ (replacing ‘Building Manager’) and ‘Officer in charge delegate’ (replacing Nominated officer).</p> <p>The procedure applies to all department-owned sites, including schools, education centres and domestic premises, regardless of whether asbestos is assumed or confirmed to be present at the facility.</p> <p>The responsibilities are outlined in the context of the following process steps:</p> <ul style="list-style-type: none"> • Planning to manage asbestos: <ul style="list-style-type: none"> ▪ Establishing and reviewing the departmental AMP; ▪ Establishing and reviewing a site-specific AMP; ▪ Establishing site responsibilities; ▪ Training. • Managing the presence of in-situ asbestos: <ul style="list-style-type: none"> ▪ Maintaining the asbestos register; ▪ Making the asbestos register available; 		

- Indicating the presence of ACM;
- Monitoring ACM condition;
- Reporting and responding to deterioration of ACM;
- Applying make-safe actions;
- Managing works on facilities during works lifecycle (planning, procuring, pre-works, during works and post works);
- Monitoring asbestos management compliance through a departmental asbestos assurance framework and conducting facility assurance activities;
- Managing enforcement notices (issued to the department and service providers) and interaction with the WHS Regulator or external enforcement agencies; and
- Managing asbestos-related records.

3. Impacts to roles and responsibilities

Does the updated content change staff roles/responsibilities *in any way*?

Yes

No

If yes, select the type of change: (select all that apply)

Revised responsibilities

New/additional responsibilities

Removed responsibilities

Position title	Summary of change	Page #
All employees	<p>Training</p> <p>Requirement for participation in training as outlined in the Mandatory Annual Training – Ready Reckoner and retention of a training register.</p>	7
	<p>Responses to identified deteriorated material</p> <p>Identified deterioration is to be reported. Checks to confirm whether material is assumed or confirmed ACM to be conducted by person with BEMIR training.</p>	11
	<p>Asbestos records management</p> <p>Maintain asbestos management records in line with the Tool: <i>Asbestos and WAAP record and retention schedule</i>.</p>	22
Officer in Charge	<p>Site specific AMP</p> <p>A site specific AMP is to be developed for ACM facilities and reviewed annually.</p> <p>The plan is to be developed using the nominated <i>Tool: Site Specific AMP Template</i>.</p>	7
	<p>Establish site responsibilities</p> <p>Formalised arrangements for establishing Officer in charge delegates.</p>	7
	<p>Asbestos warning signage</p> <p>Directions about mounting signage and minimum signage sizes.</p>	9

	<p>Make-safe arrangements</p> <p>Requirements to monitor temporary make-safes and report condition until the related materials have been removed.</p>	12
	<p>School community impact information</p> <p>Communication by OIC of any information about school community impact provided by the person responsible for planning works.</p>	14
	<p>Asbestos in soils</p> <p>Directions on actions to be taken if notified that asbestos has been found in soils during works.</p> <p>Guidance provided on when an <i>Asbestos in soils site management plan</i> may be required, what the plan must contain and what must be done to operationalise the plan.</p>	18
	<p>Records management</p> <p>Establish local systems and processes that support the record requirements outlined in the Tool: Asbestos and WAAP record and retention schedule.</p>	22
Directors responsible for leasing of Department owned facilities	<p>Access to the register</p> <p>Ensure asbestos register is provided to ECEC facility operators during leasing and after register updates.</p>	8
Local Accommodation Officers	<p>Access to the register</p> <p>Provide information about asbestos to department-owned housing tenants.</p>	9
Director, Maintenance and Improvement, Infrastructure Services	<p>Asbestos information in housing</p> <p>Property inspections to check asbestos register and warning notices are installed and maintained.</p>	10
Person responsible for planning work	<p>Asbestos removal decision-making</p> <p>Asbestos removal considerations required at project planning stage – may require additional sampling and testing.</p>	14
	<p>Asbestos in soils</p> <p>Requirement for projects to get an asbestos in soils assessment, by a qualified person, if nominated criteria is met. Nomination of matters that must be addressed in the asbestos in soil assessment.</p>	15
	<p>Apply departmental operational policies</p> <p>Application of the following operational policies during planning of all works:</p> <ul style="list-style-type: none"> prohibition on works on low density board; 	13

	<ul style="list-style-type: none"> enclosure and encapsulation used only for make-safes and asbestos in soils management; areas cleared and access restricted while sampling and maintenance works are conducted asbestos removal not conducted during operational hours unless facility community members will not be present at the facility prohibition on department employees, including volunteers, disturbing assumed or confirmed ACM QBuild engaged for sampling activities arranged by departmental employees. 	
	<p>Authorised asbestos removal service providers</p> <p>Ensure asbestos removal works are conducted only by service providers who meet the nominated criteria.</p>	14
Person responsible for procuring service providers	<p>Procurement of service providers</p> <p>Embeds requirements to:</p> <ul style="list-style-type: none"> use authorised asbestos removal service providers; ensure service providers are contractually obligated to comply with the <i>Working on DoE Facilities document</i>; ensure service providers are given key asbestos management documents before pricing work; ensure asbestos safety performance history is considered during selection; and ensure engaged project managers are contracted for these items. 	15
Person responsible for maintenance work	<p>Asbestos sampling</p> <p>QBuild to be engaged, prior to the commencement of maintenance works, to conduct sampling of 'assumed' ACMs.</p>	16
Person responsible for a service provider contract	<p>Provision of information post works</p> <p>Requirement to obtain a completed Facilities Change document from service providers post works involving asbestos removal, asbestos sampling, changes to original floor plan and discovery of asbestos in soils.</p> <p>Requirement to also obtain from service providers the line drawing where floor plan has changed.</p> <p>Retention of 'clean soil' certificates provided by service providers.</p> <p>Provision of specific information to QBuild BEMIR Team to ensure asbestos register is updated.</p>	18
	<p>Service provider enforcement notices</p> <p>Retain copies of service provider notices with contract documentation.</p>	21

	Provide notices to OIC if the matter impacts departmental operations or risk to the school community.	
Director, Infrastructure Safety	Asbestos assurance framework Establish and implement a departmental asbestos assurance framework.	20
4. Communication and support for implementation		
<p>In addition to publishing on the department's Policies and Procedures Register, targeted training is available for all personnel with responsibilities under the procedures (informed through the Department's Mandatory Annual Training – Ready Reckoner). Tools, such as implementation ready reckoners, guides, templates and examples are available to support application.</p>		
<p>For further assistance, please contact:</p> <p>Infrastructure Safety (07) 3028 8049 Infrastructure.Safety@qed.qld.gov.au</p>		