

## Policy and Procedure Register updates – Summary of changes to:

### Work area access permit procedure

<b>1. Reason for new policy or procedure</b> <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 Work area access permit procedure is part of a suite of new asbestos management related procedures. This procedure specifically targets work area access permits (WAAPs), which are required at all facilities, regardless of whether asbestos is assumed or confirmed to be present at the facility. The content of the procedures, once effective (commencement of Term 4 2023 – 3 October), replace content in the existing departmental <i>Asbestos Management Plan (AMP)</i>.</p> <p>The new departmental AMP provides readers (internal and external to the department) with an explanation of the way that the department manages asbestos risk. The AMP recognise the role of this and other procedures in achieving effective asbestos management.</p> <p>The <i>Work area access permit procedure</i> seeks to achieve rigorous and robust arrangements for authorising persons to carry out work on department-owned facilities.</p>		
<b>2. Summary of changes</b>		
<p>The <i>Work area access permit</i> procedure identifies the process steps for the application of WAAPs in department-owned facilities.</p> <p>The procedure is intrinsically linked to the <i>Asbestos 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 responsibilities are outlined in the context of the following process steps:</p> <ul style="list-style-type: none"> <li>• Determining if a WAAP is required for the works;</li> <li>• Applying WAAP requirements to departmental employees, volunteers and service providers;</li> <li>• Creating a WAAP (either in BEMIR or hard copy);</li> <li>• Activating and printing the WAAP;</li> <li>• Authorising access to a work area via the WAAP;</li> <li>• Issuing WAAPs (with different requirements for departmental employees, volunteers and service providers);</li> <li>• Closing the WAAP; and</li> <li>• Managing WAAP records.</li> </ul>		
<b>3. Impacts to roles and responsibilities</b>		
Does the new 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 checked="" type="checkbox"/> Revised responsibilities	<input checked="" type="checkbox"/> New/additional responsibilities	<input type="checkbox"/> Removed responsibilities
<b>Position title</b>	<b>Summary of change</b>	<b>Page #</b>
All employees	<b>WAAPs in ECEC and domestic premises</b> Removal of requirements for WAAPs in ECECs and domestic premises. AMP recognises asbestos management arrangements established for ECECs and domestic premises.	N/A
	<b>WAAP application</b> Clarity on works for which WAAPs are and are not required.	4

Officer in charge	<b>WAAP process</b> Introduction of requirement for WAAPs to be retained at the facility's central control point (i.e. not given to the service provider – service provider to be given a copy of the relevant parts of the asbestos register to take to the work area).	7
	<b>WAAP template</b> Inclusion of specific instructions to assist the use of the existing whole-of-government WAAP template including clarification that the reference to 'Nominated Officer' on the template is to be read as 'Officer in charge' for DoE facilities.	9
Person responsible for a service provider contract	<b>WAAP accessibility</b> Introduction of requirement for mechanisms to ensure the arrangement of WAAPs in circumstances when facility employees are not available (e.g., school holidays).	6
	<b>Start work meetings</b> Revised start-work meeting scope of application and process including: <ul style="list-style-type: none"> <li>• topics that must be addressed during meeting;</li> <li>• alternative arrangements if start work meeting is not practicable (e.g., during school holidays); and</li> <li>• revised start-work meeting template (with worker sign-on section).</li> </ul>	3, 7, 8

#### 4. Communication and support for implementation

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.

#### For further assistance, please contact:

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