

# Asbestos Management Plan for Department of Education Facilities 2023

# Foreword

This plan has been prepared to communicate how asbestos building materials and plant or equipment associated with building structures are managed in Department of Education facilities. This document is utilised by facilities that are not required, under departmental procedures, to have a site-specific asbestos management plan.

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# 1. Introduction

Asbestos was used extensively by Australian industry, between the 1940s and 1980s, because of its durability, fire resistance and excellent thermal insulating properties.

The manufacture and importation of all asbestos based products was banned in Australia from 31 December 2003 in response to knowledge about the risk of disease from exposure to airborne asbestos fibres.

As with many Queensland buildings, asbestos products were used in the construction of departmental facilities.

Asbestos risk is regulated under the *Work Health and Safety Act 2011*. The legislation specifically applies to departmental facilities with respect to:

- prohibitions and exceptions for work involving asbestos or asbestos containing material (ACM)
- general duties for managing exposure to airborne asbestos
- requirements for identifying or assuming the presence of asbestos at a workplace and who can conduct analysis to confirm the presence of asbestos
- requirements for indicating the presence and location of asbestos
- requirements for preparing and keeping an asbestos register and reviewing the asbestos register
- requirements for ensuring that certain workplace parties are given access to asbestos registers and that the register is transferred to relevant parties when control of the workplace is relinquished
- requirements for preparing an asbestos management plan, making it accessible to certain workplace parties (such as workers and service providers) and reviewing and revising the plan.

The Queensland Government Asbestos Management Policy for its Assets (2021) also sets out departmental responsibilities for managing asbestos risk.

In line with the above Policy, the department's long-term objective is for all Department owned buildings to be free of asbestos. Until this is achieved, the department is committed to the effective management of in-situ asbestos containing materials.

### 1.1. Purpose

The purpose of this Plan is to:

- meet the requirements of section 429 of the *Work Health and Safety Regulation 2011*
- provide transparency in the asbestos management arrangements in place to safeguard the health of students, departmental staff, service providers and visitors at departmental sites.

### 1.2. Scope

This Plan applies to departmental facilities and is the basis for departmental site-specific asbestos management plans.

## 2. Asbestos risk profile

The department's asbestos risk arises from a range of factors, including:

- the scale of the department's facility portfolio – substantial number of facilities spread across the State, including in remote locations
- the mix of facilities owned by the department, including state schools, outdoor education centres, environmental education centres, office accommodation, teacher housing and early childhood education and care centres
- the extent of service provider delivery models utilised for building and refurbishment works – resulting in the need for personnel to give regard to asbestos management during contract management in several ways
- the active engagement of parents and citizens association members who arrange through schools to have works conducted that have the potential to disturb asbestos
- the high number of volunteers engaged for works in facilities

- the volume and frequency of works occurring within facilities that has the potential to disturb asbestos – maintenance and refurbishment by service providers and minor tasks by school personnel
- key occupants of the facilities – the significant presence of children whose behaviours are unpredictable (by accident or design)
- limited opportunities to influence asbestos management knowledge of parents/carers and media - impacting perceptions of asbestos risk.

## 2.1. Asbestos in departmental facilities

A survey of departmental facilities for the presence of asbestos was completed in the mid-1990s. Certain high-risk ACMs (such as loose asbestos material – insulation) were removed at the time of the survey. A roof replacement program between 2005 and 2007 resulted in 919 asbestos roofs being replaced. Notwithstanding these activities, asbestos remains present in many departmental facilities.

### 2.1.1. Asbestos in building fabrics

The most common asbestos containing building fabrics present in department-owned facilities include:

- sheeting and infill panels (internal and external)
- ceiling tiles or panels
- vinyl floor coverings
- mastics and fillers, often around doors and windows
- fire doors
- electrical switchboards and meters
- guttering and downpipes
- underground drainage and water pipes.

### 2.1.2. Asbestos in plant and equipment

Asbestos may be present in equipment and plant that was manufactured and imported up to 31 December 2003, i.e. prior to the manufacture and importation ban.

The types of department-owned plant that may contain asbestos include:

- kilns – insulation, gaskets and kiln itself
- mobile plant such as slashers, mowers, tractors, rollers – brakes

- generators and lathes – gaskets
- heater banks - insulation, baffles and lining of pipework and ducts
- heat mats and gloves.

### 2.1.3. Asbestos in soils

Materials containing asbestos can become unearthed during work activities such as gardening, landscaping and excavation. The presence of ACM in soils is usually due to:

- disposal of asbestos containing building materials from historical construction and demolition works at the site
- lack of records of used or unused asbestos pipes and service pits
- illegal disposal of materials on sites prior to their acquisition.

Refer section 7 *Management of asbestos in soils*.

## 3. Responsibilities

Responsibilities on departmental employees for managing asbestos are set out in the following procedures:

- Asbestos management procedure
- Asbestos incident management procedure
- Work area access permit procedure.

The procedures can be accessed on the department's Policy and Procedure Register at <https://ppr.qed.qld.gov.au>.

The Officer in charge (OIC) of a facility has overall accountability for asbestos management at a facility. However, the way in which this accountability is exercised will depend on the extent of works conducted at the facility and the service delivery models used for the works.

The procedures identify responsibilities for, in addition to the OIC, the following parties:

- All employees
- Persons responsible for planning work
- Persons responsible for procuring a service provider
- Persons responsible for a project manager contract

- Persons responsible for a service provider contract
- Manager, Asbestos Removal Program
- Director, Infrastructure Safety
- Director, Maintenance and Improvement
- Directors responsible for the leasing of department-owned facilities
- Local accommodation officers
- Regional infrastructure managers
- Deputy Director-General, Infrastructure Services Division.

The responsibilities seek to ensure that appropriate regard is given to:

- asbestos risk while a facility is being used for its usual purpose, for example, educating students
- maintaining assets that contain asbestos
- asbestos risk throughout a project lifecycle.

A person, including an OIC, may hold more than one of these responsibilities. For example, if the OIC is authorised to procure building and construction works and the works are conducted without a project manager the OIC may hold multiple responsibilities. The OIC may also hold responsibilities as the person responsible for planning work, the person responsible for procuring a service provider and the person responsible for a service provider contract.

The OIC may be assisted in carrying out the OIC's responsibilities for asbestos management at the facility. However, some of the responsibilities (delegable responsibilities) may only be carried out by duly appointed and trained Officer in charge delegates (OIC delegates). Formal appointment of OIC delegates is captured and communicated via the:

- Site-specific Asbestos Management Plan
- Facility asbestos management poster (located at the central control point for the facility and in all staff rooms).

Delegation eligibility and delegable OIC responsibilities are outlined in the *Asbestos management, asbestos incident, and work area access permit delegations process*.

The asbestos management responsibilities of service providers delivering work at departmental facilities are set out in the *Working on Department of*



*Education Facilities* document, which can be accessed at

<https://education.qld.gov.au/about/Documents/working-on-doe-facilities.pdf>

Facilities are assisted in meeting asbestos management responsibilities through, among other things, targeted asbestos management training, access to departmental employees of the Infrastructure Services Division (regional infrastructure, Infrastructure Safety and disaster management team employees).

## 4. Asbestos identification

The results of the asbestos survey conducted in the mid-1990s informed the development of departmental asbestos registers. Asbestos sampling continues to be undertaken for materials assumed to contain asbestos and the registers continue to be maintained as a record of asbestos presence in departmental facilities.

Asbestos signage, notices and labels are used to warn persons who may be intending to carry out work on departmental facilities about the potential (signage and notices) and actual (labels) presence of asbestos.

### 4.1. Asbestos registers

The Department has an asbestos register for each of the following three facility types:

1. Department owned buildings leased for Early Childhood Education and Care services
2. Department owned housing
3. All other department facilities – state schools, department owned office accommodation, outdoor education centres, environmental education centres.

The registers are housed in the Built Environment Materials Information Register (BEMIR) database, which is maintained by QBuild. In addition to being available in hard and soft copy on site, the department uploads a copy of the registers for facilities (other than those leased for Early Childhood Education and Care services) on the [department's internet site](#) twice a year.

The registers for facilities leased for Early Childhood Education and Care

services are also available on the department's internet site. Accordingly, the registers are a snapshot at the time of uploading and may not reflect the contents of the register in BEMIR for the duration of the register's publication on the internet.

The asbestos register for department-owned facilities leased for early childhood education and care services are forwarded to the service operators twice a year.

#### 4.1.1. Asbestos register contents

The registers detail, among other things:

- the date the materials were identified
- the name of the particular building/structure in which the identified materials are located
- whether the identified materials are internal or external to the building/structure
- the floor number or level on which the materials are located
- the specific location of the materials, for example, room name or number
- the unique identification number for the materials
- the description of the materials
- the type and form of the materials
- the physical state of the materials – based on level of encapsulation, condition, and stability. Scores are allocated as follows:
  - 1 unstable, severely deteriorated, or major damage (very poor)
  - 2 reduced stability, degrading (poor)
  - 3 intact and stable, slight damage (fair)
  - 4 intact and stable, only minor wear (good)
  - 5 intact and stable, good condition (excellent)
- the known status of the materials, i.e. whether the materials are:
  - 'assumed' - has yet to be tested to confirm it contains asbestos
  - 'confirmed' - testing has confirmed it contains asbestos
  - 'not present (tested)' - testing has confirmed it does not contain asbestos
  - 'not present (not tested)' - competent person has determined (without testing) that the material is not asbestos
  - 'removed' - materials were asbestos but have now been removed

- the BEMIR score, which considers the form of the materials, the physical state of the materials and likelihood of disturbance between inspections.

The scores are attributed as follows:

1–25 – Can be managed in-situ. Negligible hazard potential. Safe work procedures required if disturbed.

26–50 – Can be managed in-situ. Low hazard potential. Seek advice from competent person if disturbed.

51–75 – May need attention. Moderate hazard potential. Seek advice from competent person if disturbed.

76–100 – Needs attention. Hazardous. Special precautions are required if disturbed.

- a yes/no flag to indicate whether attention and action may be required before the next periodic inspection
- the results of sample analysis (where conducted)
- additional information relevant to the materials.

Buildings constructed from 1 January 1990 have an asbestos register description of 'no asbestos identified' if assessment of build construction dates and use of materials supports this conclusion.

Plant that is assumed or confirmed to contain asbestos, in buildings constructed up to 31 December 2003, is included in the asbestos registers.

Materials are recorded in the registers by surface material elevation. The register includes non-asbestos sheet materials (for example, plasterboard and hardboard, commonly known as Masonite) that could be misidentified by a person not trained, qualified or experienced in confirming the content of building materials. The recording of non-sheet type materials that are easily identified as non-asbestos containing (for example, brickwork, glass, timber) ceased being included in the department's asbestos registers in 2015.

#### 4.1.2. Asbestos register review and revision

The department engages QBuild to:

- conduct inspections of materials assumed or confirmed to contain asbestos to determine any change in condition (refer section 5.1 *Monitoring condition*)

- update the registers based on the results of the inspections.

The asbestos registers are also updated when new information is available about the materials, for example, where:

- asbestos sample analysis results have been received (due to works, or in response to asbestos-related incidents)
- refurbishment works have involved ACM removal or reconfiguration of building or room layouts.

The registers are subject to ongoing review and revision (from the inspection results and new information).

#### 4.1.3. Asbestos register accessibility

The department's *Asbestos management procedure* outlines the responsibilities for ensuring that the relevant asbestos register is made available to:

- the public
- lessees of department owned facilities used for the operation of early childhood education and care services
- tenants of department-owned housing
- facility employees
- service providers
- other visitors (as required).

The work area access permit (WAAP) processes incorporate measures that ensure the asbestos register is issued with a WAAP. Asbestos registers are also distributed to service providers during tendering and quoting processes.

Facilities must also ensure a hard copy of the asbestos register is printed and kept at the central control point, if BEMIR cannot be accessed.

### 4.2. Asbestos sampling and analysis

Laboratory analysis is the only way to confirm the presence of asbestos in a sample of materials.

The department has conducted a significant sampling program to reduce the volume of 'assumed ACMs' in the department's asbestos register. Remaining accessible assumed ACMs are being progressively sampled through the periodic inspections conducted on assumed and confirmed ACMs and as part of project planning activities. Sampling of assumed asbestos also occurs prior to any maintenance works and in some cases before project works are commenced.

The department's sampling actions seek to:

- provide greater certainty for persons carrying out work on building materials
- minimise the number of 'asbestos incidents' experienced
- reduce unnecessary alarm and anxiety to parents and carers and departmental employees following an incident involving 'assumed' ACM, which is later confirmed to not contain asbestos.

Areas or rooms subject to sampling are cleared of students and staff and access restricted while sampling works are carried out.

Some materials suspected to be ACM may be difficult to access or sample in a non-destructive manner. Such materials are required to be treated as assumed asbestos and appropriate controls applied until sampling confirms otherwise.

### 4.3. Signage, notices and labelling

Asbestos signage and labelling requirements are outlined in the Asbestos management procedure. The requirements meet the responsibilities outlined in the [Queensland Government Asbestos Management Policy for its Assets – Implementation Standard 1: Minimum Requirements for Asbestos](#).

#### 4.3.1. Warning signage in facilities

All departmental facilities (except for department-owned housing), which are known or assumed to contain asbestos, have at least one publicly visible warning sign placed at the facility central control point in a location visible to anyone who may disturb ACM (for example, the reception or office counter). The signage is compliant with AS1319: Safety signs for the occupational environment.

### 4.3.2. Warning notices in department-owned housing

Where department-owned housing is identified to contain ACM, at least two asbestos warning notices (one internal and one external) are present at the property. Examples of asbestos warning notice locations include:

- in the electrical meter box
- adjoining the smoke alarm detector
- on the back of the pantry door
- on the back of the door under the kitchen sink.

The annual general property inspections for domestic premises, conducted by QBuild, includes a check that warning notices are installed at department-owned housing in accordance with the [Queensland Government Asbestos Management Policy for its Assets – Implementation Standard 1: Minimum Requirements for Asbestos](#).

### 4.3.3. Labelling of ACMs

The department has determined that the permanent labelling of all facility ACMs is not reasonably practicable because of the following:

- the risk of misrepresentation of asbestos presence to maintenance and construction workers in the event that labels are defaced or removed
- the risk of unnecessary alarm to the school community (teachers, parents and carers) by a large number of labels posted across facilities
- the difficulties in affixing labels to all potential assumed/confirmed ACM in departmental facilities, particularly window mastics and concealed flooring;
- significant cost and time for effective implementation
- significant cost required to monitor that labels continue to be intact and legible.

The department has identified that a temporary labelling approach (applied for the duration of project works) would:

- not likely encounter the above issues
- achieve the objective of increased awareness of asbestos presence for workers carrying out works on building materials.

The temporary labelling approach is implemented through the specification of requirements in the *Working on Department of Education Owned Facilities* document, which must be applied by service providers.

The temporary labelling approach requires service providers to:

1. before commencing the works:
  - a. prepare a line drawing that identifies the:
    - i. surfaces intended to be disturbed during the works
    - ii. presence of assumed/confirmed ACM (based on the content of the asbestos register)
  - b. affix asbestos labels to the surfaces with assumed/confirmed asbestos that intend to be worked on and ensure it remains for the duration of the works
2. remove the asbestos labels after the works.

The approach prohibits the service provider from leaving the labels affixed after the works, to prevent any misrepresentation occurring that only labelled building materials at the facility are assumed/confirmed to contain asbestos.

## 5. Maintenance of in-situ asbestos

The department's asset maintenance program and the department's asbestos inspection monitoring program seek to respectively minimise deterioration and detect it early. However, evidence of deterioration of materials may still be detected in the periods between the delivery of these programs.

### 5.1. Monitoring condition

As highlighted in section 4.1.2 *Asbestos register review and revision*, QBuild is engaged by the department to monitor the condition of assumed or confirmed ACMs through the conduct of periodic inspections. While work health and safety legislation requires these inspections occur five-yearly, the department's

monitoring program seeks to ensure that facilities receive the inspections at least every three years.

The department applies a risk-based response to the inspection results. Assumed or confirmed ACMs that receive a new grading with a physical state score of 1 or 2 or a BEMIR score of 76 or greater (refer section 4.1.1 *Asbestos register contents*) are escalated to the department's asbestos removal program. Actions are also taken, as necessary, to ensure that the materials are in a safe condition until:

- removal of confirmed asbestos occurs, or
- sampling confirms that materials identified as assumed ACM do not contain asbestos.

## 5.2 Deterioration reporting

The *Asbestos management procedure* prohibits departmental employees from touching or disturbing suspected deteriorated ACM and sets out the steps to be taken by employees to report and respond to the identified deterioration.

The steps to be taken for departmental workplaces (for example, schools) include:

- reporting of the deterioration to a person who has received asbestos management training (identifiable through the facility's Asbestos Management Poster)
- a check being made of the asbestos register to determine if the deteriorated material contains asbestos
- restricting the area, installing danger signage and contacting QBuild to initiate make-safe actions if the deteriorated material is identified in the asbestos register as assumed or confirmed asbestos
- initiating appropriate actions if the deteriorated material is not identified as assumed or confirmed asbestos.

The procedure prohibits the reoccupation of an area restricted because of deteriorated ACM until QBuild has confirmed the area is safe for reoccupation.



An employee, who is a tenant in department-owned housing, is required under the procedure to report suspected deteriorated ACM in accordance with the relevant tenancy agreement.

Departmental leases require directors of early childhood and education centres (operated in department-owned facilities) to advise the relevant nominated departmental representative of identified building material deterioration. The department engages QBuild to respond to such notifications.

### 5.3 Make-safe standards

Make-safes are applied to deteriorated or damaged ACM as necessary.

Materials that have received a make-safe are prioritised for removal through the Department's Asbestos Removal Program or Modular Swap-out Program.

The department's make-safe standard is set out in the department's *Asbestos management procedure* and the *Working on Department of Education facilities* document.

The department collects information about make-safes through WAAPs and other project related documentation.

Make-safes are monitored, until the materials have been removed, to confirm the make-safe remains effectively intact and undisturbed.

## 6. Safe work procedures

Departmental facilities are dynamic environments where works are ongoing through:

- planned and emergency maintenance activities
- construction works to improve school facilities
- use of the facilities for extracurricular activities such as school fetes and sporting events.

The following parties can be involved in these works:

- departmental employees, for example, schools officers undertaking maintenance or minor improvement work such as hanging noticeboards
- service providers who may be engaged to conduct maintenance or project works (such as building extensions, demolitions and refurbishments)
- volunteers, for example, members of the Parents and Citizens (P&C) association undertaking tasks for school fetes.

The department's asbestos management approach considers asbestos during the lifecycle of works.

## 6.1 Planning works

The department's *Asbestos management* procedure requires departmental planning personnel to consider the presence of asbestos and potential for disturbance during project and maintenance planning.

The department has embedded criteria into its project planning documents to ensure that due consideration is given to whether asbestos removal or safe design (disturbance avoidance) is reasonably practicable for built structures. See section 7 for arrangements relating to asbestos in soils.

## 6.2 Procuring works

The department's *Asbestos management procedure* requires service providers to be given key asbestos management related documents (including relevant parts of the asbestos register and the *Working on Department of Education facilities* document) before they price work. These steps are initiated to ensure that service providers have information about asbestos risks associated with the work so that they can:

- consider the tools and work methods to be applied for the work – having regard for the legislative prohibitions on the use of certain plant and the limitations on using other plant that may cause the release of airborne asbestos into the atmosphere

- prepare any necessary safe work method statements for the works and ensure their workers are trained in the safe work method statements before commencing the works.

The procedures also ensure that similar outcomes are achieved when the works are managed by a contracted project manager.

Departmental employees responsible for procuring service providers give consideration to the asbestos safety performance history of potential service providers during selection activities.

The department has also established criteria for determining whether service providers are eligible to carry out asbestos removal at departmental facilities. The criteria leverages industry prequalification arrangements as a means of ensuring that asbestos removal is conducted by service providers with work health and safety maturity.

## 6.3 Pre-works

Departmental employees involved in planning works take steps to ensure that facilities receive relevant information about works involving assumed or confirmed ACM that may impact the facility community. This information is communicated to potentially affected parties such as departmental employees, out of hours school care providers, community organisations using the facility and Parents and Citizens' association members. These requirements of the *Asbestos management procedure* support the coordination of necessary asbestos management controls between the facility and service providers.

The department has established work area access permits as a formal authorisation method for granting conditional access to specific work areas in a departmental facility for works conducted by service providers, departmental employees and volunteers. They provide a vehicle to:

- communicate departmental requirements such as installation of warning signage and barriers, conduct of risk assessments for electrical hazards, reviewing asbestos registers before commencing works
- communicate the need for workers to read and comply with the contents of the WAAP

- record acceptance of departmental conditions for carrying out work
- identify the departmental representative who has authorised the access
- identify the service provider who has received the authorisation.

A WAAP is generated from a template (used by multiple government agencies) that is available in BEMIR and must be in place prior to the commencement of works.

The Department's *Work Area Access Permit procedure* sets out the:

- circumstances of when a WAAP is required for works – generally required for works that have the potential (intentionally or accidentally) to disturb building materials
- processes for creating, issuing and closing WAAPs, including the insertion of specific instructions prohibiting departmental employees and volunteers from undertaking work on assumed or confirmed ACM
- WAAP record management requirements
- WAAP related training requirements
- circumstances of when period WAAPs may be used by departmental employees to create efficiencies at departmental facilities – period WAAPs are not available to service providers
- requirements for ensuring a hard copy WAAP template is available at the facility in the event that BEMIR is not accessible.

The signed WAAP is retained at the central control point of the facility for the duration of the works. The service provider is issued an asbestos register with the WAAP, which must be taken to the work area for review by workers who will be conducting the works.

The *Work Area Access Permit* procedure also acknowledges the Departmental instructions to be used for the conduct of start work meetings before service providers commence works.

## 6.4 During works

The department prohibits:

- departmental employees and volunteers from carrying out works on assumed or confirmed ACM at departmental facilities (including conducting make-safes on assumed or confirmed ACM)
- works (other than asbestos removal) being conducted on low density board
- the enclosure, encapsulation or sealing of ACMs in structures other than for make-safe and asbestos in soil management purposes
- asbestos removal being conducted during facility school/business hours unless arrangements have been made to ensure facility community members and others who generally use the facility will not be present during the works
- persons other than service providers being at a facility during asbestos removal works unless otherwise approved in accordance with the department's *Asbestos management procedure*.

Service providers are bound to comply with WAAPs and the requirements set out in the *Working on Department of Education facilities* document during the course of their work.

As persons conducting businesses or undertakings, under work health and safety legislation, they are also duty bound to ensure they have safe systems of work for works that will disturb asbestos. These systems must manage risk to their own workers but also others, such as the facility community, who may be affected by their works.

## 6.5 Post works

The WAAP procedure sets out requirements that the work areas are not to be reoccupied until the work area has been inspected, by the OIC or an OIC delegate, to confirm that there are no visible signs that the area is not safe for reoccupation.

The departmental employee responsible for the service provider contract obtains from the service provider:

- documentation relating to changes to the facility during the works
- supporting certificates (such as asbestos removal clearance and waste disposal certificates, asbestos sampling analysis certificates and 'clean' soil certificates).

Relevant documents received from the service provider are forwarded to QBuild to support the updating of the asbestos register.

## 7 Management of asbestos in soils

As highlighted in 2.1.3, ACMs and asbestos debris can be unearthed during works at departmental facilities. The department initiates an Asbestos in soils assessment prior to certain project works if there are factors associated with the project that are known to contribute to the likelihood of the presence of asbestos in soil. The Asbestos management procedure sets out:

- the factors to be applied
- who is qualified to conduct the assessment
- what the assessment must address.

The department utilises the advice of the qualified person in the Asbestos in soils assessment report to determine the most appropriate course of action to manage any ACM identified to be present in the soil.

The *Working on Department of Education Facilities* document outlines the steps that must be taken in the event that service providers discover asbestos in soils during the course of works. These steps involve consultation with the Department to confirm the proposed course of action is acceptable.

The OIC may determine that an Asbestos in soil site management plan is necessary to facilitate ongoing monitoring for the presence of asbestos in or on soils. The plan may be developed by the facility (using the department's Asbestos in soils management guide) or a suitable service provider.

## 8 Asbestos-related incident management

Asbestos incidents can occur at departmental facilities through a range of circumstances, including:

- accidental damage by students, departmental employees and service providers
- intentional damage, for example, damage by vandals
- departmental employees carrying out unauthorised work (departmental employees are prohibited from carrying out works on ACM)
- service providers carrying out work on ACM without the necessary controls
- service providers carrying out work on ACM that, due to the risk to the workers and other persons, is prohibited under work health and safety legislation
- service providers leaving suspected ACM dust, debris or loose ACM after works
- weather events.

The Department's *Asbestos incident management procedure* provides directions to departmental employees for incidents that occur during:

- general facility business operations, i.e., the activities associated with the primary purpose of the facility
- works undertaken by service providers, where the incident affects or potentially affects the safety of the facility community:
  - during the facility's business operations, for example, potential exposure to asbestos created as a result of a service provider accidentally damaging an asbestos containing school hallway wall during school operations, or
  - when facility business operations recommence, for example, weekend works leaving assumed or confirmed ACM materials with unsealed penetrations.

The *Working on Department of Education facilities* document sets out the steps to be taken by a service provider if they have had an asbestos incident that affects or potentially affects the safety of the facility community.

The *Asbestos incident management procedure* sets out steps for:

- initiating an immediate response, which includes (for a facility that is a school) stopping work, restricting access, installing warning signage and reporting the incident

- securing the scene of a suspected asbestos dangerous incident (until a decision is made that the incident is not notifiable to the Work Health and Safety Regulator or if notifiable the Regulator gives permission for the scene to be disturbed)
- checking the asbestos register to assist determinations about whether the incident does involve assumed or confirmed ACM
- contacting QBuild to initiate make-safe actions, sample assumed ACM involved in the incident and disposal of materials
- managing clothing that has come into contact with dust suspected to contain asbestos
- communicating incident details to relevant employees
- recording asbestos-related incidents
- notifying parents/carers where students have been in proximity of an incident
- supporting departmental employees and parents/carers who have concerns associated with an incident
- the investigation of particular incidents, such as those that are notifiable to the Work Health and Safety Regulator and those where children were in an enclosed space within 10 minutes of a power tool having been used on ACM or assumed ACM in that enclosed space
- manage asbestos-related incident records.

As persons conducting businesses or undertakings, service providers are duty bound by work health and safety legislation to ensure they take appropriate steps to protect the safety of themselves, their workers and others and manage incidents accordingly.

## 9 Information and training

The department has initiated multiple information and training measures to ensure persons under the management and control of facilities are aware of the risks from the presence of asbestos in the workplace and actions to be taken to protect their health. These measures include:

- mandatory annual training of departmental employees that incorporates key prohibitions and safety precautions associated with asbestos risk



- induction training for cleaners and schools officers (as the employees most likely to discover and interact with building materials respectively)
- mandatory five yearly training of OICs and OIC delegates on asbestos risk and responsibilities under the asbestos related departmental procedures
- mandatory training of others with responsibilities under the department's procedures relating to asbestos management
- mandatory training for employees assisting OICs through the use of BEMIR
- dedicated asbestos management intranet webpage with resources to support persons with responsibilities under departmental procedures relating to asbestos management.

The department has imposed minimum awareness training that service providers and their workers must have if intending to carry out work on departmental facilities. The requirements are outlined in the *Working on Department of Education facilities* document.

## 10 Asbestos Management Plan review

The responsibilities for the review of the departmental and site-specific asbestos management plans are set out in the department's Asbestos management procedure. The Procedure includes details of the frequencies for the updating of site-specific asbestos management plans and the management of superseded versions of plans. The date of the last update of a site-specific asbestos management plan is identified in the Officer in charge details section of the plan. The department's generic Asbestos Management Plan and Site-specific Asbestos Management Plan template are published on the department's Policy and Procedure Register at [ppr.qed.qld.gov.au](http://ppr.qed.qld.gov.au). The register identifies the version number and version effective date of the generic asbestos management plan.

## 11 Definitions

Term	Definition
Facility community members	Persons who are generally present at a facility, for example, at a school the facility community would

	include teaching staff, administration staff, students and visiting parents and carers.
Officer in charge	The person identified in departmental procedures to have accountability for managing asbestos at a facility.
Officer in charge delegate	A departmental employee who has received formal delegation from the Officer in Charge of a facility to perform delegable responsibilities for the Officer in Charge.
Periodic inspections	Inspections conducted periodically to determine whether assumed or confirmed ACM has changed condition.
Plant	As defined under the Work Health and Safety Act, i.e. includes <ul style="list-style-type: none"> <li>a) any machinery, equipment, appliance, container, implement and tools;</li> <li>b) any component of any of those things; and</li> <li>c) anything fitted or connected to any of those things.</li> </ul>