

Summary of changes

Working on Department of Education Facilities document

Reasons for updating document

The *Working on Department of Education Facilities* document has been updated to align with the new asbestos management and Work Area Access Permit (WAAP) requirements found in the Department of Education’s asbestos management procedures which will become effective 3 October 2023. The content of the revised *Working on Department of Education Facilities* document, once effective, replaces content in the existing *Working on Department of Education Facilities* document. The introduction of new standards and requirements embedded within the new version of the *Working on Department of Education Facilities* document ensure that all legislative requirements are being satisfied.

Summary of changes

The revised *Working on Department of Education Facilities* document includes changes that may affect the responsibilities of service providers carrying out work on departmental facilities.

The table below provides a summary of changes made to the *Working on Department of Education Facilities* document:

Section	Summary of Change	Reference
	<p>Previously there was a requirement that the Contractor must before commencing the work: (a) develop and provide to the Building Manager or Nominated Officer a safe work method statement for all high-risk construction activities (including work involving asbestos containing material (ACM)).</p> <p>There is now no longer any requirement for the Contractor to provide Safe Work Method Statements to the Officer in Charge (OIC) or Officer in charge delegate (OIC delegate).</p>	Page 6, Section 13.1(a)
1.2	<p>Change to departmental role titles:</p> <ul style="list-style-type: none"> • Building Manager changing to Officer in Charge (OIC); and 	Page 3

	<ul style="list-style-type: none"> Nominated Officer changing to Officer in charge delegate (OIC delegate). 	
4.1	Addition to the general requirements: The Contractor must ensure that, while personnel are on departmental facilities, they have ongoing access to the section of the asbestos register relevant to the work being conducted.	Page 5
9.10	<p>The Contractor is now responsible for consulting and coordinating with the OIC and Superintendent, so far as reasonably practicable, on the response to any notices received by an Inspector or Regulator that relate to:</p> <ol style="list-style-type: none"> matters that impact or have the potential to impact the ongoing operations of a departmental Facility; and work health and safety risks to persons other than the Contractor's personnel (for example, departmental Facility staff or the personnel of other Contractors). 	Page 9
12.6	Introduction of requirements for service providers to use removable asbestos labelling during works.	Page 10; Attachment B
12.8	The addition of a criteria for service providers eligible to conduct asbestos removal at departmental facilities (in addition to legislative licensing requirements).	Page 11; Attachment C
12.9	<p>The Contractor is now required to prepare a Safe Work Method Statement if:</p> <ol style="list-style-type: none"> excavation works will be conducted by powered mobile plant or hand-held powered plant; and the asbestos register identifies: <ul style="list-style-type: none"> structures at the departmental facility contain assumed or confirmed ACM; asbestos has been removed from structures at the site, i.e. 'removed' status in the register; or asbestos is present in soils at the departmental facility. <p>The Contractor must ensure the Safe Work Method Statement includes the health and safety controls to be applied if asbestos is discovered during the works.</p>	Page 11
12.10	<p>The Contractor must now immediately notify the OIC or OIC delegate of any unexpected disturbance of ACM that occurs during works undertaken by the Contractor and where the incident affects or potentially affects the safety of the Facility Community:</p> <ol style="list-style-type: none"> during the facility's business operations, for example, accidental damage to an assumed/confirmed ACM school hallway during school operations; or 	Page 11

	ii. when facility business operations recommence, for example, unsealed penetrations being left after weekend works.	
12.11	Introduction of the requirement that the Contractor must now consult and coordinate with the OIC or OIC delegate on the actions to be taken in response to an incident, which may include QBuild being engaged to respond to the incident.	Page 11
12.12	Where contamination arises from unexpected disturbance of ACM – that did not and could not potentially affect the safety of the Facility Community – the Contractor must now: <ul style="list-style-type: none"> a) apply the <i>How to manage and control asbestos in the workplace – Code of Practice – 2021</i> and if relevant the 'Minor contamination' of asbestos-containing dust or debris Fact Sheet – Safe Work Australia; and b) inform the Facility, through the completion of the Facilities change document, of the actions taken to make the area safe for reoccupation after the disturbance. 	Page 11
12.13	Introduction of standards to be applied for temporary make-safes for assumed/confirmed ACM damaged during works.	Page 11
12.12	Introduction of a Facilities change document to be completed at the conclusion of works where any of the following have occurred during the works: <ul style="list-style-type: none"> • asbestos removal; • sampling of assumed ACMs; • changes to a floor area; and • discovery of asbestos in soils. 	Page 11; Attachment D
12.17	Introduction of actions to be taken if an asbestos in soils discovery event occurs. Departmental staff will be engaged in decisions on actions to be taken if suspected ACM is discovered in soil during works.	Page 12
13.1	Introduction of requirements to participate in a start work meeting before the commencement of work.	Page 13
15.2	In addition to any other requirements under the Contract, for the purposes of Practical Completion, the Contractor: <ul style="list-style-type: none"> • must now accompany the OIC or an OIC delegate on any inspection of the work area/s. 	Page 16