

# FCM-PR-003: Management of Asbestos Containing Material in DET Facilities

This policy provides an overview for the management of asbestos containing material (ACM) in Department of Education and Training (DET) facilities.

Detailed procedures and responsibilities have been included in the Department's Asbestos Management Plan (AMP) which is to be read in conjunction with this policy.

## Relevant legislation and policy

### Legislation and/or regulations

- [Workplace Health and Safety Act 1995](http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/W/WorkplHSaA95.pdf)  
<http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/W/WorkplHSaA95.pdf>
- [What Law Applies?](http://www.dir.qld.gov.au/workplace/subjects/asbestos/law/index.htm)  
<http://www.dir.qld.gov.au/workplace/subjects/asbestos/law/index.htm>
- [Hazardous Substances Code of Practice 2003 - Queensland](http://www.dir.qld.gov.au/workplace/law/codes/hazardoussubstances/)  
<http://www.dir.qld.gov.au/workplace/law/codes/hazardoussubstances/>
- [\(Queensland\) Workplace Health and Safety Regulation 2008](http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/W/WorkplHSaR08.pdf)  
<http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/W/WorkplHSaR08.pdf>
- [National Code of Practice for the Safe Removal of Asbestos 2nd Edition \[NOHSC:2002 \(2005\)\]](http://www.safeworkaustralia.gov.au/NR/rdonlyres/1A198A7C-D0A7-40AD-964E-31673C695E92/0/AsbestosCode.pdf)  
<http://www.safeworkaustralia.gov.au/NR/rdonlyres/1A198A7C-D0A7-40AD-964E-31673C695E92/0/AsbestosCode.pdf>
- [National Code of Practice for the Management and Control of Asbestos in Workplaces \[NOHSC:2018 \(2005\)\]](http://www.safeworkaustralia.gov.au/NR/rdonlyres/DB7C0238-F1D3-4EDE-B444-F7B751CE83FE/0/ManagementCode.pdf)  
<http://www.safeworkaustralia.gov.au/NR/rdonlyres/DB7C0238-F1D3-4EDE-B444-F7B751CE83FE/0/ManagementCode.pdf>
- [\(Queensland\) Environmental Protection Act 1994](http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/E/EnvProtA94.pdf)  
<http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/E/EnvProtA94.pdf>
- [\(Queensland\) Environmental Protection Regulation 1998](http://www.legislation.qld.gov.au/LEGISLTN/SLS/1998/98SL029.pdf)  
<http://www.legislation.qld.gov.au/LEGISLTN/SLS/1998/98SL029.pdf>

### Related policies and procedures

- [Asbestos Management and Control Policy for Government Buildings](http://publicworks.govnet.qld.gov.au/asbestos/00_downloads/asbestos_policy_full.pdf)  
[http://publicworks.govnet.qld.gov.au/asbestos/00\\_downloads/asbestos\\_policy\\_full.pdf](http://publicworks.govnet.qld.gov.au/asbestos/00_downloads/asbestos_policy_full.pdf)  
(Information sheets, Guidelines, Technical Notes)
- <http://www.deir.qld.gov.au/workplace/subjects/asbestos/factsheets/index.htm> (Workplace Health and Safety Queensland Asbestos Fact Sheets)

# Statement of Intent

Asbestos is the common term used to describe a naturally-occurring fibrous mineral that was used extensively by Australian industry because of its durability, fire resistance and excellent thermal insulating properties.

The term “asbestos containing material” (ACM) refers to any material, object, product or debris that contains asbestos. ACM can take several physical “forms.

ACM was extensively used in buildings including houses, hospitals and schools built prior to 1990.

The Department of Public Works (DPW), as the Queensland Government's management authority for asbestos in government buildings, undertook a comprehensive audit regime of all public buildings, including state schools and TAFE Institutes, which was completed by the mid - 1990's. High risk ACM (e.g. loose asbestos material such as insulation) identified as part of those audits, was removed. For the period between 2005 and 2007, 919 asbestos roofs were also replaced. Various ACM including ceilings, and wall sheeting, guttering, downpipes and vinyl flooring remain in DET facilities and are in sound condition do not pose a health risk unless disturbed.

In March 2009, Workplace Health and Safety Queensland (WHSQ) issued a fact sheet advising that some asbestos sheeting, known as Low Density Asbestos Fibre Board (LDB), used in the construction of buildings is to be regarded as a friable ACM. This product was manufactured in the late 1950's to mid – 1960's and is unlikely to be found in buildings constructed after 1982. Low density asbestos fibre board is softer than asbestos cement sheeting and will crumble easily if disturbed. If the material is in good condition and left undisturbed, it presents a low risk to building occupants.

Appropriate measures are needed to ensure that ACM is managed and potential asbestos-related risks are controlled. The following measures have been developed and adopted by DET based on the requirements of the national *asbestos management code* and the *Asbestos Management and Control Policy for Government Buildings*, and form part of a comprehensive framework for managing asbestos-related risks in DET facilities.

1. Identification and registration of ACM
2. Managing asbestos in-situ and periodic inspections of ACM
3. Asbestos warning signage
4. Safe business procedures and work practices
5. Progressive removal of ACM (based on risk)
6. Education and awareness programs
7. Asbestos registers (BEMIR)
8. A 'work area access permit' process to control building-related work

DET has detailed procedures for the management of asbestos in DET facilities. These procedures have been included in the Department's Asbestos Management Plan (AMP) and must read in conjunction with this policy. The policy and AMP must be adhered to at all times by Schools, TAFE Institutes, ECEC, Parents and Citizens Association (P&C), DET Regional and Central Offices and all service providers (including; QBuild, QBuild engaged contractors, Project Services and DET engaged contractors/consultants).

DET Asbestos Management Plan document can be sourced at:

<http://education.qld.gov.au/asbestos/index.html>

To further strengthen the asbestos management policies and procedures in DET, the following committees and roles have been established:

- Asbestos Expert Advisory Panel ([Terms of Reference](#))
- Asbestos Stakeholders Reference Panel ([Terms of Reference](#))
- Chief Safety Adviser on Asbestos ([Terms of Reference](#))
- Chief Health Adviser on Asbestos ([Terms of Reference](#))

The Built Environment Materials Information Register (BEMIR) is an electronic environmental management system designed and managed by DPW to assist government agencies with the management of environmentally significant matters within Government controlled facilities.

To ensure the safety of students and staff, all Building Managers of DET facilities must ensure the use of the BEMIR when any work including maintenance, refurbishment, installation and construction is being undertaken in DET facilities. There are three critical asbestos management components of BEMIR. These include the:

- **Asbestos Register** - electronic register which identifies the presumed or confirmed presence of asbestos within buildings/grounds as well as items that have been removed. The register details the locations, physical state and BEMIR score for ACM
- **Work Area Access Permit (WAAP)** - is a written and signed authorisation to service providers granting conditional access to specific work area/s in a facility for all maintenance, installation, refurbishment, and construction related works, of any description. The WAAP includes both - General and Special Conditions of Access
- **Incident Management Report (IMR)** – is a tool used for recording and reporting of asbestos incidents. These reports assist in preparation of communication and briefs where required. The reports will also provide the data to compile information for whole of government reporting requirements.

The use of the Asbestos Register, Work Area Access Permits and Incident Management Reports in BEMIR is mandatory.

The Department of Public Works in its role as the Queensland Government's management authority for asbestos containing material in government buildings is responsible for providing advice to DET on the management of asbestos in their facilities amongst other things.

DET nominates QBuild to provide advice and support in relation to all asbestos-related matters including the management of in-situ ACM, corrective actions where required and the updating of the central asbestos register in BEMIR to reflect the current status of ACM.

A comprehensive asbestos inspection, including a review of the asbestos register for each DET site, is also to be conducted every three years (or more often as required by the condition of the ACM) in line with the *Asbestos Management and Control Policy for Government Buildings*.

DET also engages QBuild to undertake an assessment of the condition of state school and early childhood, education and care facilities on an annual basis. This includes an inspection of all building components known or suspected of containing asbestos. Where required, repairs and/or replacements are carried out using appropriate work procedures.

All ACM material identified as being in poor physical condition (physical state 1 or 2) or having a BEMIR Score of 76 or greater will be made safe and scheduled for removal, to ensure on-going student and staff well-being.

As a precautionary measure DET policy is that whilst:

- a) ACM is being removed from a DET site, no-one is to be on site, other than service providers (unless approved by the DDG-Infrastructure Services Division in consultation with either the DDG-Education and/or the Chief Operating Officer, Office of TAFE Queensland and DET Regional Operations)
- b) Testing of and/or maintenance is being undertaken on presumed or confirmed ACM, that the area or room is cleared of students and staff and access is restricted whilst the service providers are working

## **Responsibilities**

A detailed list of all DET Officer's and Service Provider's responsibilities has been included in the Department's Asbestos Management Plan (AMP). The AMP is to be read in conjunction with this policy for details of all roles and responsibilities in relation to asbestos management in DET facilities.

Each DET site has a Building Manager who is responsible for implementing processes to manage risks associated with asbestos containing materials within their facilities (i.e. school, TAFE Institute, regional office, ECEC).

In DET facilities, the Building Managers will include;

- School - Principals,
- TAFE Institutes – Institute Directors,
- Regional Offices – Office Manager
- ECEC – Centre Director

The Building Manager can formally delegate part of their role to nominated officers at their site. The Nominated Officer must undertake DET induction training in BEMIR and DET asbestos management policy and procedures prior to carrying out this role.

Predominately a nominated officer should be a departmental officer who holds a position at a level in the public service award AO3 and above, or a promotional teaching position in a Head of Program or School Leader position.

The Nominated Officer is responsible for:

- Approval, issue and closure of WAAPs
- Completion of Incident Management Reports
- Participation in the start up meetings

#### **All DET Staff:**

All DET staff are required to adhere to departmental policies and procedures for the management of ACM and a duty of care to inform the relevant officers of any disturbance or concerns with any building materials.

## **Guidelines**

For additional detailed information pertaining to the management of asbestos please refer to the Department of Education and Training's Asbestos Management Plan document.

# Contacts

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## Document information

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**This procedure replaces:**

- AM-12: Management of Asbestos Products in Schools - Version: 2005
- FCM-PR-003: Management of Asbestos Products in Schools - Version: 1.2
- Deputy Director-General's Directive - Version: 8 April 2005
- Safety Alert - Removal or Disturbance of Material Containing Asbestos in Schools - Version: Not applicable

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