

Asbestos Awareness

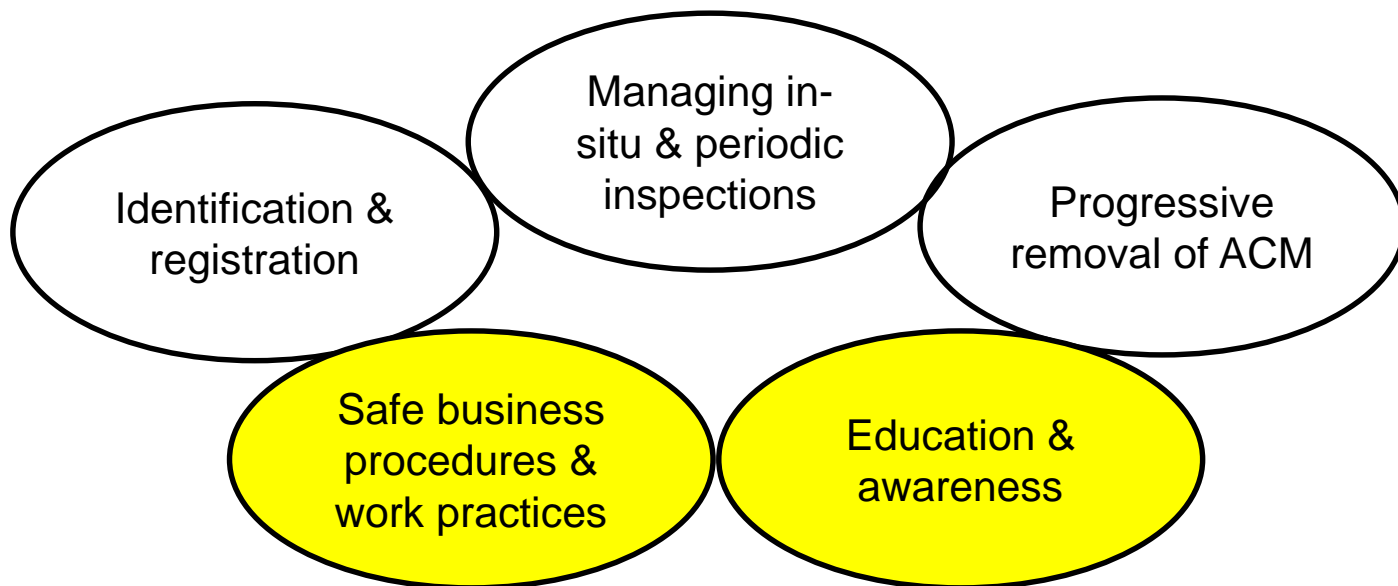
Annual Presentation

DETE Staff/P&C

Version 4, 2014

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.



Asbestos awareness

What is Asbestos

Key Responsibilities

Incident
Management

Site Identification
Badges

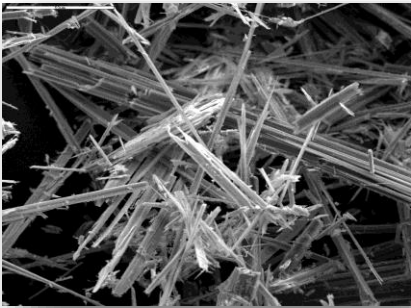


DETE's Asbestos
Management
Policy &
Procedures

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

Vinyl floor tiles



Debris in soil



Toilet partitioning



External wall sheeting



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>



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Education Queensland
Department of Education

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Asbestos management - policy, plan and guidelines
Staff asbestos information and training
Service providers and contractors - working on department-owned facilities
Parents and caregivers - understanding the management of asbestos
Departmental asbestos advisors
Asbestos registers
Reported incident sample testing
Contacts

Asbestos Management

Asbestos management in department-owned facilities

Building materials containing asbestos were used extensively throughout Queensland between the 1940s and the 1980s. These materials were used in floors, walls, roofs and many other building applications for houses, schools and other types of buildings both government and non-government.

The department's highest priority is the safety of students and staff at all times.

Asbestos-containing materials that are in sound condition do not pose a health risk unless disturbed. For more information about Asbestos, see the vodcasts available from [Dr Keith Adam, the department's Chief Health Advisor on Asbestos](#).

Asbestos will continue to be managed in accordance with the Queensland Government's asbestos management and control policy for government buildings, which incorporates a number of control measures to manage in-situ asbestos-containing material. See the [Asbestos management - policy, plan and guidelines](#).

The condition of materials containing asbestos in department-owned facilities is managed through an extensive awareness program as well as QBuild annual maintenance condition assessments and three-yearly specific asbestos audits.

Any asbestos-containing material classified as being in poor condition through these inspections is made safe and programmed for remedial action as required.

Information
Staff
Service
Parent

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

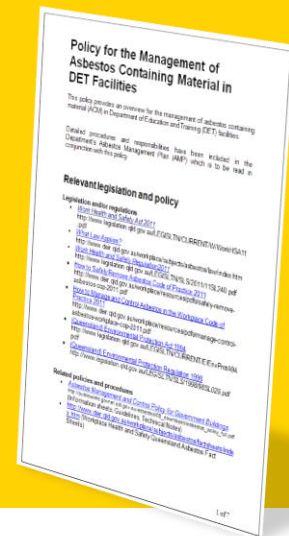
- Responsibilities (overview)

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.



Responsibilities

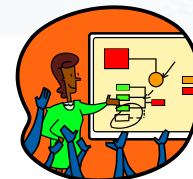


Departmental
staff

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

There are **several
different people
who have
responsibilities
around asbestos
management**

Building &
Asset
Services
(BAS)
Service
Providers



Infrastructure
Services
Branch

Project
Managers

Regional &
Central Office
Project
Coordinators

Internal
Auditors

ECEC
Centre
Directors
Regional
Directors
(schools)



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 (*in receipt of a WAAP*)
- Not to undertake any facilities work without Building Manager or Nominated Officer approval (*in receipt of a WAAP*)
- Not to undertake make safe repairs (*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'!

Department of Education, Training and Employment

Asbestos Management – Your team





School name: _____

Building Manager: School Principal







Name: _____

Nominated Officers: Building Manager's delegate i.e. Deputy Principal, Business Services Manager, HOD


			
Name: _____	Name: _____	Name: _____	Name: _____

Administrative Officers: Provide administrative assistance to the Asbestos Management team.

			
Name: _____	Name: _____	Name: _____	Name: _____

www.education.qld.gov.au/asbestos

Great state. Great opportunity.



BEMIR

- **B**uilt **E**nvironment **M**aterials **I**nformation **R**egister
- 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!

Work Area Access Permits (WAAPs)

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.

[illegible]

Work Area Access Permits (WAAPs)



Permit No:		WORK AREA ACCESS PERMIT		Page 1 of 2	
VALID: From: Time:		Date:	Until: Time:		Date:
Facility Name:					
Buildings affected:		Description of Work Area (rooms & spaces):		Work Description:	
Initiating Work Order / Purchase Order (where applicable):					
Special Conditions (if any) required by the Nominated Officer:					
BEFORE THE WORK COMMENCES					
SERVICE PROVIDER	ACKNOWLEDGEMENT: I will ensure that I and all workers (including subcontractors ¹) who perform work in the work area specified in this Permit will comply with the 'General Conditions of Access' and any 'Special Conditions of Access' attached to this Permit.				
	Service Provider²: Full name of person: (Print) X Signature: X Name of Organisation: Contact No: Office: Mobile: Time: Date: / / Asbestos "A" Class or "B" Class Licence Number where applicable: X <small>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.</small>				
CLIENT	ACCESS AUTHORIZATION: Permission to access the work area is granted and the relevant asbestos register has been made available to the Service Provider.				
	Name of the Workplace Health and Safety Officer advised - if applicable: (print) Name of the Workplace Representative advised - if applicable: (print) Nominated Officer: Full name: (Print) X Signature: X Time: Date: / / (or delegate) (or Facility ID Stamp)				
<small>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.</small>					
LIST OF SUBCONTRACTORS:					
Business Name:			Contact details: (name, phone numbers)		
.....				
.....				
.....				

Master Work Area Access Permit form ver: 17 4 July 2011



No WAAP, no work, no way!

Site Identification Badges

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.

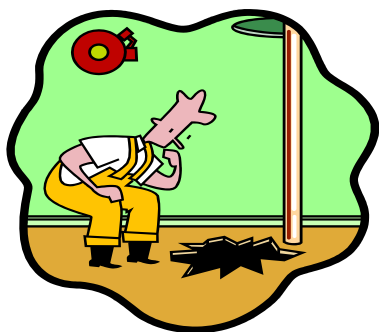
Specifically, any direct action that exposes ACM and has the potential to release fibres e.g. damaging, abrading, breaking, scratching, abrasive cleaning, sanding, scraping, sampling, cutting, drilling, penetrating or removing.

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)

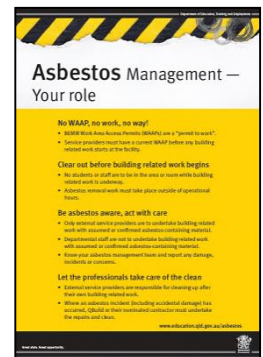
Possible action

- 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