

Ensure a smooth term commencement after contractor holiday works

A number of schools experienced significant classroom disruption and elevated parent/carer concern this semester after contractor works caused asbestos-related incidents. The following basic steps can be applied before and after contractor works to ensure classrooms are safe for reoccupation after the school holidays.

1. Establish whether proposed works will disturb asbestos:

- check asbestos register
- determine if the asbestos should be removed before the proposed works
- engage an [‘eligible service provider’](#) to carry out asbestos removal works
- if excavation is required, complete the [Asbestos in soils assessment decision form](#) and apply relevant instructions

2. Communicate departmental requirements to contractors:

- provide a copy of the [Working on Department of Education \(DoE\) Facilities](#) document

3. Onboard the contractors:

- provide a copy of the Work Area Access Permit (WAAP) with relevant sections of the asbestos register attached
- remind contractors it is mandatory to apply the Working on DoE Facilities document, which includes asbestos labelling and safe work method statement requirements
- remind contractor of the specific scope of work
- provide contact details for departmental representatives to be contacted if any issues are encountered during the works

Note: WAAP procedure outlines requirements for conducting start work meetings

4. Close out by contractor BEFORE WORK AREA IS REOCCUPIED

- check contractor has signed off the ‘AFTER THE WORK IS COMPLETED’ section of the WAAP to confirm works have been completed and the area is safe for reoccupation
- inspect the work area and surrounding area for visible signs of dust or debris from the works or unsealed penetrations
- liaise with Infrastructure Safety immediately if there are concerns about contractors’ clean-up efforts.

Note: Departmental staff (including cleaners) are prohibited from conducting cleaning of dust/debris following any contracted works.

DEPARTMENTAL STAFF AND STUDENTS ARE NOT TO BE ALLOWED INTO ROOMS UNTIL INSPECTIONS HAVE BEEN CONDUCTED.

Exposed Asbestos Containing Material (ACM) dust or debris is not always obvious, here are some examples of what to look for:



Further information can be found in the:

- [Asbestos management procedure](#);
- [Work area access permit procedure](#); and
- [Asbestos incident management procedure](#).

If you have any questions, please contact Infrastructure.Safety@ged.qld.gov.au for advice.