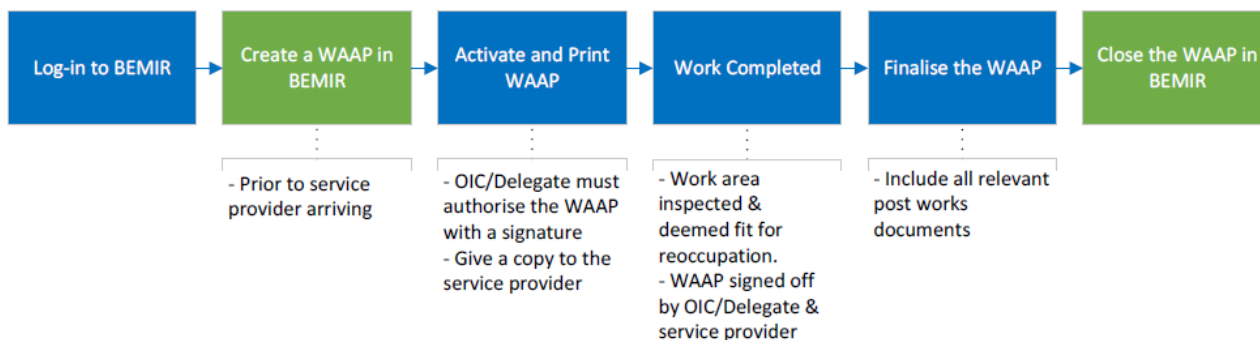


## Quick Reference Guide

### Raise and close work area access permits in BEMIR



A work area access permit (WAAP) is a formal departmental authorisation granting conditional access to specific work areas in a departmental facility for works conducted by service providers, departmental employees and volunteers.

The Work Area Access Permit is generated through the electronic [Built Environment Materials Information Register \(BEMIR\)](#).

All WAAPs must be managed by the Officer in Charge (OIC) or Delegate at the facility. Please note that the WAAP template refers to the Nominated Officer (NO) – this is to be read as OIC for Department of Education WAAPs.

#### When is a WAAP required?

A WAAP is to be issued prior to the commencement of the following works, regardless of whether the works are intended to disturb ACM:

- Any building or construction works that could cause disturbance to building materials (including but not limited to maintenance, installations, servicing and refurbishment)
- Sampling of building materials for analysis
- Building and pricing-related inspections that require entry into concealed cavities or spaces, such as ceiling voids where ACM may be disturbed
- Incident response

## Period WAAPs

Period WAAPs can be issued to departmental employees for tasks of a minor nature, where building materials are likely to be disturbed, that arise on a regular basis within a facility and for which it is not reasonably practicable for the facility to engage a service provider.

Period WAAPs must be issued for a specified period of time of not more than 6 months.

Examples of tasks that may be conducted using a period WAAP include:

- hanging a picture on a non-ACM wall
- drilling holes in a non-ACM wall
- preparing non-ACM surfaces for minor paint touch ups

Employees who are issued a period WAAP must be instructed to review the asbestos register prior to undertaking any works on building materials.

## Creating a WAAP

A WAAP should be created prior to the arrival of the service provider. Access the BEMIR login via the OnePortal Quick links 'BEMIR'.

2. Log in to BEMIR and find your facility (for more information on this step click [here](#)).
3. On the BEMIR home page, under the "I want to..." section select *Work Area Access Permit* icon.
4. To create a new WAAP, select the *New Access Permit* button located in the search function box.
5. From the *Issue New Access Permit - Step 1* screen, check the 'Select' box beside the relevant location/s required for the WAAP then select *Next*.
6. Complete the *Issue New Access Permit – Step 2* fields. \*Note – clearly identify the Work Description and specify the Reason for Access for each selected improvement. Please note that fields marked with \* are mandatory.
7. Select Create. Now follow the steps to Activate a WAAP. A WAAP must not be activated for more than 6 months.
8. Complete the mandatory questions as follows:
  - For the warning signs and barriers question select "yes" if the service provider will be given non-exclusive use of the work area. In a shared use area contractors will need signs/barriers to prevent access to their worksite by the school community
  - For the Safe Work Method Statement question always select "no"

## Insert special conditions

OICs must ensure that the following statement is inserted into the OIC special conditions section of the WAAP when issuing a WAAP to departmental employees:

*“Departmental employees are prohibited from undertaking work on assumed or confirmed ACM regardless of whether a WAAP is held. Therefore, the Conditions of Access and Sections A and B of the ‘After the work is Completed’ section of the WAAP do not apply.”*

OICs must ensure that the following statement is inserted into the OIC special conditions section of the WAAP when issuing a WAAP to volunteers:

*“Volunteers are prohibited from undertaking work on assumed or confirmed ACM regardless of whether a WAAP is held. Therefore, only some of the the Conditions of Access and Sections A and B of the ‘After the work section of the WAAP apply.”*

## Activating a WAAP

The status of all new WAAPs will be ‘Created’ and the Officer in charge or Delegate will need to activate the permit in BEMIR.

1. On the Facility home page, select *Work Area Access Permit* icon.
2. From the *Access Permit* screen, locate the required WAAP from the list. Alternatively use the search function and select *Created* and then *Search*.
3. To open the required WAAP, click on the *Permit Number*.
4. The WAAP is displayed. Ensure the details are correct.
5. Select *Activate Permit* then select ‘OK’ in the confirmation box. An email notification will be sent to the relevant Facility Contacts advising them that the permit is now active. Now follow the steps to Generate Permit.

*\* Note: the ‘Copy Permit’ functionality can be used where you have multiple jobs for the same contractor/service provider or work at the same Improvements.*

## Generating and printing a WAAP

1. To print the permit, select *Generate Permit (PDF)* located at the top of the Permit Details.
2. The WAAP and the relevant Asbestos Register is generated.
3. Locate and select the printer icon in the menu bar.
4. Alternatively, locate the export icon drop down menu in the menu bar and select PDF. Slide the mouse pointer for the PDF document menu to appear in the lower centre of the screen. Select the printer symbol and confirm your printing requirements.

## Attaching supporting documentation to a WAAP

Before closing the WAAP, attach all supporting documentation to the record in BEMIR. All paper-based documentation must be scanned and saved as a digital file.

1. Open the relevant WAAP.
2. Locate and select *Permit's Documents* in the menu bar.
3. Select the *Create New* function.
4. Select *Create*.

\* *Note*: each supporting document must be added individually with the details completed accurately.

Documents that must be uploaded into BEMIR with the signed copy of the WAAP include:

- Facilities change document and associated certificates
- line drawing (for changes that affect the original floor plan of an area)
- certificates verifying that soil imported to the facility during works was clean (see Appendix 4 for checklist).

## Finalising and closing a WAAP

The WAAP **must be finalised** once the service provider has:

- advised the Officer in Charge/Delegate that all work is completed and ready for re-occupation including an inspection of the area with the Officer in charge/Delegate (see Appendix 3: Post work inspection checklist);
- completed and signed sections A, B - (where applicable) and C in the "After The Work is Completed" section for the "service provider" on the hard-copy WAAP.

The electronic finalisation of the WAAP in BEMIR may be completed by the Officer in Charge/Delegate.

All supporting documentation should be scanned and attached prior to closing the WAAP.

1. Select the WAAP to be finalised by clicking on the Permit Number. If the details need to be updated then select the *Edit* function in the menu bar above the permit.
2. From the menu located at the top of the *Permit Details* screen, select the *Finalise Permit Details*.
3. Complete the additional information required including:
  - a. Hygienist (where required)
  - b. Hazardous Material work performed
  - c. Hazardous Material Testing performed

- d. Was any ACM discovered during the work but not previously recorded
  - e. Does the Description/Reasons for Access adequately describe the work undertaken
  - f. Additional comments
4. Select 'Close Permit' tab above the permit. An email notification will be sent to the relevant Facility Contacts advising them that the permit is now closed. The status of the WAAP will now be identified as 'Closed'.

Closed WAAPs including all supporting documents are to be filed in the facility's record management records system.

### Finalising an aged WAAP in BEMIR with no supporting documentation

To finalise an aged WAAP in BEMIR without documentation, locate the relevant permit and progress to the 'Finalise Permit Details'.

1. Select the 'No' from the drop down menu for each asbestos-related question.
2. In the free-text *Additional Comments* box (highlighted in yellow below), add the following points (*see the image on the next page*):
  - WAAP closed due to age.
  - Unknown if asbestos disturbed or removed during works described.
  - Ongoing asbestos register updates will occur as part of the centrally managed, 1 in 3 year Asbestos Audit program.

Permit Number 1286  
 Status Active  
 Valid From 31/05/2023 07:00 AM  
 Valid Until 31/05/2023 05:00 PM  
 Contractor Name ABC Contractor

Permit Number 1286  
 Status Active  
 Valid From 31/05/2023 07:00 AM  
 Valid Until 31/05/2023 05:00 PM  
 Contractor Name ABC Contractor

Hygienist

Hazardous Material work performed

Hazardous Material testing performed

Was any Asbestos Containing Material (ACM) discovered during the work but not previously recorded (e.g. concealed in a cavity)

Does the Description/Reason for Access adequately describe the work undertaken

Additional Comments

## WAAP Tips

### ***Has ACM been removed?***

- If Yes, a copy of the **Waste Transfer Certificate** will be required, along with information such as the **exact location of the ACM** including the ACMID number.

### ***Have sample analysis results been received?***

- If sample testing is conducted, a copy of the Certificate of Analysis from the laboratory together with information relating to the ACM must be attached in BEMIR to the WAAP.
- All documentation related to the removal of ACM must be scanned and saved into BEMIR against the WAAP. See the 'Attaching supporting documentation to a WAAP' section in this Quick Reference Guide (QRG) for further information.
- For any works not managed by QBuild, see the Asbestos management procedure for information that must be provided to Department of Energy Public Works.
- A WAAP generated for required rectification/decontamination work resulting from an asbestos-related incident, must be created and closed while the BEMIR Incident Management Report (IMR) is active.

- See appendix 1 for link to the WAAP template.
- See Appendix 2 for an example of completed pages 1 and 2 of a WAAP.

## Troubleshooting

### ***Unable to finalise and close an existing WAAP in BEMIR***

If a BEMIR user is experiencing technical difficulty finalising a WAAP there are a number of troubleshooting tips that may resolve the issue.

- Even though the WAAP may have already been issued, open the relevant WAAP and select 'Generate Permit'. The asbestos register will be generated then select 'Finalise Permit Details'.
- If a WAAP has been edited after it was originally created, then the WAAP will need to be regenerated before it can be progressed further. Select *Generate Permit (PDF)* located at the top of the Permit Details.
- To close an 'aged' WAAP without supporting documentation, refer to the process outlined in 'Finalising an aged WAAP in BEMIR with no supporting documentation' in this QRG.

For technical support please contact the Service Centre on 1800 680 445. If you are unable to resolve the issue then please send an outline of the issue to [Infrastructure.Safety@qed.qld.gov.au](mailto:Infrastructure.Safety@qed.qld.gov.au).

### ***Concerns regarding data anomalies or queries with existing data in the asbestos register***

If facilities have concerns regarding any data anomalies or queries associated with existing data in the facilities asbestos register, then they are requested to follow the steps identified below to resolve the matter.

#### BEMIR Data Resolution Process

- Step 1 - Initial response is to contact the regional QBuild contact to resolve the matter.
- Step 2 - If the matter is not adequately addressed, contact the DoE Regional Infrastructure Manager or Infrastructure Advisor to progress the matter.

Step 3 - If your Regional Infrastructure contact is unable to resolve the matter, then please send an email clearly outlining the details of the issue to Infrastructure Safety Team at the following address [Infrastructure.Safety@qed.qld.gov.au](mailto:Infrastructure.Safety@qed.qld.gov.au).

## More information

Visit the [OnePortal BEMIR](#) page to access BEMIR and locate the department's Quick Reference Guides on using BEMIR.

For information about asbestos sampling and ACM disposal, see the Asbestos Survey Minimum Data Collection Requirements template located on the [Queensland Government Asbestos Management Policy for its Assets](#) web page.

## **Appendix 1**

Link to WAAP template.

[Work Area Access Permit \(WAAP\) \(PDF, 220KB\)](#)



## Appendix 2 Example of completed pages 1 and 2 of WAAP

Permit No:1234

### WORK AREA ACCESS PERMIT

**VALID:** From: 7:30am Date: 20/05/2021 Until: Time: 5:00pm Date: 30/05/2021

All **green** sections are to be completed by the **Officer in Charge or Delegate**.  
All **yellow** sections are to be completed by the **Service provider**.

**Facility Name:** Urban State High School

<b>Buildings Affected:</b>	<b>Description of Work Area (rooms &amp; spaces):</b>	<b>Work Description:</b>
Senior School B Block	Student services	Install data and power

**Initiating Work Order / Purchase Order (if applicable):** N/A

**Special Conditions (if any) required by the Nominated Officer:** N/A

#### BEFORE THE WORK COMMENCES

**ACKNOWLEDGEMENT:** I will ensure that I and all workers (including subcontractors\*) who perform work in the work area specified in this Permit will comply with the 'Conditions of Access' attached to this Permit. *The Department of Education and Training requires that before any electrical work is undertaken, the relevant electrical circuit is isolated at the switchboard. NB: This includes any work associated with changing light tubes.*

**Service Provider<sup>2</sup>:** Full name of person: (print) Andrew Person Signature: XXXX.....

Name of organisation: Sparky Electrical Contact No: Office: Mobile: Time: .7:00am..... Date: 20/05/2021

Asbestos Class A or Class B removal licence number (if applicable): N/A.....

1. Business names of all proposed subcontractors for the work must be listed in the space provided at the bottom of this page.  
2. Name of the person who accepts responsibility for the on-site supervision and conduct of the work.

**ACCESS AUTHORISATION:** Permission to access the work area is granted and the relevant asbestos register has been made available to the Service Provider.

**CLIENT**  
Name of the Workplace Health and Safety Officer advised - if applicable: (print) ..... Contact No: .....  
Name of the Workplace Representative advised - if applicable: (print) .....

**Nominated Officer:** Full name: Kerry Boss Signature: XXXX..... Time: 7:30am ..... Date: 20/05/2021  
(or delegate) (print) (or Facility Identification Stamp)

FACILITY IDENTIFICATION STAMP HERE

**Note:** This section of the Permit only grants permission to the Service Provider to access the designated work area to undertake the work described on this Permit. It does not: i) signify approval of the scope of work, ii) alter any contractual or statutory obligations for the work, or iii) provide approval for any variation to the contract for the work.

**LIST OF SUBCONTRACTORS:**

Business name: ..... Contact details: (name, phone numbers) .....

**AFTER THE WORK IS COMPLETED**

**A) ASBESTOS INFORMATION:**

- 1. Did the work involve contact with or working on any Asbestos Containing Material (ACM)? Yes  No
- 2. Did the work involve removing or replacing any ACM (including assumed ACM)? Yes  No   
*If 'Yes', provide data in approved format.\* & \*\**
- 3. Did the work involve any sample testing for asbestos? Yes  No   
*If 'Yes', provide data in approved format.\**
- 4. Was any ACM discovered during the work that was not previously recorded? (e.g. concealed in a cavity). Yes  No   
*If 'Yes', provide data in approved format.\**
- 5. Does the 'Work Description' on the front page of the Permit accurately describe the work undertaken? Yes  No   
*If 'No', please provide additional details:.....*

The blue section is to be completed by the asbestos assessor/independent competent person (as required)

\* Nominated Officer provides the 'Minimum requirements when providing data for inclusion in the whole-of-Government central asbestos register' document and the formats from 'Manage Asbestos' website <https://www.forgov.qld.gov.au/manage-asbestos> to the service provider. The Service Provider is to provide a copy of their asbestos removal control plan or safe work method statement, a copy of the notification form/s to the regulator (as required), and a copy of any ACM and/or air monitoring sample results collected.

\*\* Nominated Officer provides a blank copy of the ACM Disposal Form obtained from the 'Manage Asbestos' website to the service provider.

**B) CLEARANCE:** (This section is only to be completed if asbestos removal work<sup>1</sup> has been undertaken or if a required third-party clearance certification has been specifically requested under the terms of engagement for the work). The asbestos-related work is completed. The asbestos work area has been thoroughly cleaned and inspected and there is no visual evidence of dust or debris. If air monitoring was carried out by an asbestos assessor or independent competent person as part of the clearance inspection, the airborne asbestos fibre level was less than 0.01 asbestos fibres/ml. This area is now cleared for return to normal use.

**Asbestos Assessor or Independent Competent Person<sup>2</sup>:** Name: (print) x..... Signature: x.....  
 Organisation: ..... Asbestos Assessor Licence No. (if applicable): ..... Clearance Inspection Time: ..... Date: / /

1. 'asbestos removal work' means work involving the removal of an item of ACM; excludes maintenance tasks such as cutting penetrations.  
 2. defined by the Workplace Health and Safety Queensland (WHSQ) Code of Practice 2021 – How to Safely Remove Asbestos.

**C) COMPLETION – Area available for reuse:** The work described has now been completed. The work was carried out in accordance with all relevant statutory requirements and the safe work method statement or asbestos removal control plan (where required), details in the 'Asbestos Information' section (A) above are complete and has been signed by a licensed asbestos assessor or independent competent person in 'Clearance' section (B) where applicable. The work area has been thoroughly cleaned and inspected and is now available for return to normal use.

**Service Provider:** Full name of person: (print) x..... Signature: x..... Time: ..... Date: / /  
 Name of organisation: .....

SERVICE PROVIDER

CLIENT

**Note:** This section of the Permit is only acknowledgement that advice has been received from the Service Provider that the work has been completed and the work area is available for return to normal use.  
 I have been advised that i) the work is completed, ii) the area has been left in a clean and tidy condition, and iii) access is no longer required. **This Permit is now closed.**  
**Nominated Officer:** Name: (print) x..... Signature: x..... Time: ..... Date: / /

**OFFICE USE ONLY**

**Note:** All documentation associated with this Permit (clearance certificates, waste transfer certificates, analysis results, etc.) must be kept as a hardcopy in the Asbestos Management Plan or in accordance with departmental record retention procedures.

## Appendix 3

### Post work inspection criteria

After the service provider has advised that the work has been completed, the Officer in charge or OIC Delegate must conduct an inspection with the service provider to confirm that the area is safe for reoccupation.

The checklist below may be of some help.

### Post work inspection items

*If, after a post work inspection, any items are assessed to have a listed hazard present, the area will be deemed to be not fit to reoccupy and the service provider will be required to eliminate the hazards prior to a further inspection.*

Item	Detail	Hazard Result	
		✓ not present	* present
Building waste/materials	All building waste and materials including sharp objects, skip bins, dust and debris have been removed from the facility		
Tools	All tools including plant and equipment have been removed from the facility		
Floor surfaces	All floor surfaces in and around the work area have been restored to the condition they were in prior to the work being carried out		
Construction signs, temporary fencing, flagging, caution tape and barricades	All temporary work related signs and barricades have been removed from the facility		
Service provider amenities	All service provider amenities including portaloos, lunch room and offices (including electric and water feeds) have been removed from the facility		
Environmental management	All temporary environmental control measures such as silt fences etc. have been removed from the facility		

## Appendix 4

### Documents to be uploaded into BEMIR (as required)

Before closing the WAAP, attach all supporting documentation to the record in BEMIR. All paper-based documentation must be scanned and saved as a digital file.

The checklist below may be of some help.

Document	Detail	✓ Yes	✗ No
Part A and Part B of the completed <i>start work meeting</i> (as relevant)	A start work meeting will be held for all works requiring a WAAP except under certain circumstances as determined by the DoE representative		
Facilities change document and associated certificates	The service provider must submit a Facilities change document for works that have involved asbestos removal, asbestos sampling, changed that affect the original floor plan of the area, the discovery of asbestos in soils		
Line drawing (for changes that affect the original floor plan of an area)	A line drawing is required when the works resulted in changes to the area floor plan, for example, removal of a room between two rooms		
Certificates verifying that soil imported to the facility during works was clean	Any soil or fill imported by the service provider as part of the works will require a certificate confirming the material is ACM free		
Relevant photos	There may have been photos taken as evidence to support actions taken		
Analysis results	Samples of building materials suspected to contain ACM may have to be tested. The analysis results of the testing is required		

Clearance certificates	A clearance certificate is required after asbestos removal work requiring a licensed asbeos removalist is carried out		
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