

Asbestos and WAAP assurance process

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Purpose

The purpose of this process is to outline the steps and responsibilities for the department's establishment and implementation of a departmental assurance framework for asbestos management and work area access permits (WAAP).

Background

The department's [Asbestos management procedure](#) identifies that the Director, Infrastructure Safety, is responsible for ensuring that a departmental *Asbestos and WAAP assurance framework* is established and implemented. The steps within this process have regard for documents that contribute to the department's effective management of asbestos risk and mechanisms already available to monitor facility related compliance such as the department's Annual safety assessment.

Process



Identify key compliance requirements

The Director, Infrastructure Safety, must ensure key asbestos management and WAAP requirements are identified from:

- departmental procedures and processes that apply to asbestos and WAAP management, specifically:
 - [Asbestos management procedure](#)
 - [Asbestos incident management procedure](#)
 - [Work area access permit procedure](#)
 - [Asbestos management, asbestos incident and work area access permit delegations process](#)
- documents that provide directions to service providers, including:
 - the [Working on Department of Education facilities](#) document
 - service agreements with key delivery partners, such as QBuild
- internal processes that contribute to effective asbestos management, including the use of project delivery checklists and contractor engagement tools.

Identify mechanisms for assessing compliance

The Director, Infrastructure Safety, must ensure the mechanisms available to assess compliance with the key requirements are identified.

Prepare Asbestos and WAAP assurance framework

The Director, Infrastructure Safety, must ensure the *Asbestos and WAAP assurance framework* is developed using the identified:

- key requirements
- mechanisms available for assessing compliance.

Develop and execute Annual asbestos and WAAP assurance plan

The Director, Infrastructure Safety, must ensure an *Annual asbestos and WAAP assurance plan* is developed. The plan must identify the:

- year to which the plan relates
- key requirements that will be assessed for the nominated year
- mechanisms that will be used to conduct the assessment for each of the requirements

- responsible person for executing, or supervising the execution of, the plan.

The person responsible for executing or supervising the plan must take the necessary steps to ensure the plan is executed.

Report results of *Annual asbestos and WAAP assurance plan*

The Director, Infrastructure Safety, must ensure a report is prepared for the execution of the *Annual asbestos and WAAP assurance plan*. The report must:

- include:
 - a summary and recommendations, as appropriate, on issues and recommendations raised by facilities as part of their annual asbestos management review
 - the results of the execution of the plan
 - recommendations on improving compliance, for example, revision of specific asbestos management related procedures and service provider instructions, changes to asbestos management training, communication to affected parties
- be provided to the Deputy Director-General, Infrastructure Services Division for information.

Definitions

Term	Definition
Annual asbestos management review	The review conducted by facilities as part of facility assurance activities as outlined in the departmental Asbestos management procedure .
Service agreement	A document that outlines expectations for the delivery of a contracted service. The agreement may be called a 'service agreement' or another name.