# **Asbestos** Management

# **Quick Reference Guide**

## Asbestos Management Team (AMT) Training Information

**Overview**

A four hour face-to- face training presentation has been developed with the aim of providing an understanding of the roles, responsibilities and processes in relation to asbestos management in department-owned facilities. The main components of the training include:

* Policy for the management of asbestos-containing material in department-owned facilities
* The policy provides an overview for the management of asbestos-containing material (ACM) in department-owned facilities.
* Asbestos Management Plan for DoE Facilities
* The Asbestos Management Plan provides the operational context for department-owned facilities, and defines the roles and responsibilities in the management of ACM, and any incidents that may arise.
* The electronic Built Environment Materials Information Register (BEMIR)

*Introduction to the BEMIR training environment to create and close Work Area Access Permits (WAAPs); complete Incident Management Reporting (IMR); access asbestos registers and update Facility Contacts.*

*Access to the BEMIR training environment will be organised prior to the AMT Training session.*

**Who delivers the Training?**

Asbestos Management Team (AMT) Training will be provided by Infrastructure teams.

**When and where is the Asbestos Management Training to be delivered?**

Training will be provided on a regular basis, as required, for staff assigned as an AMT member and/or responsible for the management of ACM in department-owned facilities. Contact your Infrastructure Manager for information about upcoming training sessions and venues.

**Who should attend?**

Department-owned facilities where the BEMIR environmental status field states “confirmed” “assumed” or “unknown” are required to implement DoE’s Asbestos Management – Policy, Plan and Guidelines. These locations are required to appoint staff to an Asbestos Management Team (AMT) and ensure that Asbestos Management Team Training has been provided by the Infrastructure Team before staff undertake their roles and responsibilities.

Any person at your facility who has asbestos management responsibilities as part of their role such as the Principal, Deputy Principal, Business Services Manager, administrative officer , Workplace Health & Safety Officer or person/s responsible for or management of facility maintenance, construction, installation or refurbishment works.

Expected number of nominees would be dependent on the size of your school or workplace but are likely to include:

* School Principals (Building Manager)
* Deputy Principals (Nominated Officer)
* Business Services Managers (Nominated Officer)
* Workplace Health and Safety Officers or Safety Advisors where applicable, and
* Other officers (Administrative Assistants, School Officers).

**Further information**

For more information about Asbestos Management Team (AMT) Training, contact your Infrastructure Manager.

Access the Asbestos Management Plan (AMP) for DET Facilities available via the OnePortal [Quick links](https://intranet.qed.qld.gov.au/Pages/default.aspx) ‘Asbestos Management’ for more information about the AMT roles and responsibilities.