

ASBESTOS MANAGEMENT PLAN

NAME OF WORKPLACE: North Fitzroy Primary School

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This Plan has been updated in accordance with Part 4.3 of the Victorian *Occupational Health and Safety Regulations 2007*

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1. Introduction

The Department of Education and Early Childhood Development (DEECD) is committed to providing employees, students, contractors, volunteers and visitors with a healthy and safe environment in all DEECD workplaces.

DEECD is focused on preventing injury and illness, achieving continuous improvement through monitoring and review, improvement of health and safety management systems and initiatives and complying with relevant health and safety legislation.

In accordance with these obligations, an **Asbestos Management Plan** has been developed for use by DEECD schools and workplaces following the identification of asbestos-containing materials (ACM) through the Division 5 Asbestos Register conducted within DEECD workplaces. The **Asbestos Management Plan** should form part of the school or workplace [Occupational Health and Safety Management System \(OHSMS\)](#) to ensure all hazardous building materials including asbestos are identified and risk controls implemented.

DEECD schools and other workplaces can refer to the DEECD Asbestos Management Flowchart as a general guide to manage ACM identified on site in order to reduce potential exposure of employees, contractors, visitors and students to asbestos fibres (Appendix 5).

2. Purpose

The purpose of this **Asbestos Management Plan** is to:

- Meet the requirements of the *Occupational Health and Safety Regulations 2007* (Part 4.3 Asbestos) in relation to identifying, assessing and controlling the risks associated with the presence of asbestos in DEECD workplaces.
- Outline the responsibilities, procedures, protocols and systems for effective management of ACM and the minimisation of health risks associated with the presence of asbestos.
- Identify and describe the administrative lines of responsibility for managing asbestos.
- Establish a safer approach to the management of other hazardous materials such as polychlorinated biphenyl (PCB), synthetic mineral fibre (SMF), lead-based paint, and ozone-depleting substances.

It should be noted that asbestos removal can be an expensive procedure and, therefore, careful planning of works – particularly minor works – should be undertaken to reduce the potential of unexpected asbestos exposure occurring in a DEECD a school or workplace. The cost of *not* removing ACM, particularly if damaged, and friable asbestos may also be expensive in terms of long-term health problems leading to significant compensation claims.

The protocols outlined in this **Asbestos Management Plan** are intended to apply to all major and minor works; and school-funded projects including working bees. For major modernisation projects or works where the contractor is formally given possession of part of the site, workplaces should refer to the DEECD [Capital Works Procedures Manual](#) for applicable protocols.

3. Scope

This **Asbestos Management Plan** applies to all Department of Education and Early Childhood Development (DEECD) workplaces including schools and central and regional offices.

4. Legislative Requirements and Compliance

- *Occupational Health and Safety Act 2004*

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- *Occupational Health and Safety Regulations 2007*
- *Compliance Code: Managing asbestos in workplaces 2008*
- The *Occupational Health and Safety Regulations 2007* are administered by WorkSafe Victoria. Part 4.3 outlines the responsibilities of employers and building occupiers in relation to the control and management of asbestos hazards.

According to the Victorian ‘*Compliance Code – Managing Asbestos in Workplaces*’, an asbestos management plan is a useful tool for managing the risk from asbestos in the workplace and complying with regulatory requirements. The **Asbestos Management Plan** is a documented outline of how ACM in the workplace will be managed including what types of materials will be managed, when and how this will be done and who has responsibility.

It is the responsibility of DEECD **Workplace Managers** to ensure that all legislative requirements are complied with in their individual workplace.

Please Note: Failure to do so may result in legal prosecution and potential internal employment disciplinary action. It is essential that all relevant DEECD employees involved in the management and operation of DEECD facilities (such as **Workplace Managers** and **Workplace Asbestos Coordinators**) and contractors are adequately informed and trained in the development and use of the **Asbestos Management Plan**.

This **Asbestos Management Plan** should also be read in conjunction with DEECD:

- [Asbestos Procedures](#)
- [Reinstatement and Preventative Maintenance Procedures](#)
- [Hazardous Building Materials Procedure](#)
- [Contractor Management Procedure](#)

5. Definitions

Asbestos: Fibrous forms of mineral silicates belonging to the serpentine and amphibole groups of rock-forming minerals (Refer to Appendix 3).

Asbestos Consultant: An independent party appointed to oversee the asbestos removal process and to ensure that all aspects of the removal specification are strictly adhered to.

Asbestos Program Manager: Nominated personnel from DEECD’s contracted provider (currently DTZ Pty Ltd) for the removal and management of asbestos products in DEECD workplaces.

Asbestos Removal Approval: Approval issued by WorkSafe Victoria to firms and companies for removal of asbestos (see also WorkSafe Victoria Notification of Asbestos Removal and refer to ASB1 – Work Permit Form in Appendix 1).

Asbestos Removalist: A company appointed by the principal contractor or directly by a DEECD workplace and licensed for asbestos removal works with WorkSafe Victoria under Part 4.3 of the Victorian *Occupational Health and Safety Regulations 2007*.

Contractor: Contractors include any service providers/individuals who are not direct employees of DEECD and are providing services/works in relation to maintenance and repair work. This includes contractor employees, sub-

contractors and sub contractor's employees. Services can be of a long or short term nature.

Division 5 Asbestos Register: Division 5 (Asbestos in workplaces) of Part 4.3 of the *Occupational Health and Safety Regulations 2007* requires a person who manages or controls a workplace to identify, so far as is practicable, and record in an asbestos register, all ACM present that are under the person's management or control. This Register must be kept up to date and be current to accurately reflect the presence and state of asbestos on site. In general, the Division 5 Asbestos Register provides an overview of the entire workplace. It does not entail destructive sampling.

Division 6 Asbestos Register: Division 6 (Demolition and refurbishment where asbestos is present) of Part 4.3 of the *Occupational Health and Safety Regulations 2007* requires a person who manages or controls the workplace to review and revise the asbestos register if it is inadequate having regard to a proposed demolition or refurbishment work. Prior to the commencement of any works, the employer or occupier of the work area must determine whether asbestos is present. In general, a Division 6 Asbestos Register offers a more detailed assessment of a specific work area.

Occupational or Industrial Hygienist: A qualified and/or experienced health and safety practitioner appointed to provide technical advice in relation to the requirements for asbestos removal. Approved occupational/industrial hygienists should be knowledgeable or experienced in occupational hygiene or a related field, and be able to demonstrate a practical knowledge of the asbestos removal process. A hygienist may be employed by a company that is endorsed by the National Association of Testing Authorities, Australia (NATA) to undertake air monitoring analysis and bulk sampling analysis. All testing methods used by an occupational/industrial hygienist shall be endorsed by NATA.

Friable Asbestos: Asbestos-containing materials (ACM) that can be crumbled or pulverized by hand pressure only to a powder when dry.

Hazardous Building Materials: Materials, in addition to asbestos that have potential adverse health effects and environmental effects. These materials include polychlorinated biphenyls (PCB); Synthetic Mineral Fibres (SMF), lead-based paint and ozone depleting substance (refer *Appendix 3*).

Hazardous Building Materials Audit/Risk Assessment: A survey of facilities to determine the presence and levels of risk associated with PCB, SMF, ozone-depleting substance, stored chemicals and lead-based paint.

Health and Safety Representative (HSR): An elected employee responsible for representing employees within a designated work group (DWG) on matters relating to occupational health and safety (OHS).

Lead-Based Paint: A paint containing lead, which is a heavy metal that was once used to create pigment in paint. Lead is a hazard when taken into the body by swallowing or breathing.

Management OHS Nominee: A position nominated by the Workplace Manager to oversee the operational aspects of implementing health, safety and wellbeing initiatives, policies and procedures.

National Association of Testing An Australian organisation responsible for approving the method of sampling for airborne asbestos fibres and bulk sample analysis of ACM.

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**Authorities,
Australia (NATA):**

Non-friable Asbestos: ACM that cannot be crumbled by hand pressure alone.

Ozone Depleting Substance (ODS): Substances which deplete the ozone layer. Widely used in refrigerators, air-conditioners, fire extinguishers, electronic equipment, dry cleaning, as solvents for cleaning, and as agricultural fumigants.

Polychlorinated Biphenyls (PCB): A group of synthetic chlorinated organic compounds, which were commonly used as dielectric fluids in electrical equipment such as transformers and capacitors. They have good insulating properties and do not degrade appreciably over time or with exposure to high temperatures. If released into the environment, they can accumulate in fatty tissues of animals. Human exposure can cause liver damage and damage to the nervous system.

Synthetic Mineral Fibre (SMF): A general term used to describe a number of fibrous materials made from glass, rock, alumina and silica (also known as man-made mineral fibres – MMMF). SMF have been widely used as an alternative to asbestos in insulation and fire-rating products and as reinforcement in cement, plaster and plastic materials. SMF products are used extensively in commercial and residential buildings for insulation from temperature and sound. Short-term exposure can cause skin and eye irritation to humans. Upper respiratory tract irritation is likely during exposure to very high concentrations of SMF in the air.

Workplace Manager: The Manager or Principal responsible for the school, central office, regional office or other DEECD workplace.

Workplace Asbestos Coordinator: A person in a position of responsibility such as an Assistant Principal appointed by the Workplace Manager to act as the main contact for asbestos-related issues. This person is responsible for the safe management of asbestos within the workplace and reports to the Workplace Manager on asbestos-related issues.

WorkSafe Victoria Notification of Asbestos Removal: Part 4.3 of the Victorian *Occupational Health and Safety Regulations 2007* requires a licensed removalist to notify WorkSafe Victoria:

- At least 24 hours before the works commence if the work involves removal of a total area of 10 square metres or less of non-friable ACM.
- At least 5 days before commencing a removal process involving any friable asbestos materials or greater than 10 squares metres of non-friable asbestos materials. It should be noted that DEECD requires that all asbestos removal works be undertaken by licensed Class A asbestos contractors.

Works (Major): For the purpose of this *Asbestos Management Plan*, major works are defined as construction-related works costing in excess of \$50,000. DEECD's *Capital Works Procedures Manual* will apply.

Works (Minor): For the purpose of this *Asbestos Management Plan*, minor works are defined as construction-related works costing up to a maximum of \$50,000.

WorkSafe Victoria: Regulatory and enforcement authority of Victoria's occupational health and safety laws.

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6. Risk Assessment / Asbestos Register

As part of the OHS induction process, relevant copies of Asbestos Registers for the workplace must be provided to all persons prior to conducting work on site that could potentially disturb asbestos containing materials (refer Sections 8.5 and 9.3 of this Plan).

6.1 Division 5 Asbestos Register

The Division 5 Asbestos Register – carried out for the purposes of Part 4.3 of the Victorian *Occupational Health and Safety Regulations 2007* – forms part of this **Asbestos Management Plan**. The Asbestos Register identifies the presence of asbestos within the DEECD workplace and details the location of ACM in all buildings (including relocatable buildings on site at the time of audit), its condition and priority classification. Multiple hard copies of the current Asbestos Register should be kept on site to ensure that a copy is always provided to every contractor coming on site to do minor or major works. It is recommended DEECD workplaces provide a current hard copy of the Division 5 Asbestos Register to relevant employees such as the Facilities Manager, Maintenance Officer, or Business Manager who should then provide such information to contractors who come on site.

The Division 5 Asbestos Register for each school is also available by accessing [School Search - School Facilities Profile](#). As new Asbestos Registers are prepared, they are added to this site to create a continuous historical record.

6.2 Division 6 Asbestos Register

Before demolition, maintenance, installation of new equipment or refurbishment work commences in a DEECD workplace, the **Workplace Manager** must review, and where necessary, revise the Asbestos Register via a Division 6 Asbestos Register. A copy of the Register must be provided to the person who is to conduct the work. Where there is no existing Division 5 Asbestos Register or if the register is inadequate, the person performing the demolition, maintenance, installation of new equipment or refurbishment work must not commence work until a Division 6 Asbestos Register has been prepared by DEECD or its contracted representative (currently DTZ) to determine whether ACM are present in the building in relation to which demolition, maintenance, installation of new equipment or refurbishment work is to be performed.

Unless otherwise authorised in writing by a recognised occupational or industrial hygienist or asbestos consultant that there is no asbestos in the building or area to be worked in, it is expected that a Division 6 Asbestos Audit will be undertaken in the proposed work area **prior** to the commencement of any works. This is especially important in relation to relocatable buildings.

Where a Division 5 Asbestos Audit identifies that an entire area contains asbestos, it may be possible for the Division 6 Asbestos Audit to be undertaken at the commencement of the works in combination with the air monitoring that is a standard requirement for any works involving the disturbance of asbestos. This approach may provide a cost saving in regional areas where the occupational/industrial hygienist may have otherwise been required to make a separate visit to undertake the Division 6 Asbestos Register.

Insofar as a Division 6 Asbestos Audit relates to asbestos materials only, it is strongly recommended that a Hazardous Building Materials Asbestos Audit be undertaken at the same time to determine the levels of risk associated with the presence of PCB, SMF, ODS, stored chemicals and lead-based paint.

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6.3 New Buildings

Since 31 December 2003, it is illegal to import, store, supply, sell, install or use any products containing asbestos.

For all new buildings constructed after 31 December 2003, it is not a requirement to obtain Division 5 and Division 6 Asbestos Registers provided that the DEECD workplace has documented evidence from the main building contractor that there are no ACM in or around the building.

For all buildings constructed prior to that date it is still a requirement to obtain Division 5 and Division 6 Asbestos Registers unless the workplace has documented evidence from an occupational/industrial hygienist or a written statement from the builder that there are no ACM in or around the building.

7 Responsibilities

7.1 DEECD Central Office

The Crown in the Right of the State of Victoria through the DEECD is the employer for the purposes of the *Occupational Health and Safety Act 2004*.

The Employee Safety and Wellbeing Branch have responsibility for the central management of all DEECD OHS policies and procedures.

Infrastructure and Sustainability Division is responsible for the implementation of Asbestos Management Program including issues relating to:

- risk management of existing asbestos in schools;
- provision of technical advice to schools;
- development of strategies for the removal of asbestos from schools;
- the review of Asbestos Registers in schools;
- provision of training sessions for schools and regions.

Should a school have a query in relation to asbestos, they should contact the DTZ Customer Call Centre on **1300 133 468**.

7.2 DEECD Workplace Manager

The DEECD **Workplace Manager** has ultimate responsibility for ensuring risks in the workplace are identified and appropriate risk control measures are implemented.

School **principals** as **Workplace Managers** have a specific responsibility for ensuring safe working practices are implemented in the school in accordance with the *Occupational Health and Safety Act 2004*. This obligation is subject to the general control and direction of the Secretary.

The DEECD **Workplace Manager** (or the **Management OHS Nominee** or the **Asbestos Coordinator**) must conduct regular internal and external visual inspections as part of the **Asbestos Management Plan** and associated responsibilities. The **Workplace Manager** will act as the **Workplace Asbestos Coordinator** unless delegated management arrangements are made.

All incidents in DEECD workplaces involving ACM must be reported on [eduSafe](#) and the workplace to contact the DEECD's OHS Advisory Service on **1300 074 715** if OHS advice or information is required. If the incident involves disturbance of ACM that would require remedial work the workplace must contact DTZ on 1300 133 468.

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It is important that the **Workplace Manager**, the **Management OHS Nominee** and the Workplace **Asbestos Coordinator** have attended information and training sessions provided by DEECD regarding the management of asbestos prior to undertaking the role. Attendance at training should be documented and records kept at the workplace with all other asbestos-related information (Refer to 9.2 - Record Keeping).

NB: *The Workplace Manager is responsible for ensuring that other employees are suitably trained to undertake the duties of the Workplace Asbestos Coordinator so there is adequate back up support in the event that the nominated Coordinator is unavailable or where there is a requirement for additional resources in this area. Regular meetings should be held with the delegated personnel to ensure that current issues are addressed and that there are proactive measures in place to deal with the management of existing asbestos.*

7.2.1 Employees Meetings

The **Workplace Manager** must ensure that all employees are informed of:

- the presence and location of asbestos within the workplace;
- how the Asbestos Register can be accessed;
- the risk associated with the presence of asbestos;
- the name and responsibilities of the Workplace Asbestos Coordinator and delegated support employees;
- controls in place to manage the risks associated with asbestos, including the contents of the **Asbestos Management Plan**.

The **Workplace Manager** must ensure that the Workplace **Asbestos Coordinator** and delegated support employees are provided with the necessary support, resources and training to perform the responsibilities detailed in this **Asbestos Management Plan**. DEECD is to ensure that the workplace has access to suitably qualified trainers.

The **Workplace Manager** must ensure that reception employees are familiar with, and follow the procedures outlined in Section 9 of this Plan.

7.3 Workplace Asbestos Coordinator

The Workplace **Asbestos Coordinator** nominated in the **Asbestos Management Plan** will be the main contact point for all asbestos-related matters and assumes responsibility for the safe management of asbestos within the workplace as detailed in the **Asbestos Management Plan**, under the direction and control of the **Workplace Manager**.

The Workplace **Asbestos Coordinator** will act as the main liaison and contact point for asbestos-related issues.

The Coordinator must attend asbestos management information and training sessions provided by DEECD prior to taking on the role. These sessions will enable the Workplace **Asbestos Coordinator** to communicate matters related to asbestos risk and management to employees, contractors, visitors, volunteers and parents.

The Workplace **Asbestos Coordinator** is required to:

- have a knowledge of the presence and location of asbestos within workplace buildings;
- be aware of the risks associated with the presence of asbestos;
- be aware of the measures in place to control those risks including the contents of this **Asbestos Management Plan**;
- assist in developing a safe working environment and safe systems of work;

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- develop a site-specific **Asbestos Management Plan**;
- conduct regular routine visual inspections of workplace facilities and document this in Appendix 2-Proforma for Routine Visual Inspection of Facilities Containing Asbestos
- consult with the Health and Safety Representative (HSR) regarding the above, including conducting inspections, maintaining the workplace's Asbestos Register, and all proposed refurbishments, demolitions and minor works involving ACM.

The Workplace **Asbestos Coordinator** must ensure that actions required to control the risk associated with the presence of asbestos as detailed in this **Asbestos Management Plan** are implemented.

The Workplace **Asbestos Coordinator** must ensure that the workplace's Division 5 Asbestos Register is reviewed every 3 months or earlier following a visual inspection. Any asbestos removal or changes in the condition of ACM are to be documented in the **Proforma for Routine Visual Inspection of Facilities Containing Asbestos** (refer to Appendix 2). The updated Asbestos Register shall be legibly signed by the Workplace **Asbestos Coordinator** and the HSR.

The Workplace **Asbestos Coordinator** must follow up with the **Workplace Manager** in writing on all asbestos-related concerns that have been discussed in employee meetings and/or through other forums (including concerns raised by parents and members of the public).

7.4 All Employees

All employees at the DEECD workplace are responsible for reporting any asbestos-related issues or incidents to the Workplace **Asbestos Coordinator**. The Workplace **Asbestos Coordinator** should report these matters in writing to the **Workplace Manager** and ensure that any asbestos-related hazards and incidents have been entered into eduSafe.

Employees must ensure that any inquiries or concerns expressed by parents, students or other members of the school community are referred to the Workplace **Asbestos Coordinator** who will report any issues to the **Workplace Manager**. This will facilitate consistent information and ensure that the Workplace **Asbestos Coordinator** and the **Workplace Manager** are alerted to emerging issues.

All employees must ensure that they are informed of, and understand the responsibilities of the Workplace **Asbestos Coordinator** and their own responsibilities and the controls in place to manage risks associated with asbestos in the workplace.

Employees must comply with all policies, procedures and instructions in the **Asbestos Management Plan**.

7.5 Reception Employees

All reception employees must be familiar with and follow the procedures outlined in Section 8.5 of this Plan.

7.6 Personnel Planning Works in DEECD Workplaces

Prior to any proposed works being carried out, personnel responsible for planning them must notify the Workplace **Asbestos Coordinator** who will check the workplace's Division 5 Asbestos Register for ACM in the areas concerned. This applies to any work involving the potential disturbance of walls, floors, ceilings, etc. including scraping, screwing, cutting or painting. It should be noted that the existing Division 5 Asbestos Register is a visual inspection and will not always identify all asbestos and non-asbestos materials within the room or area. Where there is no existing Division 5 Asbestos Register, or if it is inadequate, it is the responsibility of the Workplace **Asbestos Coordinator** to ensure that a Division 6 Asbestos

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Register is undertaken of the proposed work area likely to be affected by demolition or refurbishment work.

Architects, contractors, volunteers, employees or parents must consult with the Workplace **Asbestos Coordinator** during the planning stage so that should asbestos be present, alternative methods can be used wherever possible to avoid disturbing the asbestos.

The Workplace Asbestos Coordinator must consult with the HSR and provide all relevant information on all works involving ACM.

8. Actions Required to Control the Risks

8.1 Mapping the Risk

The Workplace **Asbestos Coordinator** must ensure that a copy of the Division 5 Asbestos Register is provided to contractors and asbestos consultants who are planning or quoting for any works potentially involving the disturbance of ACM.

The Workplace **Asbestos Coordinator** must ensure that a Division 6 Asbestos Register is conducted by a qualified NATA accredited asbestos consultant or occupational/industrial hygienist where there is no existing Division 5 Asbestos Register or if the existing Division 5 Asbestos Register is inadequate *prior* to the commencement of demolition or refurbishment works which are likely to be affected by the proposed works.

No works are to be commenced until the *Division 6 Asbestos Register* has been carried out unless an authorised occupational/industrial hygienist has previously indicated in writing that there is no asbestos in the building or area to be worked in (See also exemptions for new buildings under section 7.3).

8.2 Labelling of Asbestos-Containing Materials (ACM)

As part of the current Division 5 Asbestos Audit program the following asbestos labelling program will apply:

- Signage at the front gate instructing all visitors to report to the general office (school responsibility).
- Signage at the general office to notify all persons undertaking work to undergo an induction including viewing the asbestos register indicating the location of asbestos containing materials before undertaking any work in the school.
- Labels at all building entrances indicating that there is asbestos containing materials located in the building.

The labels will assist schools manage potential risks and ensure schools are compliant with Occupational Health and Safety legislation.

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Asbestos labels will be installed as part of a DEECD Division 5 Asbestos Audit Program.

Schools should contact DTZ on 1300 133 468 if they wish to take part in the labelling program prior to the planned audit date.

8.3 Occupational/Industrial Hygienists

Under the *Occupational Health and Safety Regulations 2007* when asbestos is removed as part of a project, the **Workplace Manager** must arrange for a visual inspection of the work area by an independent person such as an occupational or industrial hygienist, to verify that there is no visible asbestos residue remaining within the work area.

It should be noted that the occupational or industrial hygienist cannot be engaged by the asbestos contractor.

DEECD recommends that the **Workplace Manager** engages an occupational or industrial hygienist that is employed by a company endorsed by the [National Association of Testing Authorities Australia \(NATA\)](#) to undertake the visual inspection. In addition to the visual inspection, DEECD recommends the Workplace Manager requests the hygienist to undertake air monitoring at the same time as the visual inspection.

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To further minimise the risk to the school community DEECD recommends that the **Workplace Manager** engages the hygienist to supervise and manage the asbestos contractor during the actual asbestos removal works.

8.4 Class A and Class B Asbestos Removal Contractors

DEECD recommends that DEECD workplaces engage a Class A asbestos removal contractor to undertake all asbestos removal works. A contractor in this category is permitted to remove all types of friable and non-friable asbestos items.

A Class B asbestos removal contractor is only permitted to remove non-friable asbestos items. Therefore DEECD does not recommend the engagement of these contractors for asbestos-related works in DEECD workplaces.

Refer to Appendix 4 for a list of Class A Licensed Asbestos Removalists. A list of Class A and B Licensed Asbestos Removalists can also be obtained by going to the [WorkSafe Victoria](http://www.worksafe.vic.gov.au) website.

8.5 Reporting Front-of-House

Contractors and visitors coming on site must complete relevant OHS induction prior to commencing work.

8.5.1 Sign in

Visiting contractors and/or asbestos consultants who will be undertaking building-related works must report to the workplace's reception office. This requirement in relation to visitors should be indicated on signs at entrances to the DEECD site. All DEECD employees will be instructed to direct visitors not wearing a workplace's Visitors' Tag to the reception office.

At reception, the contractor and/or asbestos consultant should sign the Visitors' Book and be issued with a workplace's visitors' tag or pass. This visitor's pass must be worn at all times while remaining on DEECD premises. The contractor and/or asbestos consultant will wait at reception until met by the Workplace **Asbestos Coordinator** – or (in his/her absence) the **Workplace Manager** or their nominee.

8.5.2 Sign out

On completion of work the contractor and/or asbestos consultant is to be escorted off the site by the **Workplace Manager** or **Management OHS Nominee** or Workplace **Asbestos Coordinator**. The contractor and/or asbestos consultant should also sign out in the visitor book prior to leaving the site.

8.6 Issuing Work Permit Forms (ASB1)

Only the Workplace **Asbestos Coordinator** can issue an ASB1 Work Permit Form (refer Appendix 1). No work is to commence without the contractor's supervisor or foreman and the licensed asbestos removalist first signing the Form and obtaining the written approval of the Workplace **Asbestos Coordinator**.

The contractor's supervisor or foreman is responsible for ensuring that each worker reads and understands the site's **Asbestos Management Plan**. Those who are undertaking the work at the DEECD site must also be aware of the *Occupational Health and Safety Act 2004* and the *Occupational Health and Safety Regulations 2007*.

Contractors engaged in the removal of asbestos will not be issued with an ASB1 Form unless they or their sub-contractor are members of a company or firm that holds a current Asbestos

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Removal Licence Class A as required under the *Occupational Health and Safety Regulations 2007*.

Where a project involves a team of more than one worker or various trades, the supervisor of the team will be issued with the completed ASB1 Work Permit Form. This person must ensure that team members are individually aware of their responsibilities.

The completed ASB1 Work Permit Form must be displayed in a prominent position at the entrance to the work area.

Where the works involve the removal of asbestos or have the potential to disturb ACM, the proposed work area must be isolated through the establishment of a ten metre buffer zone. The Workplace **Asbestos Coordinator** shall arrange for the work to be undertaken by a licensed Class A asbestos removal contractor (licensed to conduct removal of both friable and non-friable asbestos) outside normal school hours when students and employees including aftercare and local community groups are not present. The licensed Class A asbestos removalist is responsible for ensuring appropriate control measures are implemented during removal of ACM.

Where ACM are *not* present or works undertaken do not have the potential to disturb asbestos, the contractor shall be permitted to undertake the work. All works are to be undertaken when students and employees including aftercare and local community groups are not occupying the room or area.

The Workplace **Asbestos Coordinator** shall be advised immediately of any non-compliance with the ASB1 Work Permit. Any person who believes that non-compliance has occurred must report it to the Workplace **Asbestos Coordinator** who will assess the issue and determine required actions to be taken in accordance with the responsibilities outlined above. The Workplace **Asbestos Coordinator** shall ensure that works are undertaken safely and result in minimal disruption to the workplace.

8.7 General Monitoring and Awareness

The Workplace **Asbestos Coordinator** shall liaise with the contractor, asbestos consultant and/or removalist and occupational or industrial hygienist to ensure that the works are undertaken safely with minimal inconvenience and disruption to the workplace.

8.8 Follow Up and Clearance (ASB2)

When all asbestos related works have been completed, the ASB1 Work Permit Form shall be signed and returned to the Workplace **Asbestos Coordinator**. The Workplace **Asbestos Coordinator** will check the work area to ensure that works have been satisfactorily completed and that there is no evidence of accidental damage to asbestos. The Workplace **Asbestos Coordinator** will then cancel the ASB1 Form.

Where works have involved the removal of asbestos or disturbed ACM, the Workplace **Asbestos Coordinator** must ensure that no one reoccupies a room or area where the removal/demolition of ACM has been carried out unless:

- a visual inspection has been undertaken by a qualified occupational or industrial hygienist;
- atmospheric monitoring and air clearance has been carried out by a qualified occupational or industrial hygienist;
- an ASB2 Completion Form has been filled out (Refer to Appendix 1).

The *Occupational Health and Safety Regulations 2007* require the occupational or industrial hygienist to be independent to the asbestos contractor.

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The Workplace **Asbestos Coordinator** will maintain a register of all issued Work Permit Forms and Completion Forms.

8.9 Accidental Damage to Asbestos-Containing Materials (ACM)

If accidental damage occurs to any ACM during the course of a minor works project, the contractor must stop work immediately and advise the Workplace **Asbestos Coordinator** who will advise the **Workplace Manager**. If accidental damage occurs to any ACM during the usual course of DEECD workplace operations, all persons shall immediately vacate the room or area.

The Workplace **Asbestos Coordinator**, or the **Workplace Manager**, or their nominee shall be immediately notified.

All incidents in DEECD workplaces involving ACM must be reported on [eduSafe](#) and the workplace to contact the DEECD's OHS Advisory Service on **1300 074 715** if OHS advice or information is required. If the incident involves disturbance of ACM that would require remedial work the workplace must contact DTZ on 1300 133 468.

No one should reoccupy the room or area unless a written clearance has been issued by an occupational or industrial hygienist using the ASB2 Completion Form (refer to Appendix 1).

8.10 Minor Repairs to Asbestos-containing Materials (ACM)

If the local school community is concerned about the recommended repair methods following accidental damage to asbestos materials, the Workplace Asbestos Coordinator should seek advice from DTZ's Reinstatement and Asbestos Customer Call Centre on **1300 133 468**.

8.11 Short Term Repair Methods

In the short term, hairline cracks can be sealed with vinyl adhesive sheet or can be hand painted, whereas minor damage to asbestos cement sheeting can be encapsulated (i.e. covered / patched / sealed) by using a non-asbestos cement sheet.

The patch sheet cannot be nailed or screwed into the damaged asbestos sheet. The patch sheet should be adhered into position using liquid nails.

NB: *In the above instances, the Workplace Asbestos Coordinator must conduct regular inspections of these areas (at least one inspection every three months) to ensure that the physical condition of the material surrounding the repairs has not deteriorated (Refer to sections 8.3 and 9.11, 9.12 and 9.14).*

8.12 Long Term Measures

As a longer term measure, the DEECD workplace should program and document the desirability of removing the asbestos material from site on their **Asbestos Management Plan**. These measures must be reviewed on a regular basis and inspections should be conducted at least once every three months to ensure that the physical condition of any repaired material has not deteriorated any further.

Major damaged areas or areas with visible asbestos debris should be immediately inspected by an approved occupational/industrial hygienist to determine the requirement for clean-up and any remedial works. The Workplace **Asbestos Coordinator** may also seek further advice from DTZ's Reinstatement and Asbestos Customer Call Centre on **1300 133 468** or their Regional Office Facilities Manager.

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8.13 Procedures for the preparation and painting of asbestos cement sheeting

NB: It is recommended that DEECD workplaces should consider not painting asbestos-containing sheets if it is only for aesthetic reasons. Painting of asbestos cement sheeting in poor physical condition is not recommended as a suitable or a viable long-term option.

If any repainting is considered to be undertaken to asbestos cement sheeting or other ACM, a detailed inspection shall be undertaken by the Workplace Asbestos Coordinator to determine the physical condition of the material prior to the commencement of any proposed works.

NB: All broken or damaged (including major cracking) sheets – including deteriorated painted surfaces – shall be removed by a WorkSafe-licensed asbestos removalist.

Painting can be undertaken to asbestos cement sheeting where there is **minor** cracking (cracks to be no more than 1 mm wide with a maximum length of 1 metre) but where the sheeting is generally in good condition.

NB: Where refurbishment works are proposed, the asbestos-containing sheets should be removed as part of the scope of works.

As a short term measure, if the Workplace **Asbestos Coordinator** considers that it is necessary to paint asbestos cement sheets that are in good physical condition, the painting contractor (or any other contractor or person) engaged by DEECD must not clean the painted surface by sanding, high pressure water cleaning, scraping or machine brushing or use disc-cutting tools on the surfaces.

The Workplace **Asbestos Coordinator** must check the physical condition of the asbestos material prior to the commencement of any painting works as paint generally requires a good, firm, clean base in order to adhere well.

A poor base surface will cause the paint to lift off in a very short time period (within 1 to 2 years). Some painting contractors may also not be willing to provide a warranty. Ensure that water-based paints are used rather than solvent-based paints. **NB: The preferred method of application is to use a low pressure airless spray or roller brush.**

If DEECD employees including local school communities are concerned with the recommended repair methods, the Workplace Asbestos Coordinator must seek advice from an approved occupational or industrial hygienist by ringing the DTZ Reinstatement and Preventative Maintenance helpdesk 1300 133 468.

8.14 On-going Inspection and Assessment of Asbestos-containing Material (ACM)

The Workplace **Asbestos Coordinator** must ensure that a visual inspection of all asbestos-containing structures is regularly conducted to monitor the status and condition of asbestos. The DEECD workplace may engage an approved occupational or industrial hygienist to assist with this inspection if necessary.

The visual inspection shall also include an assessment of any labelling to ensure all labels are visible, securely affixed and in good condition.

The Workplace **Asbestos Coordinator** (in consultation with the HSR) must determine and document the period of visual inspection every 3 months or earlier based on the location, type and condition of ACM. Dates of inspection should be documented using the workplace's **OHS Activities Calendar**.

The Workplace **Asbestos Coordinator** must ensure that the results of the visual inspection are recorded using the **Proforma for Visual Inspection of Facilities Containing Asbestos** (Refer to Appendix 2).

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The Workplace **Asbestos Coordinator** must ensure that all required follow-up actions identified as a result of the inspection are completed and documented.

The Workplace **Asbestos Coordinator** must ensure that the workplace's Division 5 Asbestos Register is reviewed so that asbestos removal or changes in the condition of the ACM is reflected in the *Asbestos Management Plan*. Review dates should be included in the workplace's *OHS Activities Calendar*.

9 Professional Development and Historical Continuity

9.1 Information and Training

The **Workplace Manager** and/or Workplace **Asbestos Coordinator** must attend information and training sessions provided by DEECD regarding the management of asbestos. This training will enable the **Workplace Manager** and/or Workplace **Asbestos Coordinator** to effectively and consistently communicate information regarding the level of asbestos risk as well as implement controls to manage it in relation to the health and safety of everyone in the workplace.

DEECD's Infrastructure and Sustainability Division has engaged a contractor to deliver a specific program of practical workplace training on the management of asbestos for **School Principals, Workplace Managers and Asbestos Coordinators**. It is recommended that the **Workplace Manager** and the **Asbestos Coordinator** attend this asbestos training session. Contact DTZ on 1300 133 468 for details regarding future asbestos training sessions.

DEECD offers a professional development program 'Bricks and Mortar' which introduces participants to various modules that define and explain the Department's facilities and asset management systems, protocols, obligations and responsibilities. It is a key program in developing and improving participant's capacity to positively manage their school's assets and facilities.

Employee Safety and Wellbeing Branch has developed an OHS Learning Management System (LMS) including an online Asbestos Management Module to complement the face-to-face asbestos training. It is expected that School **Principals, Workplace Managers and Asbestos Coordinators** complete the online Asbestos Management module.

The LMS can be accessed through this hyperlink: <https://deecd.lms.elmolms.com/>

9.2 Record Keeping

The Workplace **Asbestos Coordinator** must ensure that all documents regarding asbestos matters are maintained in a centralised file and kept at the workplace for an indefinite period. Records should include:

- a Workplace Asbestos Management Plan;
- audit and Asbestos Register reports (Division 5 and Division 6 Asbestos Audits/Asbestos Register, Hazardous Building Materials Asbestos Register);
- all inspection records;
- details of all refurbishment and removal/demolition works including;
- name and details of the contractor for all removal works;
- name and details of the asbestos consultant for all removal works;
- name and details of licensed asbestos removalist for all works;
- a copy of the asbestos removalist's current license from WorkSafe Victoria to undertake asbestos-removal works;

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- completed Work Permit Forms (ASB1);
- records of actions taken as a result of any accidental breakage of, or damage to asbestos material;
- incident reports (can be printed from [eduSafe](#));
- situation reports;
- time, day and date of actual asbestos removal;
- name and details of approved occupational or industrial hygienist who performed the air monitoring (to be engaged independently of the main contractor or asbestos removalist);
- atmospheric monitoring results and clearance letters for buildings and areas re-occupied;
- WorkSafe Victoria Notification of Asbestos Removal form;
- completion Forms (ASB2).
- Insurance details including:
 - a copy of the contractor's public liability insurance (asbestos);
 - name of insurance company (asbestos);
 - insurance policy number (asbestos);
 - a copy of the contractor's public liability insurance (non-asbestos);
 - name of insurance company (non-asbestos);
 - insurance policy number (non-asbestos);
 - public liability (must be at no less than \$10,000,000 for any one occurrence);
 - a copy of asbestos liability (must be at no less than \$10,000,000 for any one claim or series of claims arising from one occurrence).

Refer to standard forms ASB1 and ASB2 in Appendix 1 and *Proforma for Routine Visual Inspection of Facilities Containing Asbestos* in Appendix 2.

9.3 Site-Specific Asbestos Management Plan

Each DEECD workplace is required to develop its **own** site-specific **Asbestos Management Plan**. The **Asbestos Management Plan** shall be based on the workplace's current Division 5 Asbestos Audit/Asbestos Register. The **Asbestos Management Plan** shall include, as a minimum:

- A timeframe for undertaking regular visual inspections every 3 months or earlier, e.g. at the commencement of each school term, of all ACM that have been identified in the Division 5 Asbestos Audit / Asbestos Register. Visual inspections should also be scheduled in the workplace's **OHS Activities Calendar**.

Note: The timeframe for inspections is based on the location and type of the asbestos material and an assessment of activity that may cause a change in the physical condition of the material due damage resulting from an accident or vandalism. (Please refer to Appendix 2 – All DEECD workplaces are required to use Appendix 2 as part of their site-specific **Asbestos Management Plan**).

- If the location of the asbestos material is in a highly trafficable area or is at a higher risk of being damaged due to its location (e.g. corridors, physical education area), it is recommended that the inspection periods are more frequent.
- Prior to the commencement of ANY work on the DEECD site, the **Workplace Manager** or nominee shall ensure all contractors have a site **induction** and are aware of the requirements of DEECD's **Contractor Management Procedure**.
- Procedures to manage in-house and external maintenance employees.
- Procedures to manage personnel involved in working bees including employees, parent volunteers, etc.
- Procedures to manage accidental damage to asbestos materials.

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- Details of in house asbestos awareness training sessions for all employees
- Procedures for determining the FULL Scope of Works to be undertaken.

Based on Section 9.2 (Record Keeping), the above procedures shall include checklists, guidelines and/or forms that must be signed off by the **Workplace Manager** / Workplace **Asbestos Coordinator** or their nominee and where applicable maintenance employees and works coordinators.

9.4 Auditing of Asbestos Management Plans in DEECD Workplaces

DEECD may contact **Workplace Managers** to arrange for periodic site inspections and auditing of workplace **Asbestos Management Plans**. This is to ensure that quality control is maintained across the state and that all issues relating to asbestos are being addressed in accordance with DEECD policy and the *OHS Regulations 2007*.

10 WorkSafe Victoria

WorkSafe Victoria has the responsibility of enforcing Victoria's occupational health and safety laws including the enforcement of Part 4.3 Asbestos of the *OHS Regulations 2007*. If a DEECD workplace is contacted by WorkSafe Victoria in relation to an asbestos-related matter, including potential breaches of OHS legislation, the workplace should contact the DEECD OHS Advisory Service on **1300 074 715**.

All incidents in DEECD workplaces involving ACM must be reported on [eduSafe](#). If the incident involves disturbance of ACM that would require remedial work the workplace must contact DTZ on 1300 133 468.

11 Version Control

Version	Section Amended	Amendment	Date Created	Author/s
Version 5	6 and 7	Added 6.2 Labelling of Asbestos Containing Materials (ACM) Added 6.6 Issuing Work Permit Forms (ASB1) Deleted Asbestos exposure letter (replaced with eduSafe reporting)	14/05/2012	G. Bertram T.Wall B. Dearsley A.Villamarzo
Version 6		Review of entire document	15/3/2013	A. Villamarzo K. Moody T. Wall
Version 1	1 8.2 9.1 Appendix 5	Document has been incorporated as a part of the DEECD OHSMS and as a result has been issued with a new document number that supersedes version 6.	January 2014	ESWB and ISD

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		Minor wording changes to Introduction Inclusion of Asbestos Labelling Update to Information and Training Inclusion of Asbestos Management Flowchart		
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Appendix 1

ASB1 – Permit to Work – Destructive or Asbestos Based Work

Permit/Work Number	Date:
Name of Workplace :	
Address:	
Description of works:	
The works described above involve:	<input type="checkbox"/> Destructive work (complete Section 1) <input type="checkbox"/> Asbestos work (complete Section 2)
This permit is valid from:	_____ am/pm On: _____
This permit is valid until:	_____ am/pm On: _____

Note: The following section of this permit must be completed and signed by the authorised person(s) before work is to proceed and only work listed above may be completed.

SECTION 1 – DESTRUCTIVE WORKS

Contractor's Company Name:

Company Representative:

Telephone:

Do the proposed works have the potential to?

Disturb of any potential asbestos containing materials (i.e. refer to Division 5 Asbestos Audit)? If so, continue to SECTION 2.

Disturb essential services (i.e. electricity, gas, water, etc.)? If so, are isolations required?

Disturb cabling (i.e. data or phone)? If so, are isolations required?

Disturb underground services (i.e. water, gas, electricity, data, etc.)? If so is further investigation required (i.e. dial before you dig)?

Comments:

Where the Division 5 or Division 6 Asbestos Register indicates the presence of asbestos which will need to be removed, the following details must also be completed:

Program Manager or Consultant Company Name (if applicable):

Company Representative:

Asbestos Management Plan

Telephone:
 Asbestos Removalist Company Name:
 Company Representative:
 Telephone:
 Occupational/Industrial Hygienist Company Name:
 Company Representative:
 Telephone:
 A Safe Work Method Statement (SWMS) and/or Job Safety Analysis (JSA) has been provided and is attached to this 'work permit' Yes No

SECTION 2 – ASBESTOS WORKS

Prior to works:

A copy of the Division 5 and/or Division 6 Audit has been made available and has been referred to in relation to the proposed works Yes No

The following services have been isolated for the duration of the works:

- Smoke / thermal detectors
 Pipes, tanks and valves
 Electrical outlets / appliances
 Other (please specify):

The following Personal Protective Equipment (PPE) is to be used during the works:

- Half face respirator
 Full face respirator
 Coveralls
 Air lines
 Ladders
 Mobile scaffolding
 Other (please specify):

The following control measures to be implemented for the duration of the works:

- Barricades
 Signage
 Spotter
 Appropriate disposal of waste
 Appropriate isolation of work area
 Other (please specify):

A Safe Work Method Statement (SWMS) and/or Job Safety Analysis (JSA) has been provided and is attached to this 'work permit' Yes No

This permit should be prominently displayed at the work site during the duration of the works.

Authorisation – TO BE COMPLETED BY THE WORKPLACE ASBESTOS COORDINATOR IN CONSULTATION WITH THE WORKPLACE MANAGER

Permit Issued To:
 (Print name) (Signature) (Date)

Permit Issued By:

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Asbestos Management Plan

(Print name)	(Signature)	(Date)
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Cancellation/completion of permit		
Permit cancelled/returned by:		
(Print name)	(Signature)	
Cancelled/returned at:	am/pm	On:
Reason for cancellation :		
DEECD workplaces are required to retain this completed form and associated documentation in a safe and secure location for an indefinite period.		

The Workplace Asbestos Coordinator is to complete this form in conjunction with the Occupational or Industrial Hygienist.

ASB2 – Completion Form

PART A – Asbestos Consultant’s Certification	
Permit/Work	number (as per ASB1 Form): Date of request /..... /.....
Name of Workplace:	
Address:	
Building/site location:	
Room location/description:	
Workplace Asbestos Coordinator:	
Telephone:	
Date(s) and times of removal works:	
Program Manager or Consultant Company Name:	
Company Representative:	
Telephone:	
Asbestos Removalist Company Name:	
Company Representative:	
Telephone:	
Occupational/Industrial Hygienist Company Name:	
Company Representative:	
Telephone:	
Evaluation of work:	
.....	
I HAVE CHECKED THE LOCATION WHERE WORK HAS BEEN CARRIED OUT AND I AM SATISFIED THAT THESE WORKS HAVE BEEN COMPLETED IN ACCORDANCE WITH THE WORK PERMIT	
Head Contractor’s (If applicable) signature	Date...../..... /.....
Workplace Asbestos Coordinator signature	Date/..... /.....
PART B – Occupational/Industrial Hygienist’s Certification	
Has a copy of the visual inspection and clearance been attached? Yes <input type="checkbox"/>	
Have asbestos fibre monitoring reports been attached? Yes <input type="checkbox"/>	
Append the asbestos fibre atmospheric monitoring report, the visual clearance inspection letter by hygienist:	
I AM SATISFIED THAT THE WORKS HAVE BEEN COMPLETED IN ACCORDANCE WITH THE WORK PERMIT AND THAT THE AREA HAS BEEN CLEANED TO THE REQUIRED STANDARD. THE CLEARANCE RESULTS CONFIRM THAT THE AREA CAN BE SAFELY RE-OCCUPIED	
Occupational/Industrial Hygienist’s signature	Date/..... /.....

Asbestos Management Plan

DEECD workplaces are required to retain this completed form and associated documentation in a safe and secure location for an indefinite period.

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Appendix 2 - Proforma for Routine Visual Inspection of Facilities Containing Asbestos (Refer to the Division 5 Asbestos Register Dated 2013)

Name and address of DEECD Workplace: **North Fitzroy Primary School- Fergie Street, North Fitzroy, Vic 3068** Inspected by: **Anne Thorp, Lou Corso & Nicole Cooper**

Inspection date: **Every three months- Start of each Term.** Updated Register signed off by: **Lou Corso** (Asbestos Coordinator) and **Nicole Cooper** Health and Safety Representative

Building/Site Location	Priority	Room Location/ description	SAMS Room Number/s	Surface (e.g. ceilings, walls)	Asbestos Containing Materials (ACM) Description	Condition of ACM at Audit	Current Condition of ACM	Current Condition of Asbestos Label (if installed pursuant to Section 9.2 Asbestos Management Plan)	Further Action /Comment	Date of Removal of Asbestos Item/s	Re-inspection Date
Block A (Senior Building)	1	19 Boiler Room		Furnace outlet pipe gasket (large)	Asbestos containing hard grey material	Good	Good condition				Start of each Term
Block A (Senior Building)	1	Fan Room		Outlet Pipe Gaskets	Asbestos containing hard grey material	Good	Good condition				Start of each Term
Block A (Senior Building)	3	44 Store First Aid Room Sink		Unpainted fibro cement splashback (behind ceramic tiles)	Ceramic tiles on asbestos containing unpainted fibro cement	Good	Good condition				Start of each Term
Block A (Senior Building)	3	51 Work Area/Office- Library Office Sink area		Black sink underside lining	Asbestos containing black bituminous material	Good	Good condition				Start of each Term
Block A (Senior Building)	3	62 Fan Room On walls & ductwork flange mastic & outline pipe gasket		Ductwork flange mastic & Painted fibro cement south eave	Asbestos containing grey mastic	Good	Good condition				Start of each Term
Block A (Senior Building)	3	External Outside office area		Painted fibro cement south eave and porch ceiling	Asbestos containing light brown mastic and also cream painted fibro cement	Good	Good condition				Start of each Term
Block A (Senior Building)	3	External Outside library near stairs and side of wall heading to block		Wall expansion joint filler	Asbestos containing light brown mastic and also cream painted fibro cement	Good	Good condition				Start of each Term
Block A (Senior Building)	3	External Outside canteen area- Above roller door		Wall expansion joint filler	Asbestos containing cream painted fibro cement	Good	Good condition				Start of each Term
Block A (Senior Building)	4	Various rooms		Surface behind ceramic tiles	Ceramic tiles on suspect asbestos material	Good	Good condition				Start of each Term
Block A (Senior Building)	4	4 external store		Internal of Kiln	Metal and suspect asbestos material	Good	Good condition				Start of each Term
Block A (Senior Building)	4	Various rooms		Surface behind vinyl wall sheet	Non asbestos white vinyl adhesive on ceramic tiles on suspect asbestos	Good	Good condition				Start of each Term
Block A (Senior Building)	4	Boiler room		Internal of furnace or chimney	Metal and suspect asbestos material	Good	Good condition				Start of each Term

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Block A (Senior Building)	4	Various room		Internal of electrical switchboards	Metal and suspect asbestos material	Good	Good condition				Start of each Term
Block A (Senior Building)	4	Canteen		Sink splashback	Ceramic tiles on suspect asbestos material		Good condition				Start of each Term
Block A (Senior Building)	4	Male & Female Staff Toilets		Floor	Non asbestos blue vinyl sheet with clear adhesive on ceramic tiles on suspect asbestos		Good condition				Start of each Term
Block A (Senior Building)	4	23 Store		Internal of safe	Metal and suspect asbestos material	Good	Good condition				Start of each Term
Block A (Senior Building)	4	28 Store		Internal of safe	Metal and suspect asbestos material	Good	Good condition				Start of each Term
Block A (Senior Building)	4	30 Coats		No access to external of lift passenger car and lift shaft	Suspect asbestos material	Good	Good condition				Start of each Term
Block A (Senior Building)	4	38 Store		Internal of life motor	Metal and suspect asbestos material	Good	Good condition				Start of each Term
Block A (Senior Building)	4	60 sink splashback (science room)		Internal of life motor	Black sink underside lining	Good	Good condition				Start of each Term
Block A (Senior Building)	4	62 Fan room		Internal of fan unit	Metal and suspect asbestos material	Good	Good condition				Start of each Term
Block A (Senior Building)	4	78 Coats		No access to lift shaft	Metal and suspect asbestos material	Good	Good condition				Start of each Term
Block A (Senior Building)	4	External		No access to roof, flashing, flues or eaves	Metal and suspect asbestos material	Good	Good condition				Start of each Term
Block B (Junior Building)	4	Various rooms		Internal of electrical Switchboards	Metal and suspect asbestos material	Good	Good condition				Start of each Term
Block B (Junior Building)	4	Various rooms		Surface behind vinyl wall sheet	Metal and suspect asbestos material	Good	Good condition				Start of each Term
Block B (Junior Building)	4	Various rooms		Surface behind ceramic tiles	Metal and suspect asbestos material	Good	Good condition				Start of each Term
Block B (Junior Building)	4	External		No access to flues or subfloor space	Suspect asbestos material	Good	Good condition				Start of each Term
Portable (studio)	4	129 Classroom		Internal of electrical switchboard	Metal and suspect asbestos material	Good	Good condition				Start of each Term
Portable (studio)	4	129 Classroom		Internal of heater cupboard	Suspect asbestos material	Good	Good condition				Start of each Term
Portable (studio)	4	External		No access to subfloor	Suspect asbestos material	Good	Good condition				Start of each Term

Note: Visual inspection needs to refer to all asbestos identified in the current *Division 5 Asbestos Register*, including relocatable buildings

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Appendix 3 - Summary of Health Effects Derived from Contaminants Identified

Contaminants	Materials Used	Health Effects	WorkSafe TWA*
Asbestos	<ul style="list-style-type: none"> Used in over 3000 products, including heat resistant textiles (cloth, padding), cement products (sheets, pipes), special filters for industrial chemicals, thermal insulation products, friction materials (clutch, brakes), gaskets, floor tiles, roofing material, packing material, paint and protective paper. 	<ul style="list-style-type: none"> Classification – Category 1A Carcinogenic <i>Cancer forms:</i> <ul style="list-style-type: none"> Asbestosis – Progressive scarring of lung tissue. Mesothelioma – Lining of the chest cavity (the pleura) or, less commonly the lining of the abdominal cavity (the peritoneum). 	Amosite – 0.1 fibres/mL Crocidolite – 0.1 fibres/mL Chrysotile – 0.1 fibres/mL Any mixture of these – 0.1 fibres/mL
Synthetic Mineral Fibres (SMFs)	<ul style="list-style-type: none"> Glass fibres most commonly used as insulation or reinforcement in plastics, cement, and plaster products. Rockwool, slag wool fibres are frequently used as insulating materials. Ceramic fibres are primarily intended for use in high temperature insulating applications. 	<ul style="list-style-type: none"> Classification – Category 2B. Skin – itching, redness, with swelling and sometimes excess fluid (oedema), which can be the site for secondary bacterial infections particularly. Eyes – inflammatory cells in the eyes. Respiratory – irritation in the upper airways. 	TWA – 0.5 fibres/mL
Lead Paint	<ul style="list-style-type: none"> Additive in paint. 	<ul style="list-style-type: none"> High levels of lead causes lead poisoning. 	
Polychlorinated Biphenyls (PCBs)	<ul style="list-style-type: none"> Primarily used as insulating fluids in electrical equipment such as transformers and capacitors. Electrical transformers. Fluorescent lights. Ceiling fan capacitors. Adhesives. Plastic. Paints. 	<ul style="list-style-type: none"> Classification – Dangerous Goods Hazardous Substances Class 6. Increasing evidence suggesting that it causes cancer. Severe skin rashes. Thyroid gland disorders. Headaches. Nausea, vomiting, abdominal pains. Liver damage. Respiratory disorders. 	The ACGIH** has published exposure limits for two most common PCBs: 42% Chlorine TLV*** – TWA – 1mg/m. 54% Chlorine TLV – TWA – 0.5mg/m.

*TWA – Time Weighted Average – the average airborne concentration of a substance over an eight-hour working day, for a five-day working week..

**ACGIH – American Conference of Governmental of Industrial Hygienists.

***TLV – Threshold Level Value.

Source: WorkSafe Standard Australia – “Exposure Standards for Atmospheric Contaminants in the Occupational Environment” NOHSC: 3008 (1995) plus Amendments

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Appendix 4 - Class A Asbestos Removalists

(For types of asbestos-containing material [friable and non-friable])

Name	Suburb	Contact No.
<u>A A H Contracting Pty Ltd</u>	WANTIRNA SOUTH	(03) 9887 4342
<u>A Plus Building Solutions Pty Ltd</u>	OAKLEIGH SOUTH	0433 147 734
<u>A Tomballe Insulations Pty Ltd</u>	WILLIAMSTOWN NORTH	(03) 9391 5802
<u>Absolute Asbestos Removal Pty Ltd</u>	Niddrie	0419 321 399
<u>Asbestos Removalist (Aust) Pty Ltd</u>	GREENSBOROUGH	0425 714 265
<u>Asbestos Removalist Pty Ltd</u>	GREENSBOROUGH	(03) 9435 4511
<u>Asclear Pty Ltd</u>	HAZELWOOD NORTH	(03) 5133 6200
<u>ATS Australasian Technical Services Pty Ltd</u>	MOUNT WAVERLEY	(03) 9541 6900
<u>Australia Wide Asbestos Removal Encapsulation Pty Ltd (AWARE)</u>	BRAESIDE	(03) 9580 5326
<u>Chapman Gardner Pty Ltd</u>	WARRANDYTE	(03) 9844 2568
<u>Dasma Industries Pty Ltd</u>	MORWELL	(03) 5134 1455
<u>Dynamic Industries Pty Ltd</u>	ALTONA NORTH	(03) 9399 2222
<u>Elite Building & Environmental Services Pty Ltd</u>	CLAYTON SOUTH	(03) 9543 4322
<u>Fibre Control Pty Ltd</u>	EDEN PARK	(03) 9715 1533
<u>Guilfoyle Wreckers Pty Ltd</u>	ALTONA NORTH	(03) 9399 2222
<u>Hazrem Pty Ltd</u>	SUNSHINE NORTH	(03) 9311 9041
<u>Insulmet Pty Ltd</u>	MOE	(03) 5126 1747
<u>Kaefer Integrated Services Pty Ltd</u>	KEWDALE	(08) 9224 4600
<u>Kennedy Plumbing Services (Vic) Pty Ltd</u>	WILLIAMSTOWN	(03) 9397 1955
<u>Latrobe Valley Insulations Pty Ltd</u>	MORWELL	(03) 5135 6277
<u>Lothway T.B.S. Pty Ltd</u>	MELBOURNE	0458 013 153
<u>McMahon Services Australia Pty Ltd</u>	DRY CREEK	(08) 8203 3122
<u>MGR Industries Pty Ltd</u>	MORDIALLOC	(03) 9580 9499
<u>OPEC Technical Services Pty Ltd</u>	WILLIAMSTOWN NORTH	0477 415 777
<u>RMA Contracting Pty Ltd</u>	STRATHFIELD SOUTH	(02) 9642 0011
<u>Southern Cross Environmental Services (Vic) Pty Ltd</u>	PAKENHAM	0434 198 891
<u>Transpacific Industrial Solutions Pty Ltd</u>	Morwell	(03) 5134 3859
<u>U.S.I. Pty Ltd</u>	CORIO	(03) 5275 3358
<u>Ultra Project Services Pty Ltd</u>	RUTHERGLEN	(02) 60 327 805
<u>Veolia Environmental Services (Australia) Pty Ltd - Formerly Collex Pty Ltd</u>	SOUTH MELBOURNE	(03) 9626 2222
<u>Western Sheetmetal Insulation & Asbestos Removal Pty Ltd</u>	LARA	(03) 5275 6400
<u>Zealmore (Aust) Pty Ltd</u>	WILLIAMSTOWN	(03) 9399 9766

Asbestos Management Plan

Class A – Restricted Asbestos Removalists – (Friable asbestos involving glove bags, Friable gaskets, Valve packing, Foam glass with mastic containing asbestos, and Incidental on-off friable asbestos containing items)

Name	Suburb	Contact No.
Enviropacific Services Pty Ltd	ROWVILLE	(03) 9724 7100
<u>Eso Australia Pty Ltd</u>	SOUTHBANK	(03) 9270 3333
<u>Qenos Pty Ltd</u>	ALTONA	(03) 9258 7404
<u>Shell Refining (Australia) P/L</u>	CORIO	(03) 5273 8717

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Appendix 5: DEECD Asbestos Management Flowchart

