

Quick Reference Guide

Managing Incident Management Reports in BEMIR

Asbestos-related incidents are to be managed in accordance with the [Asbestos incident management procedure](#), which:

- Identifies those responsible for the management of asbestos-related incidents
- Defines what constitutes an asbestos-related incident
- Sets out the circumstances and timeframes for reporting and recording asbestos-related incidents.

Asbestos-related incidents are reported as Incident Management Reports (IMR) in the [Built Environment Materials Information Register \(BEMIR\)](#).

The IMR serves as a record of an asbestos-related incident and how it is managed by the school or workplace until the area is cleared for reuse. The Officer in Charge is accountable for the management of asbestos-related incidents. Officer in Charge delegates may assist in the management of the incident. Administrative officers may only be involved in the creation and updating of IMRs:

- If they have received the relevant training.
- Based on information that has been received from the OIC or OIC delegate.

Asbestos-related incidents must be recorded in BEMIR within 1 hour of the incident becoming known to the facility.

Why is an IMR required?

- Provides a single point of truth regarding the current status of an incident
- Generates a notification to personnel listed within the Facility Contacts to ensure support is provided in managing the incident
- Provides a single point for relevant documents to be saved with a description of the incident
- Provides all BEMIR users with access to the record
- Assists in the preparation of the asbestos-related incident parent/caregiver letter (for schools only)
- Assists the department to meet its reporting obligations including
 - Notification of a 'dangerous incident' in accordance with work health and safety laws to Workplace Health & Safety Queensland (WHSQ) and
 - Drafting Ministerial Information Briefing Notes.

Creating an IMR

Logging into BEMIR

1. Access OnePortal Quick links.
2. Select the **BEMIR – Built Environment Material Information Register** hyperlink.
*Note – If BEMIR is not available, a hard copy of the [Tool: Incident management report template \(retained with the site-specific AMP\)](#) should be used to record an incident.
3. On the **Built Environment Materials Information Register** page, scroll down to **How do I access BEMIR?** And press BEMIR Production Live Environment.
4. On login page enter username and password then press **Log in**.

Finding your school in BEMIR

1. Click the **Search for...** icon in the, **I want to** section.
2. Select the **Facility** button, complete the Facility Name field and click **Search**.
3. Click the appropriate facility from the search results.

Creating an IMR

1. After logging into BEMIR and locating your School (see above) on the Facility home page, select the **Incident Management Report** icon located in the, **Facility Details** section.
2. Select **Add Incident Management Report** located in the Search Function box.
3. Complete the **New Incident Management Report** incident details ensuring that all fields are completed.
In the **What Happened** section record the relevant information:
 - what was involved
 - the method of disturbance
 - tools used
 - duration of disturbance and associated exposure
 - the ACMID as relevant please see Asbestos Register QRG ([Quick reference guide: Printing Asbestos Register from BEMIR](#)).
 - details of preliminary incident causes if known*Note – when recording the facts be clear and concise.
4. In the **Additional Information** section record:
 - details (WAAP number, service provider) of the Work Area Access Permit (**WAAP**) associated with the work relevant to the incident (where applicable).
 - date of Start-work meeting associated with the work relevant to the incident (where applicable).
 - make-safe details (where applicable).
 - name of reporting officer (i.e., Person who witnessed damage/discovery).
5. Nominate in the **Initial Response/Actions** section:

- whether or not the incident qualifies as a student proximity incident (tool link) and if a Parent/carer letter is required.
 - other relevant response information including whether:
 - QBuild has been contacted
 - the area has been restricted
 - Complete the **Follow-up action required** section if necessary.
6. Then select **Create**.
 7. The **Active Incident Management Report** will appear in the workspace including the list of Facility Contacts who have received notification of the incident.
 8. The Work Area Access Permit for QBuild to attend to undertake the required rectification/decontamination work should now be created. The related WAAP **must be closed** while the IMR is active.

Updating an IMR

1. After logging into BEMIR and locating your School (see above) select the **Incident Management Report icon** located in the, *I want to* section.
2. Locate the active IMR from the **Existing Incident Management Listing**. Alternatively use the search functionality selecting the **Active** status and specifying a date range.
3. Click on the **Report No.** to open the required IMR (Figure 1).
4. To edit the IMR, select **Edit** located below the IMR status.
5. Update the required fields. To identify the **Related WAAP, External Correspondence Notifications** or **Corrective Action Taken** select the **Add** function below each section and complete the required fields (Figure 2).

Existing Incident Management Listing				
Facility: 21143000-KENMORE SOUTH STATE SCHOOL				
Status:	-- All --	From Date:		
Facility:	KENMORE SOUTH STATE SCHOOL	To Date:		Search <input type="text"/>
Add Incident Management Report				
Report No.	Facility	What Happened	When	Status
1	KENMORE SOUTH STATE SCHOOL	Systems Technician visiting school site, reported possible contamination from previous works possibly undertaken 2009	31/01/2013 3:00:00 PM	Active
2	KENMORE SOUTH STATE SCHOOL	Student of the school found a piece of rubble on concrete down between the Activity Centre (which is currently under going construction) and the prep buildings. The student took the piece home where he showed his parents. His father returned it to the school the following morning in a zip lock bag. Concerned that it was asbestos.	9/06/2016 3:00:00 PM	Active
3	KENMORE SOUTH STATE SCHOOL	Student found materials that resemble asbestos- School notified 26/07/16. Actual incident date unknown.	26/07/2016 9:00:00 AM	Active
4	KENMORE SOUTH STATE SCHOOL	Test	29/07/2016 10:00:00 AM	Closed
5	KENMORE SOUTH STATE SCHOOL	student put hole in wall	8/11/2017 11:00:00 AM	Active
6	KENMORE SOUTH STATE SCHOOL	damage to wall	22/11/2018 10:00:00 AM	Active
7	KENMORE SOUTH STATE SCHOOL	jimmy smith kicked a hole in a wall in science room 1, student quickly ran away. ACMID:546425	20/04/2023 12:00:00 AM	Closed

Figure 1 Opening required IMR

A. *Related Work Area Access Permits*

Locate the ***Related Work Area Access Permits*** section and select the dropdown box to view available WAAPs issued for all rectification work including decontamination resulting from the incident.

Please be aware of:

- the date of the WAAP must be the same date or a future date as the IMR date.
- if a WAAP is created with a date prior to the IMR date the WAAP will not appear in the ***Related Work Area Access Permit*** list.
- if the WAAP is not available from the drop-down list, then scroll down to the ***Corrective Action Taken*** field and record the WAAP number and Service Provider's details.
- The related WAAP **must be closed** while the IMR is active.

B. *External Correspondence Notifications*

Ensure the details of all external correspondence including the parent/carer letter (including date sent) are recorded in the ***External Correspondence Notifications***.

C. *Corrective Action Taken*

Update the ***Corrective Action Taken*** record to include:

- actions undertaken by stakeholders during the course of the incident including QBuild make safe repairs.
- test results or clearance certificates.

6. Review the IMR to ensure all relevant fields have been updated then select ***Save***.

7. Attach relevant incident documents to the IMR, examples include:

- Test results
- Clearance certificates
- Parent/carer letters
- Incident photos

A. The documentation can be attached to the incident by selecting ***Incident's Documents*** from the menu bar located below the incident report status.

B. Click on ***Create New***

C. Complete ***Add Incident Report Document*** Sections and click ***Create***.

Closing an IMR

An IMR in BEMIR cannot be closed until the incident has been resolved and the record updated.

1. Select the **Incident Management Report icon** located in the, **I want to** section.
2. Locate the active IMR from the **Existing Incident Management Listing**. Alternatively use the search functionality selecting the **Active** status and specifying a date range.
3. Click on the **Report No.** to open the required IMR (Figure 1).
4. To close the IMR select **Close Report** from the menu bar located below the incident report status. The record will refresh and the status will indicate **Closed**.

The screenshot shows the 'Update Incident Management Report Fields' form. It consists of several sections, each with an 'Add' button and a 'No records found.' message:

- Notification History**: Add button, No records found.
- Testing and Results**: Add button, No records found.
- Related Work Area Access Permits**: Add button, No records found. A red circle highlights the 'Add' button with the text 'Click 'Add' to complete section'.
- External Correspondence Notifications**: Add button, No records found.
- Corrective Action Taken**: Add button, No records found. A checkbox labeled 'Follow-up action completed?' is checked.
- Incident Management Tracking**: Fields for Created By, Created Date, Modified By, and Modified Date. Save and Cancel buttons are at the bottom.

Figure 2 Update Incident Management Report Fields

More information

For more information about asbestos management refer to the [Asbestos management procedure](#), [Asbestos incident management procedure](#) and [Work area access permit procedure](#).

Contact your Infrastructure Manager or Infrastructure Advisor if you have any general questions in relation to using BEMIR.

Contact [Infrastructure Safety](#) if you have specific questions relating to an asbestos-related incident.

Contact the Service Catalogue Online on 1800 680 445 or log-a-job via the OnePortal page for any technical difficulties.

Appendix 1

Incident Management Report Example 1

Coolum State School teacher Jane Smith reported at 10:30am on Monday the 2nd of March 2023 that a wall of the amenities block (AM02) has drill holes exposed where a bank of coat hooks used to be. Service provider (SSR Building) had removed the bank of hooks earlier that day. The work was associated with WAAP number 4093. A review of the asbestos register confirmed the affected wall contains asbestos (ACM ID 487550). The school cordoned the area off from use, installed warning signage and contacted QBuild to respond to the incident (make the area safe). A parent/carer letter was not required because it was confirmed that there were no children in the vicinity when the work was carried out.

Example BEMIR IMR Entry

New Incident Management Report

Incident Management Report

Complete the following information for the Incident Management Report and then click Create.

Facility	COOLUM STATE SCHOOL	
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Incident Details

What Happened? *	<input type="text" value="Teacher reported exposed drill holes that were found to be in a confirmed asbestos wall (ACM ID 487550) in the amenities block. The drill holes are related to work conducted by SSR building."/>	<i>(as appropriate include name of contractor and work occurring)</i>
When did the incident occur *	<input type="text" value="02/03/2023 10:30 am"/>	
Where did it occur *	<input type="text" value="AM Block, Ground Floor, Room 02, WALL SHEETING – EAST WALL"/>	<i>(location on site/internal or external/part of building)</i>
Person(s) in the vicinity of the incident *	<input type="text" value="Jane Smith (Teacher)"/>	
Additional Information	<input type="text" value="Reporting officer: Jane Smith. Associated WAAP number: 4093. Service provider: SSR Building (Sam Miller)"/>	

Initial Response Action Taken

Initial Response/Actions *	<input type="text" value="Area is cordoned off, warning signage is installed, and QBuild contacted for incident response."/>	<i>(containment of site/relocation of students and staff)</i>
Follow-up action required?	<input checked="" type="checkbox"/>	
If YES, provide details	<input type="text" value="Ongoing consultation with Qbuild. Incident is not a student proximity incident."/>	

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Incident Management Report Example 2

At 7:45 am on Wednesday the 22nd of February 2023 a fist-sized hole was found in the internal wall of the Kenmore State High School M06 classroom (eastern left-hand side wall), additionally, debris was found on the floor. The incident was reported by John Smith (Year 8 teacher), who advised that in addition to himself, two year 8 students were in the room for approximately 2 minutes before the discovery (Sally Brown & Hannah Rodgers). John Smith reported that they all exited immediately after the discovery. A check of the asbestos register confirmed that the affected wall contains asbestos (ACM ID 487650). Access to the classroom was restricted and warning signage installed as an initial response. The school contacted QBuild to respond to the incident (make the area safe). The incident qualified as a student proximity incident under the Asbestos incident management procedure (because the area required restriction and students were in proximity of the impacted area before it was restricted). Therefore, a parent/carer letter was required.

Example BEMIR IMR Entry

New Incident Management Report

Incident Management Report

Complete the following information for the Incident Management Report and then click Create.

Facility: KENMORE STATE HIGH SCHOOL

Incident Details

What Happened? *	<input type="text" value="A fist-sized hole was found in the internal wall of the M06 classroom (M Block) in the eastern left-handed side of the room. The wall is confirmed asbestos (ACM ID 487650). Additionally, debris was found on the floor and access to the classroom was restricted. Teacher and students were in the room for approximately 2 minutes before the hole was found, they exited immediately after discovery."/>	<small>(as appropriate include name of contractor and work occurring)</small>
When did the incident occur *	<input type="text" value="22/02/2023 07:45 am"/>	
Where did it occur *	<input type="text" value="M Block, Ground Floor, Room 06, WALL SHEETING – EAST WALL"/>	<small>(location on site/internal or external/part of building)</small>
Person(s) in the vicinity of the incident *	<input type="text" value="John Smith (Year 8 teacher), Sally Brown (Year 8 student), Hannah Rodgers (Year 8 student)"/>	
Additional Information	<input type="text" value="Reporting officer was John Smith (Year 8 teacher)"/>	

Initial Response Action Taken

Initial Response/Actions *	<input type="text" value="Assess to the classroom was restricted. School has contacted QBuild to repair, remove, and make safe. Incident qualifies as a student proximity incident."/>	<small>(containment of site/relocation of students and staff)</small>
Follow-up action required?	<input checked="" type="checkbox"/>	
If YES, provide details	<input type="text" value="Ongoing consultation with QBuild, Parent/carer letter needs to be prepared and distributed"/>	

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