

ASBESTOS MANAGEMENT PROCEDURE

Asbestos Management Procedure

Scope (audience and applicability)

This procedure applies to all employees of the Department of Education (DoE), Tasmania and has been developed to ensure the effective management of asbestos on properties under the control of the Department, as well as to providing a documented process to ensure compliance with legislative requirements.

Purpose

The purpose of this procedure is to ensure compliance with, and support of, legislative and departmental requirements relating to the management of asbestos on properties under the control of the Department.

The Tasmanian Department of Education, as an employing authority, is required under the Work Health and Safety Act 2012 to protect the safety and health of employees, students, visitors or volunteers and contractors who are working in a workplace under the Departments control.

Accordingly, the Department of Education takes all necessary steps to manage the presence of any asbestos in Tasmanian Government schools, libraries and other workplaces. The department is committed to ensuring that asbestos is managed in the most appropriate manner.

Schools are considered to be workplaces and all School Principals in the Tasmanian Department of Education are appointed as Responsible Officers under the Work Health and Safety Act 2012.

Asbestos Management is a key responsibility for all site managers/responsible officers including the awareness of, and management of, asbestos within a site. This involves inspection, assessment, repairs on a regular basis and removal of asbestos where necessary. These tasks MUST be undertaken as required by Regulation 422 (Management of Asbestos and Associated Risks) of the Work Health and Safety Regulations 2012.

Definitions

ACM	Asbestos Containing Material.
AMP	Asbestos Management Plan.
Asbestos	Defined as the fibrous form of mineral silicates belonging to the serpentine and amphibole groups of rock-forming minerals, including actinolite, amosite, crocidolite, chrysotile, tremolite, or any mixture containing one or more of these.
Competent Person	Is defined as "a person who has acquired through training, qualification or experience the knowledge and skills to carry out specific tasks"
DoE	Department of Education.
High Risk	Asbestos materials that pose a high health risk to personnel or the public in the area of the material – there is a high potential for the material to release asbestos fibres, if disturbed.

JSA	Job Safety Analysis - is a method that can be used to identify, analyse and record the steps involved in performing a specific job, the existing or potential safety and health hazards associated with each step, and the recommended action(s)/ procedure(s) that will eliminate or reduce these hazards and the risk of a workplace injury or illness.
Permit	to Form to be completed by Contractor acknowledging presence of asbestos materials.
Work	in work area identified in register prior to commencing work. Contractor to indicate control measures to be used.
Principal Contractor	The duty holder who is required to ensure effective management of health and safety throughout the construction phase of the project.
SBM	Person with responsibility for the DoE facility or a suitably appointed delegate.
Site Manager	A site manager is responsible for the care and maintenance of buildings and property. They also may be in charge of cleaning, grounds keeping, and security. Site managers must ensure the grounds and buildings are secure and safe for visitors and residents.

Procedure Details

Site Managers and Responsible Officers are required to undertake the following actions:

- Site Managers and Responsible Officers in control of a workplace must ensure, so far as is reasonably practicable, that all asbestos or asbestos containing material (ACM) at the workplace is identified by a competent person.
- A person with management or control of a workplace must – (a) if material at the workplace cannot be identified but a competent person reasonably believes that the material is asbestos or ACM, assume that the material is asbestos; and (b) if part of the workplace is inaccessible to workers and likely to contain asbestos or ACM, assume that asbestos is present in the part of the workplace.
- If Asbestos is identified in the workplace, the Site Manager must carry out a risk assessment on the potential exposure to airborne asbestos fibres of any person entering that workplace.
- They must take all reasonably practicable steps to ensure that any person is not exposed to airborne asbestos fibres in excess of the allowable exposure standard.
- Employees, members of safety committees and employees' safety representatives must be informed of the location of any asbestos within the building or structure and any precautions necessary to minimise the risk to the health and safety of those persons.
- Any tenants and building maintenance and servicing personnel employed or engaged by the person who has management or control must be informed of the location of the asbestos.
- The location of all asbestos that is identified must be recorded in a register.
- All identified asbestos must be regularly inspected to ensure that it does not deteriorate or constitute health risks. The dates and findings of each inspection must be recorded in the site Asbestos Register.

- The register must be made available on request.
- In any area of the workplace in which asbestos is present, and regular maintenance or repair work is likely to be carried out, signs or labels must be provided to alert persons undertaking such work of the location of the asbestos and any precautions that should be taken.
- Any person who may be exposed to airborne asbestos fibres as part of their regular duties must receive adequate information, instruction and training to make them aware of any risks involved in the performance of the work and the precautions necessary to protect their health.

These requirements are minimum legal requirements which are enforced by Workplace Standards Tasmania Inspectors.

Penalty: In the case of – (a) an individual, a fine not exceeding \$6,000; or (b) a body corporate, a fine not exceeding \$30,000

To assist site managers and responsible officers in meeting their asbestos management responsibilities, the Department has implemented several processes:

- Asbestos Registers for all sites;
- Internal Audit reviews;
- Advice and support through Facility Services; and
- Advice and support through the Safety Injury and Risk Management Unit.

In addition to the minimum legislative requirements outlined above, all site managers and responsible officers are required to be aware of their obligations in relation to the management of asbestos as detailed below:

- ensure that all contractors and maintenance workers acknowledge their sighting of the Asbestos Register by signing the Contractors Log Book;
- ensure that all staff acknowledge their sighting of the Asbestos Register by signing a staff logbook; and
- take immediate action should an incident involving exposure to asbestos occur.

Asbestos Registers

All departmental sites have an Asbestos Register which is supported by detailed site plans identifying the locations of materials known or likely to contain asbestos. A copy of your updated site registers has been forwarded to the school. An electronic can be obtained by contacting Facility Services.

The registers identify building components that:

- definitely contain asbestos;
- are likely to contain asbestos; or
- may contain asbestos.

Components identified as “likely to” or “may” contain asbestos must be treated as being asbestos containing until proven to be asbestos free by a laboratory approved by the regulator in accordance with guidelines published by Safe Work Australia.

In the vast majority of cases, asbestos-containing materials are safe if these products are in sound condition and left undisturbed however they should continue to be monitored in case deterioration occurs. Each area identified has been assigned a condition rating and the level of risk of being damaged.

Asbestos Registers for all sites have been reassessed to provide improved information on the presence, location, awareness and management of asbestos and ACM.

An Asbestos Management Plan (AMP) has been developed and incorporates the directives and guidelines recently established by Workplace Standards Tasmania. More copies can be sought from Facility Services.

Labelling of Asbestos

The requirement to attach labels to asbestos containing material has been discussed with Workplace Standards and it is the department’s view that, in a public environment, this could be counterproductive and result in increased levels of damage by vandalism. Accordingly, it is currently not DoE practice to label asbestos in areas open to public view.

However, as part of the new site assessments, labelling of asbestos in non-public areas such as locked plant rooms and switchboards is undertaken.

Asbestos warning signs will be provided for locating adjacent to each site Contractor’s Log Book. Similar warning stickers will also be provided for these log books.

Construction and Maintenance Works

The Responsible Officer/Site Manager has an obligation to make available to all people on site, information on the presence of asbestos. This includes all staff, visitors, contractors and others working on the site. It is requirement that a copy of the Asbestos Register be kept in a central area such as Reception.

All contractors and maintenance workers **MUST** inspect the Asbestos Register before works commence. An Asbestos ‘Permit to Work’ pro-forma is available and can be accessed on the DoE Intranet. It is also a requirement to maintain a Contractor’s Log Book to track their visits and acknowledgements that the Asbestos Register has been sighted on each and every visit.

Additionally, the contractor should examine the building structure, equipment, fittings and all parts of the site where they will be working and advice the site responsible officer if any areas additional to those identified in the Asbestos Register are suspected as containing asbestos.

Site Managers and Responsible Officers should immediately contact Facility Services on 6478 4316 to advise them of the situation and then organise testing of the area by a competent specialist to determine the presence of asbestos.

It is departmental policy that, wherever possible, asbestos will be removed from areas being redeveloped as part of all capital improvement projects.

Incidents

The site manager or responsible officer **MUST** take immediate action when an incident occurs that may involve potential exposure to asbestos fibres.

Immediate actions include:

- Stop work in the suspect area;
- Ensure that access to the area is restricted immediately;
- Phone the Facility Operations Coordinator on 6478 4316;
- Phone the Senior Human Resources Consultant Health and Safety on 6165 6258;
- Arrange analysis of the suspect ACM; and
- Advise Workplace Standards Tasmania on 1300 366 322.

During the same day:

- Consider the communication strategy for advising all staff, contractors, students and parents and other site users.
- Complete an online [WHS Incident/Accident Reporting Form](#)

The following day:

- Ensure that analysis results are received;
- Discuss analysis results with the Facility Operations Coordinator;
- Arrange any necessary removal of asbestos and site cleanup.

Communications

The Communication Services on 6165 5724 will provide assistance in developing the communication strategy and supporting documents such as memos and letters necessary should an incident involving asbestos containing materials occur.

Removal of Asbestos

Asbestos should only be removed by contractors registered by the Workplace Standards Tasmania.

A list of approved contractors can be found at: [Asbestos Contractors](#)

Funding for Removal of Asbestos

Funding for the removal of asbestos should be allowed for within the site maintenance budget.

Major capital improvement projects will meet the cost of asbestos removal within the areas being redeveloped.

Further Information

Workplace Standards Tasmania provides additional information on the management and removal of asbestos on its website [Asbestos Management and Removal](#)

Risk Management

Risks associated with compliance with this policy are managed by:

Roles and Responsibilities:

Meaning of "must", "is to" and "may"

- (a) the word "must" is to be construed as being mandatory; and
- (b) the words "is to" and "are to" are to be construed as being directory; and
- (c) the word "may" is to be construed as being discretionary or enabling, as the context requires.

The Secretary and Deputy Secretaries are to:	<ul style="list-style-type: none">• Are to ensure the implementation of this policy and accompanying procedure at a state level.
General Managers and Principals are to:	<ul style="list-style-type: none">• Are to ensure that all staff comply with this policy, accompanying procedure and plan in the management of asbestos under their control.
Site Managers and SEO's are to:	<ul style="list-style-type: none">• Must ensure the compliance with this policy, accompanying procedure and plan in the performance of their duties.• Provide accurate and timely advice in reporting asbestos related incidents.
Staff, Visitors and Contractors are to:	<ul style="list-style-type: none">• Must ensure the compliance with this policy, accompanying procedure and plan in the performance of their duties.

Associated Documents and Materials

[Asbestos Management Policy](#)

[Asbestos Management Plan July 2014](#)

[Asbestos Permit to Work](#)

[Asbestos Job Safety Analysis Worksheet](#)

[Asbestos Survey Periodic Inspection](#)

[Work Health and Safety Act 2012](#)

[Work Health and Safety Regulations 2012](#)

[Safe Work Australia, Code of Practice 'How to Manage and Control Asbestos in the Workplace' \(2016\)](#)

[Workplace Health and Safety Amendment \(Asbestos Removal\) Regulations 2011](#)

[Safe Work Australia, Code of Practice: How to Safely Remove Asbestos \(2016\)](#)

[Worksafe Tasmania, How to Safely Remove Asbestos, Code of Practice](#)

[Worksafe Victoria, Guidance Note, Asbestos-contaminated soil \(Oct 2010\)](#)

Contact Information

For further Information please contact Facility Services (Operations) via email on fac.operations@education.tas.gov.au

Authorised by:	Mark Bowerman
Position of authorising person:	Manager, Facility Services
Date authorised:	March 2013
Developed by:	Facility Services (Operations)
Date of last review:	June 2015
Date for next review:	June 2018
This document replaces:	N/A
