

## Policy and Procedure Register updates – Summary of changes to:

### Asbestos incident management procedure

<b>1. Reason for new policy or procedure</b> <i>(select all that apply)</i>		
<input checked="" type="checkbox"/> Change of policy/procedure requirements	<input type="checkbox"/> Audit/review recommendation	
<input type="checkbox"/> Change to legislation/delegations	<input type="checkbox"/> Due for review	<input type="checkbox"/> Other
<p>The <i>Asbestos incident management procedure</i> is part of a suite of new asbestos management related procedures that have been developed to provide clear instructions on managing assumed or confirmed Asbestos Containing Materials (ACMs) in departmental facilities. The content of the procedures, once effective (commencement of Term 4 2023 – 3 October), replaces content in the existing departmental <i>Asbestos Management Plan</i> (AMP).</p> <p>The new departmental AMP provides readers (internal and external to the department) with an explanation of the way that the department manages asbestos risk. The AMP recognises the role of this and other procedures in achieving effective asbestos management.</p> <p>This procedure seeks to achieve incident management responses that are proportionate to the risk and that sit with the party responsible for managing the risk.</p> <p>Amendments to existing departmental procedures, such as the <i>Health, Safety and Wellbeing Incident Management Procedure</i>, will ensure alignment with the requirements of this procedure.</p>		
<b>2. Summary of changes</b>		
<p>The <i>Asbestos incident management procedure</i> identifies the circumstances in which the department needs to manage incidents involving assumed or confirmed asbestos. The overview and definitions play a key part in communicating when the incident management processes must be applied.</p> <p>The procedure is intrinsically linked to the <i>Asbestos Management Procedure</i> and the <i>Asbestos management, asbestos incident and work area access permit delegations process</i>. Accordingly, the procedure adopts the responsibility titles of ‘Officer in charge’ (replacing ‘Building Manager’) and ‘Officer in charge delegate’ (replacing Nominated officer).</p> <p>The procedure applies to all department-owned sites, including schools, education centres and domestic premises, regardless of whether asbestos is assumed or confirmed to be present at the facility.</p> <p>The responsibilities are outlined in the context of the following process steps:</p> <ul style="list-style-type: none"> <li>• Establishing asbestos incident management delegations;</li> <li>• Initiating immediate response to a suspected incident;</li> <li>• Securing the scene of an incident that is suspected as meeting the threshold for notification to the Health and Safety Regulator;</li> <li>• Actions to be taken in response to the report of a suspected incident;</li> <li>• Recording asbestos related incidents;</li> <li>• Notifying parents/carers when students are in proximity of particular asbestos-related incidents;</li> <li>• Supporting departmental workers and parent/carers who have concerns about potential exposure to asbestos;</li> <li>• Notifying the Health and Safety Regulator of asbestos-related incidents that meet the threshold of ‘dangerous incidents’ under work health and safety legislation;</li> <li>• Review of asbestos-related incident records by Infrastructure Safety;</li> <li>• Investigation of asbestos-related incidents that meet the identified investigation threshold;</li> <li>• Implementing corrective and preventative actions;</li> <li>• Closing out asbestos-related incident records;</li> <li>• Managing interactions with the Health and Safety Regulator and other external enforcement agencies; and</li> <li>• Managing asbestos-related incident records.</li> </ul>		

<b>3. Impacts to roles and responsibilities</b>		
Does the new content change staff roles/responsibilities <i>in any way</i> ?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, select the type of change: ( <i>select all that apply</i> )		
<input checked="" type="checkbox"/> Revised responsibilities <input checked="" type="checkbox"/> New/additional responsibilities <input checked="" type="checkbox"/> Removed responsibilities		
<b>Position title</b>	<b>Summary of change</b>	<b>Page #</b>
All Employees	<p><b>Involvement in service provider incidents</b></p> <p>Scope of procedure limits DoE's involvement in directly reporting and responding to service provider asbestos-related incidents to those which have an impact on the facility's general business operations or the safety of the facility community during business operations ('departmental asbestos-related incidents').</p> <p>Responsibility for management of non-departmental asbestos-related incidents will rest with the relevant service provider.</p>	1
	<p><b>Departmental asbestos-related incident</b></p> <p>Departmental asbestos-related incidents are defined to include those that involve assumed or confirmed ACM:</p> <ol style="list-style-type: none"> <li>1. relating to work on ACM that is prohibited under section 419 of the <i>Work Health and Safety Regulation 2011</i>;</li> <li>2. in which the ACM has been disturbed but the disturbance could not have been reasonably foreseen;</li> <li>3. in which the ACM has been disturbed through intentional damage to building materials;</li> <li>4. in which the ACM has been disturbed while conducting unauthorised asbestos work (regardless of whether the work was done safely);</li> <li>5. that has involved asbestos work that has been conducted without appropriate asbestos management control measures;</li> <li>6. in which the ACM has been left in a state that could be unsafe and is accessible after the works have been completed;</li> <li>7. in which the ACM has been discovered in soil during excavation works and the discovery: <ul style="list-style-type: none"> <li>o was not anticipated; and</li> <li>o is not supported by a formal document outlining a detailed response for such discovery;</li> </ul> </li> <li>8. that involves the discovery of suspected asbestos containing dust or debris or loose or stored suspected ACM that is not related to asbestos incidents covered by 6. and 7. above.</li> </ol>	12
Officer in charge	<p><b>Incident summaries</b></p> <p>Minimum information to be reported is outlined, which in turn assists Central Office decision-making about incidents that are notifiable to the Health and Safety Regulator, under work health and safety legislation ('asbestos-related dangerous incidents').</p>	7
	<p><b>Re-entry of areas post incident</b></p> <p>Introduction of requirement for air monitoring and clearance inspections to be conducted before an area associated with an asbestos-related dangerous incident is re-occupied.</p>	5
	<p><b>Parent/carer letters</b></p> <p>Threshold for issuing of parent/carer letters revised to events where:</p>	8

	<ul style="list-style-type: none"> <li>restriction of access was required and students were in proximity of the impacted area before it was restricted; or</li> <li>students handled a material suspected of containing asbestos.</li> </ul> <p>Involvement of regional directors in the approval of letters and decisions about further communications about the incidents.</p> <p>Template letters (and samples), adopting risk communication principles, are available to support this change.</p>	
	<p><b>Supporting persons with concerns about exposure</b></p> <p>Additional strategies nominated for use by OIC to support departmental employees and parents/carer who have expressed concerns about potential exposure to ACM.</p>	8 & 9
	<p><b>Corrective and preventative actions post incident</b></p> <p>Responsibilities to ensure that corrective and preventative actions are implemented following an incident.</p>	11
	<p><b>Incident reporting</b></p> <p>Removal of requirement for facilities to report 'all' asbestos incidents to Regional Infrastructure personnel. Addition of option to contact Infrastructure Safety Regional Senior Advisors for advice on managing 'asbestos-related incidents'.</p>	-
Director, Infrastructure Safety	<p><b>Investigation of asbestos-related incidents</b></p> <p>Criteria established for the circumstances when an investigation into an asbestos-related incident must be conducted. Criteria includes where:</p> <ul style="list-style-type: none"> <li>children are in an enclosed space within 10 minutes of a power tool having been used on ACM or assumed ACM in that enclosed space; and</li> <li>principal contractor incidents that had potential to expose a member/s of school community to airborne fibres.</li> </ul>	10
<p><b>4. Communication and support for implementation</b></p>		
<p>In addition to publishing on the department's Policies and Procedures Register, targeted training is available for all personnel with responsibilities under the procedures (informed through the Department's Mandatory Annual Training – Ready Reckoner). Tools, such as implementation ready reckoners, guides, templates and examples are available to support application.</p>		
<p><b>For further assistance, please contact:</b></p> <p>Infrastructure Safety (07) 3028 8049 <a href="mailto:Infrastructure.Safety@qed.qld.gov.au">Infrastructure.Safety@qed.qld.gov.au</a></p>		