

Asbestos management, asbestos incident management and work area access permit

Delegations process

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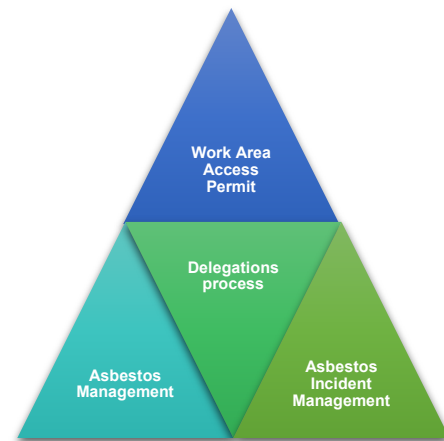
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Purpose

This process provides a framework for establishing delegations for delegable Officer in charge (OIC) responsibilities outlined in the:

- [Asbestos management procedure](#)
- [Asbestos incident management procedure](#)
- [Work area access permit procedure.](#)



Background

The OIC is the accountable officer for asbestos management, asbestos incident management and work area access permit (WAAP) management at a facility and consequently responsible for ensuring all responsibilities outlined in the abovementioned procedures are implemented.

There are three types of OIC responsibilities, including those that:

- must be exercised only by the OIC (these responsibilities are not delegable and will generally be expressed in the procedure as something the OIC ‘must’ do, for example, “the OIC must give XYZ to a person”). Refer *Appendix A Table C: Non-delegable OIC responsibilities*.
- may be carried out by departmental employees who have received formal delegation and undertaken the associated training to exercise the responsibility (these responsibilities will generally be expressed in the procedure as something the OIC or an Officer in charge delegate (OIC delegate) must do, for example, “the OIC or OIC delegate must give XYZ to a person”). Refer *Appendix A Table A: ACM site delegable responsibilities* and *Appendix A Table B: Non-ACM site delegable responsibilities*.
- may be carried out in accordance with instructions and systems, approved by the OIC, to support the responsibility being met. Such responsibilities may be carried out by departmental employees, regardless of whether they have received a formal delegation. (these will generally be expressed in the procedure as something the OIC must ‘ensure’ is done, for example, “the OIC must ensure XYX is installed”).

Delegable OIC responsibilities, and the formal processes for delegating these responsibilities differ depending on whether the departmental facility is deemed to be:

- an ACM site; or
- a non-ACM site.

Where a departmental employee has been formally appointed as an OIC delegate, the employee may undertake all delegable OIC responsibilities as listed in *Appendix A Table A: ACM site delegable responsibilities* and *Appendix A Table B: Non-ACM site delegable responsibilities*.

Identify delegation needs

The OIC must establish at least one OIC delegate if:

- the facility is a state school

- has appointed a full-time Business Manager.

The OIC of other facilities must identify delegations needed to support effective asbestos and WAAP management at the facility.

Delegations at ACM sites

1. Establish delegations at ACM sites

The OIC must:

- select suitable personnel who are at least a Public Service Award Administrative Officer level 3 (or equivalent position) to be authorised for the delegations
- communicate the proposed delegations to the relevant personnel
- ensure relevant personnel are enrolled in and complete OIC delegate asbestos management and WAAP training in accordance with the Tool: [Mandatory Annual Training - Ready Reckoner](#)
- ensure the site-specific asbestos management plan is updated upon completion of training. Refer Template: [Site-specific AMP](#).

2. Communicate delegations at ACM sites

The OIC of an ACM site must ensure:

- OIC delegates are informed after OIC delegations have been established
- delegations are communicated using a facility asbestos management poster - refer *Template: [Facility asbestos management poster](#)*
- the poster is displayed at the central point for the facility and in every staffroom.

3. Maintain delegations at ACM sites

The OIC of an ACM site must ensure the delegations section of the [Site-specific asbestos management plan](#) is updated whenever delegation arrangements change.

Refer Appendix A Table A: ACM site delegable responsibilities.

Delegations at non-ACM sites

1. Establish delegations at non-ACM sites

The OIC must:

- select suitable personnel who are at least a Public Service Award Administrative Officer level 3 (or equivalent position) to be authorised for the delegation
- communicate the proposed delegations to the relevant personnel
- ensure relevant personnel are enrolled in and complete the OIC delegate asbestos management and WAAP training in accordance with the Tool: [Mandatory Annual Training – Ready Reckoner](#).

The OIC must ensure a formal delegation register for the facility is established – facility may use Template: [WAAP delegations and BEMIR training register](#) (see example of completed template in Tool: [XYZ School WAAP delegations and BEMIR training register](#)).

2. Communicate delegations at non-ACM sites

The OIC of a non-asbestos facility ACM site must ensure OIC delegates are informed after OIC delegations have been established.

3. Maintain delegations at non-ACM sites

The OIC of a non-ACM site must ensure the formal delegations register for the facility is updated whenever delegation arrangements change.

Refer Appendix A Table B: Non-ACM site delegable responsibilities

Non-delegable OIC responsibilities

Some asbestos management, asbestos incident management and WAAP OIC responsibilities are not permitted to be delegated to others. These responsibilities must be carried out directly by the OIC for the facility.

Refer Appendix A Table C: Non-delegable OIC responsibilities (ACM and non-ACM sites)

Definitions

Term	Definition
ACM site	A facility that identifies ‘assumed’, ‘confirmed’ or ‘removed’ ACM in the Department of Education asbestos register.
Asbestos dangerous incident scene	The scene of an asbestos-related incident that is notifiable to the WHS Regulator under the Work Health and Safety Act 2011 (Qld) .

Non-ACM site	A facility for which the Department of Education asbestos register states that no asbestos is identified.
Officer in charge	As defined in the Asbestos management procedure .
Officer in charge Delegate	A departmental officer who: <ul style="list-style-type: none"> • is appointed to at least a Public Service Award Administrative Officer level 3 (or equivalent position) • has completed officer in charge asbestos management and WAAP training.
Site-specific asbestos management plan	The asbestos management plan that has been established for a particular facility – see Asbestos management procedure .
State school	Refer to Asbestos management procedure
WAAP	Work area access permit
WHS Regulator	The Regulator for work health and safety, in Queensland, is Workplace Health and Safety Queensland.

Tools

- Template: [Site-specific AMP](#)
- Template: [Facility asbestos management poster](#)
- Template: [WAAP delegations and BEMIR training register](#)
- Tool: [Mandatory Annual Training - Ready Reckoner](#)
- Tool: [XYZ School WAAP delegations and BEMIR training register](#)

Appendix A

Ref.	Delegable responsibility	Source procedure
A1	The OIC or an OIC delegate who receives a report of suspect material from a departmental employee must initiate steps for QBuild to conduct an assessment of the material.	Asbestos management procedure
A2	The OIC or OIC delegate must communicate to potentially affected parties any changes to school community impact information that arises during the works.	Asbestos management procedure
A3	The OIC or OIC delegate who has been notified, by a service provider, of a Departmental asbestos-related incident involving asbestos in soils must: <ul style="list-style-type: none"> initiate the Asbestos incident management procedure, which includes, contacting QBuild to respond to the event consider the QBuild proposed course of action and approve or reject the proposed course of action if the course of action is rejected – refer the matter back to QBuild for submission of alternative proposed course of action inform the Departmental person responsible for the service provider contract (if not the same person) of the approved course of action. 	Asbestos management procedure
A4	The OIC or OIC delegate (and person responsible for the service provider contract, if relevant) must liaise with the service provider to ensure the risks identified in the enforcement notice are managed.	Asbestos management procedure
AI1	The OIC or OIC delegate may authorise the disturbance of an asbestos dangerous incident scene for reuse, after: <ul style="list-style-type: none"> permission has been granted by the WHS Regulator a competent person has conducted a clearance inspection, including air monitoring. 	Asbestos incident management procedure
AI2	The OIC or OIC delegate must advise trained employees of the information to be presented in the asbestos-related incident record.	Asbestos incident management procedure
AI3	The OIC or an OIC delegate must close asbestos-related incident records in the Built Environment Materials Information Register, and MyHR where relevant, once all incident-related information has been collected and uploaded.	Asbestos incident management procedure
W1	For all raised WAAPs, the OIC or OIC delegate must: <ul style="list-style-type: none"> review WAAP details activate the WAAP if complete and correct. 	Work area access permit procedure
W2	The OIC or OIC delegate must sign the 'Authorise Access' section of the WAAP, once printed.	Work area access permit procedure
W3	The OIC or an OIC delegate must, upon notification that the work has been completed:	Work area access permit procedure

	<ul style="list-style-type: none"> • conduct an inspection with the service provider to confirm that there are no visible signs that the area is not safe for reoccupation - examples that the area may not be safe for reoccupation include presence of: <ul style="list-style-type: none"> ○ dust or debris in an ACM site ○ penetrations in floor surfaces ○ protruding sharp objects ○ trip hazards • verify that the “AFTER THE WORK IS COMPLETED – SERVICE PROVIDER” section of the WAAP is completed and signed by the service provider representative • close the permit by completing and signing the “AFTER THE WORK IS COMPLETED – CLIENT” section of the WAAP. 	
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Table B: Non-ACM site delegable responsibilities		
Ref.	Delegable responsibility	Source procedure
W1	For all raised WAAPs, the OIC or delegate must: <ul style="list-style-type: none"> • review WAAP details • activate the WAAP if complete and correct. 	Work area access permit procedure
W2	The OIC or OIC delegate must sign the ‘Authorise Access’ section of the WAAP, once printed.	Work area access permit procedure
W3	The OIC or an OIC delegate must, upon notification that the work has been completed: <ul style="list-style-type: none"> • conduct an inspection with the service provider to confirm that there are no visible signs that the area is not safe for reoccupation – examples that the area may not be safe for reoccupation include presence of: <ul style="list-style-type: none"> ○ dust or debris in an ACM site ○ penetrations in floor surfaces ○ protruding sharp objects ○ trip hazards • verify that the “AFTER THE WORK IS COMPLETED – SERVICE PROVIDER” section of the WAAP is completed and signed by the service provider representative • close the permit by completing and signing the “AFTER THE WORK IS COMPLETED – CLIENT” section of the WAAP. 	Work area access permit procedure

Table C: Non-delegable OIC responsibilities (ACM and non-ACM sites)		
Ref.	Non-delegable responsibility	Source procedure
A1	The OIC must establish asbestos management delegations in accordance with the Tool: Asbestos management, asbestos incident, and work area access permit delegations process .	Asbestos management procedure
A2	An OIC who receives advice about the presence and condition of asbestos warning notices at department-owned housing must report the matter to the relevant Regional Infrastructure Manager for rectification.	Asbestos management procedure
A3	The OIC must review the Asbestos in soil management plan for the facility, if prepared, every two years for ongoing suitability.	Asbestos management procedure
A4	The OIC must immediately request support from Legal Services via email to advicerequest.LEGAL@ged.qld.gov.au regarding: <ul style="list-style-type: none"> any request by the WHS Regulator or other enforcement agency (such as those responsible for environmental or building compliance) to obtain documents or interview staff subpoenas, warrants or written requests for interview or documents issued by the WHS Regulator or other enforcement agency. 	Asbestos management procedure
A5	The OIC must follow advice from Legal Services when responding to requests from the WHS Regulator.	Asbestos management procedure
AI6	The OIC must establish asbestos incident management delegations in accordance with the Tool: Asbestos management, asbestos incident, and work area access permit delegations process .	Asbestos incident management procedure
AI7	The OIC must: <ul style="list-style-type: none"> determine the reporting processes to be applied for the communication of incidents that occur outside of normal operational hours communicate the reporting processes to relevant departmental employees. 	Asbestos incident management procedure
W8	The OIC must establish WAAP delegations in accordance with the Tool: Asbestos management, asbestos incident, and work area access permit delegations process	Work area access permit procedure