## Purpose of form

## *The completion of this form is required by the Department of Education (DoE) Asbestos management procedure.*

## Instructions

# Asbestos in soils assessment decision form

*The person responsible for planning project works at State schools is responsible for ensuring that:*

* *Sections A, B C and D of this form are completed;*
* *the relevant actions concluded from Section B are initiated; and*
* *a copy of the completed form is retained with the project records.*

|  |  |  |
| --- | --- | --- |
| Section A: Details of proposed works | | |
| Location of the proposed project works: |  | |
| Proposed timeframe for delivery of the project works: |  | |
| Is the meeting of this timeframe critical? | Yes  No | If yes, provide details: |
| Brief description of the proposed project works: |  | |
| Description of potentially affected infrastructure (for example, building, swimming pool, tuckshop, playground): |  | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Section B: Determination of required asbestos in soils assessment actions | | | | | |
| Question | | | Answer | Action | |
| 1 | Do the proposed works fit the definition of ‘project work’?  a *Project work: Works aimed at achieving a specific built improvement to departmental facilities through a planned approach. Projects may be of a ‘minor’ or ‘capital’ nature.* | | Yes | Go to question 2 | |
| No | No further assessment action required – proceed in line with relevant procedures | |
| 2 | Does the work involve excavation by powered plant? | | Yes | Go to question 3 | |
| No | No further assessment action required – proceed in line with relevant procedures | |
| 3 | Is the excavation work for an emergency response? | | Yes | No further assessment action required – proceed in line with relevant procedures | |
| No | Go to question 4 | |
| 4 | Is the work to be conducted on DoE owned land? | | Yes | Go to question 5 | |
| No | Consult with the land owner to determine value of conducting an Asbestos in soils assessment (ensure check of Environmental Management Register and Contaminated Land Register before proceeding with assessment) | |
| 5 | Does an Asbestos in soil site management plan (AISSMP) already recommend assessment for the presence of asbestos before excavation works are conducted?   * For a facility with assumed, confirmed or removed ACM (ACM facility) – refer to the Site-specific Asbestos Management Plan (mandatory under the *Asbestos management procedure*) * For a non-ACM facility – refer to ‘Facility’s Records’ in the Built Environment Materials Information Register | | Yes | Go to question 12 | |
| No | Go to question 6 | |
| 6 | Does the asbestos register identify assumed/confirmed/removed ACM at the facility? | | Yes | Go to question 7 | |
| No | No further assessment action required – proceed in line with relevant procedures | |
| 7 | Does the work involve one of the following (check relevant boxes below)?  Excavation of more than just post holes  Excavation of surface area of more than 6m2  Excavation for a single item that is more than just post holes or surface area of 6m2  Excavation works will involve more than removal of an existing built improvement and replacement with a new built improvement in same position of existing built improvement | | Yes | Go to question 8 | |
| No | No further assessment action required – proceed in line with relevant procedures. | |
| 8 | Is the availability of the potentially affected infrastructure required for general school operations? | | Yes | Go to question 9 | |
| No | Nominate reason:  *Examples:*   * *Works to one room of maintenance storage shed – continued access available for plant required for general school operations available.* * *Swimming pool canteen is only required for swimming club – works estimated to take no more than two weeks and programmed for commencement at the beginning of winter.* |  |
| No further assessment action required – proceed in line with relevant procedures | |
| 9 | Can the works area be isolated so that general school operations are not disrupted?  *For example, entry to area of works can be effectively blocked to prevent unauthorised access and activities in adjoining area can continue. Alternative accessways available during associated landscaping works.* | | Yes | Obtain approval for change in isolation controls and apply flowchart to approved changes. | |
| No | Go to question 10 | |
| 10 | Will a delay (caused by discovery of suspected asbestos in soil) in the currently proposed timeframe for delivery of the works (see Section A) cause a disruption to school operations? | | Yes | Go to question 11 | |
| No | No further assessment action required – proceed in line with relevant procedures | |
| 11 | Can the works be rescheduled so that there is no risk of disruption to school operations? | | Yes | Obtain relevant approvals for change in proposed timeframe for delivery of works and complete a new form reflecting the approved timeframe | |
| No | Go to question 12 | |
| 12 | Is the site on the Environmental Management Register or Contaminated Land Register? Obtain information by emailing request, along with address and real property description (Lot and Plan) to [emr.clr.registry@des.qld.gov.au](mailto:emr.clr.registry@des.qld.gov.au)) | | Yes | 1. Engage the services of a Suitably Qualified Person (SQP) to develop a specialised response (refer *Asbestos management procedure* or *Asbestos in soils management guide* for information on engaging the provider). 2. Retain in line with project-specific record maintenance management procedures, as relevant, and in BEMIR:  * a copy of the completed Asbestos in soils assessment decision form; * any Asbestos in Soils Assessment (AISA) report prepared for the works; and * any created/updated AISSMP resulting from the works/AISA. | |
| No | Take the following actions:   1. Engage the services of an SQP to conduct or supervise an AISA (refer *Asbestos management procedure* or *Asbestos in soils management guide* for information on engaging a provider for asbestos in soils assessments, including a description of services to be obtained and information to be provided to the SQP). 2. Consider AISA report results and determine asbestos in soils management response 3. Arrange creation/update of facility’s AISSMP as appropriate 4. Retain in line with project-specific record maintenance management procedures, as relevant, and in BEMIR:  * a copy of the completed Asbestos in soils assessment decision form; * AISA report; * created/updated AISSMP. | |
| Comments: | | *Insert any information considered relevant to the conclusions above and the actions taken in response to the completion of the checklist.* | | | |

|  |  |  |
| --- | --- | --- |
| Section C: Quality check | | |
| Has a check been made that the answers in Section B are correct and complete? | Yes | Complete Section D |
| No | Conduct check |

|  |  |  |  |
| --- | --- | --- | --- |
| Section D: Template completion details | | | |
| Name: |  | Position: |  |
| Business Unit: |  | Date: |  |