Managing asbestos-related risks

As per DETE’s Statement of Intent, appropriate measures are needed to ensure that ACM is managed and potential asbestos-related risks are controlled.

Identification & registration

Managing in-situ & periodic inspections

Progressive removal of ACM

Safe business procedures & work practices

Education & awareness
Asbestos awareness

- What is Asbestos
- Key Responsibilities
- Incident Management
- Site Identification Badges
- DETE’s Asbestos Management Policy & Procedures
- Work Area Access Permits
- Additional Information
What is asbestos

• Naturally occurring fibrous material
• Used during 1940’s – 1980’s
• Used in various products including construction materials
• Asbestos banned since 31 December 2003.

Asbestos-containing material (ACM)

• *Any* material, object, product or debris that contains asbestos.
• Can take several physical ‘forms’ depending on its method of manufacture and application
Doctor Keith Adam

Senior Occupational Physician & Chief of Professional Services – Health Services Australia

- Practising as a specialist in occupational medicine for over 20 years.
- He has been a consultant to a number of organisations regarding asbestos related matters.
- He has also advised the department in relation to health matters relating to asbestos.
Dr Keith Adam - ‘Asbestos in Schools’

If this vodcast does not start automatically then please ensure you are connected to the internet and click this hyperlink: Asbestos in Schools
The Department’s policy & procedures

Available online via the OnePortal Quick links ‘Asbestos Management’

Or access the URL http://education.qld.gov.au/asbestos/index.html
Policy for the management of asbestos-containing material (ACM) in DETE facilities

Contains

- Relevant legislation & policy links
  *Including:* WH&S Act 2011
  WH&S Regulation 2011
  How to Manage and Control Asbestos in the Workplace Code of Practice 2011

- Statement of Intent
  Measures that ensure ACM is managed

- Responsibilities (overview)
  *Including:* Building Manager
  Nominated Officer
  Departmental Staff
  Service Providers
The Asbestos Management Plan for DETE Facilities

The Asbestos Management Plan (AMP) contains:

• A detailed reference guide on the asbestos management procedures to be followed

• Critical information on roles & responsibilities

• Flow diagrams to support the processes & procedures.

Must be used in conjunction with the Policy.
There are several different people who have responsibilities around asbestos management.

- Departmental staff
- Building Managers
- Nominated Officers
- Administrative Officers
- Schools Officers
- TAFE Institute Officers
- Parents & Citizens Association (volunteers)
- Regional Facilities Managers
- Regional & TAFE Institute H&S Consultants/Managers
- ECEC Centre Directors
- Regional Directors (schools)
- Infrastructure Services Branch
- Project Managers
- Regional & Central Office Project Coordinators
- Internal Auditors
- Service Providers
Departmental staff responsibilities

• Adhere to policy & procedures in managing ACM
• Inform the Building Managers/Nominated Officers of any disturbance or concerns with building materials
• Not to allow access to Service Providers to carry out work unless specifically authorised to do so by the Building Manager or Nominated Officer \textit{(in receipt of a WAAP)}
• Not to undertake any facilities work without Building Manager or Nominated Officer approval \textit{(in receipt of a WAAP)}
• Not to undertake make safe repairs \textit{(leave it to BAS)}
• Participate annually in asbestos awareness activities where facilities have assumed and/or confirmed ACM

If you see damage or disturbance of ACM or other Building material, do not handle the material but report it immediately to the Building Manager or Nominated Officer!
Parents & Citizens Members or Volunteers

- Adhere to departmental policy & procedures on asbestos management
- Not to undertake any work on ACM
- **Not to undertake work** or engage service providers to do maintenance work no matter how minor without Building Manager or Nominated Officer approval
- Obtain a Work Area Access Permit (WAAP) before commencing **ANY** work
- Notify a member of the Asbestos Management Team (AMT) of any concerns regarding the disturbance of building materials
Asbestos Management – Your team

• Key personnel at your location delegated asbestos management responsibilities
• Undertake Asbestos Management Training
• Manage Work Area Access Permits (WAAPs)
• Report and manage asbestos-related incidents

Report any asbestos-related matters or concerns to a member of ‘Your team’!
BEMIR

- **Built Environment Materials Information Register**
- Electronic environmental management system
- BEMIR critical components:
  - Asbestos Register
  - Work Area Access Permits (WAAPs)
  - Incident Management Reports (IMRs)

*Building Managers – it’s compulsory to use BEMIR when any building work is to be undertaken at the facility!*
A WAAP is a written and signed authorisation granting conditional access to a specific work area within a facility, for the purposes of carrying out all building related work which **may or may not disturb ACM**.

A WAAP is required for **ALL** maintenance, installation, refurbishment and construction related works that has the potential to **disturb ACM or NOT**.

*Every time* a Service Provider is on site for any building-related works then a **WAAP** is to be issued.
Work Area Access Permits (WAAPs)

No WAAP, no work, no way!
It is important when a **Service Provider** arrives and signs the WAAP, that they are **issued** a **Site Identification Badge**.

This lets everyone in the facility know that this person is a **non employee** on site **completing approved work**.
What is an asbestos-related incident?

An asbestos-related incident is an event involving assumed or confirmed asbestos-containing material (ACM) being disturbed in a method not consistent with legislative requirements.

Specifically, any direct action that exposes ACM and has the potential to release fibres e.g. damaging, abrading, breaking, scratching, abrasive cleaning, sanding, scraping, sampling, cutting, drilling, penetrating or removing.

Causes include:
- Accidental damage;
- Potential work method issue;
- Policy or AMP not followed;
- Deterioration
- Vandalism/Fire
- Weather event
- Undetermined cause (damaged material or exposed in soil)
Incident Management – required responses

Discovery of an assumed or confirmed asbestos-related incident
*Note: Do not handle the material

**STAFF**
- Secure the area
- Notify a member of the Asbestos Management Team (i.e. BM, NO or AO)

**BUILDING MANAGER, NOMINATED OFFICER**
- Ensure area secure
- Inform Building & Asset Services (BAS)
- Inform Regional Facilities Manager
- Complete BEMIR Incident Management Report (IMR)
- Create WAAP for BAS rectification work
- Parent/caregiver notification letter distributed within 24hrs
- Manage incident including updating BEMIR

**BUILDING & ASSET SERVICES**
Manage remedial works including:
- Repairs
- Professional clean
- Disposal of any contaminated equipment
- Clearance for re-use

**Incident investigation**
(may occur or be required)
Possible action
- Recovery of rectification costs
- Breach notice dependent on findings of investigation
Asbestos Management — Your role

• No WAAP, no work, no way!

• Clear out before building related work begins

• Be asbestos aware, act with care

• Let the professionals take care of the clean

Poster available from the Staff — asbestos information and training page of the Asbestos Management website.
Additional information

See the Asbestos Management Website

- Online via the [OnePortal](#) Quick links ‘[Asbestos Management](#)’

Resources including:

- Policy for the Management of asbestos-containing Material in DETE Facilities
- Asbestos Management Plan for DETE Facilities
- Vodcasts by Dr Keith Adam

Additional BEMIR Resources

- Online - BEMIR Live Environment
  - Access additional Parsons Brinckerhoff videos on Asbestos related topics via the [BEMIR](#) Asbestos Awareness/Training link