## 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.*

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| 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): |  |

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| 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.*
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| 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)  | [ ]  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.
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| Comments: | *Insert any information considered relevant to the conclusions above and the actions taken in response to the completion of the checklist.* |

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| 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 |

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