Training handout

Asbestos Management Team (AMT) Action Plan

This checklist is designed to help you make sure that procedures identified in the Department of Education’s Asbestos management plan (AMP) have been implemented at your school or workplace.

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| **During the Next 2–4 weeks** (please read and check off the items below when completed) | **Checked✓** |
| * Access the Asbestos management website via the OnePortal ‘Quick links’ to locate the department’s **policy, Asbestos Management Plan (AMP) and staff training information**.
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| * Access the OnePortal BEMIR page via the OnePortal ‘Quick links’ to locate the **BEMIR Quick Reference Guides**.
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| * Identify your **Asbestos Management Team (AMT) members**. Make sure that they have received AMT training and that they are aware of their role and responsibilities (for role information see the AMP section 5). If staff require AMT training, then contact your Infrastructure Manager.
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| * Make sure the following posters have been printed and are displayed in every staffroom:
	+ **‘Poster – asbestos management, your team’** (identifying your current AMT members)
	+ **‘Poster – asbestos management, your role’ (**staff roles/responsibilities)

The posters are available from the ‘Asbestos management kit’ located at the right on the ‘Policy and procedures’ page on the Asbestos management website. |  |
| * Make sure the **Asbestos warning sign** is displayed as per the department’s requirements. Locate the ‘Quick reference guide – asbestos warning signage’ and the ‘Asbestos warning sign’ available from the ‘Policy and procedures’ page on the Asbestos management website.
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| * Communicate to staff and P&C the **process for** **reporting concerns or damage to buildings** to a member of the Asbestos Management Team (AMT).
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| * Make sure that **BEMR** is managed and used effectively at the location including:
	+ Adequate number of trained staff with access to BEMIR. See the ‘User accounts’ information on the OnePortal BEMIR page to create/update/delete user accounts.
	+ Check that your Facility contacts information in BEMIR is current.
	+ Implement a process to create, update and close **Work Area Access Permits (WAAPs)** in BEMIR.
	+ Implement a process to create, update and close **Incident Management Reports** (IMRs) in BEMIR.
	+ Implement risk management strategy with hard copies of the following documents available: Asbestos Register, blank WAAP and blank IMR.
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| * Implement a process for issuing **Site identification badges** to service providers.
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| * **Next 6 months** (please read and check off the items below when completed)
 | * **✓**
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| * Make sure all staff and P&C have participated (or are scheduled to participate) in the Asbestos awareness annual presentation facilitated by the Building Manager (Principal).

Access the vodcast on the Asbestos management website ‘Staff training’ page under ‘Asbestos awareness — annual presentation’.* Make sure the attendance register is completed and kept for internal audit viewing.
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| * **Ongoing** (please read and check off the items below when completed)
 | * **✓**
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| * Continue to make sure **BEMR** is managed and used effectively including:
	+ Create/update/delete BEMIR user accounts as required.
	+ Maintain the currency of your Facility Contacts information in BEMIR.
	+ BEMIR **Work Area Access Permits (WAAPs) are issued** to all service providers for all facilities related works including maintenance, installation, construction and refurbishment.
	+ BEMIR **WAAPs are finalised** with all supporting documentation scanned and attached to the WAAP in BEMIR and then closed.
	+ **Every six months, issue new period WAAPs** in BEMIR to school based staff who undertake any general maintenance or routine ‘day-to-day’ tasks (see \*Note below)*.*
	+ **BEMIR Incident Management Reports (IMRs)** are created within one hour of discovery of an assumed or confirmed asbestos-related incident.
	+ **BEMIR IMRs** are finalised and closed when the incident has been resolved and the area cleared for re-use.
* Hard copy of the asbestos register is routinely replaced to ensure currency — every 6 months.
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| * All staff participate in education and awareness activities to ensure that assumed or confirmed asbestos-containing material (ACM) is managed effectively in department-owned schools and workplaces.
	+ Staff assigned to the Asbestos Management Team (AMT) are aware of their roles & responsibilities by **completing AMT training** prior to commencing the role.
	+ The Principal completes the online **School AMT Data Collection** at the end of February and the end of July each year to identify current AMT members.
	+ The **Asbestos awareness annual presentation** is routinely scheduled in the annual staff induction program.
	+ All staff and P&C are aware of the process for reporting concerns or damage to buildings to a member of the Asbestos Management Team (AMT).
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| * Make sure the **Asbestos warning sign** is displayed as per the department’s requirements.
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| **\*Note: Special requirement when issuing period WAAPs to employees.** As employees are not to undertake any work on ACMs, please insert the following statement in the Special Conditions section of the WAAP (when creating electronically in BEMIR): ‘Requirements in the attached General Conditions of Access, Special Conditions of Access (Asbestos) and Sections A and B in the After the Work is Completed section of the WAAP do not apply to DoE employees as DoE employees are not to undertake ANY work on ACM.’ |

**Helpful links:**

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| Asbestos management website | <https://education.qld.gov.au/about-us/reporting-data-research/reporting/asbestos-management> |
| Asbestos awareness annual presentation | <https://education.qld.gov.au/about-us/reporting-data-research/reporting/asbestos-management/staff-training>  |