



ASBESTOS MANAGEMENT PLAN

West Beach Primary School

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Asbestos Management Plan

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FOREWORD

This Asbestos Management Plan is developed to assist {name of site} comply with legislative and Department for Education and Child Development (DECD) requirements in the management of asbestos and asbestos containing materials (ACM) in DECD workplaces.

Legislative Requirement

In accordance with Section 19 of the Work Health and Safety Act 2012 Act, the Crown is the Person Conducting a Business or Undertaking (PCBU) and has the primary duty of care to ensure, so far as is reasonably practicable, the health and safety of workers and other persons while at work.

As a responsible agency of the Crown, DECD must meet the legislative obligations of primary duty of care, so far as is reasonably practicable, to provide a safe and healthy workplace for workers and other persons by ensuring:

- A safe work environment.
- Safe plant and structures.
- Safe systems of work.
- Safe use, handling and storage of plant, structures and substances.
- Provision of adequate facilities.
- Provision of information, training, instruction or supervision.
- Effective systems are in place for monitoring the health of workers and workplace conditions.
- Accommodation for workers, if provided, is appropriate.
- Effective notification and recording of workplace incidents.
- Compliance with the requirements under the WHS Regulations 2012.

DECD also has legislative obligations under Chapter 8 Part 3 which specifically requires the presence and location of asbestos or ACM at a workplace to be identified and managed in accordance with the How to Manage and Control Asbestos in the Workplace Code of Practice.

DECD Asbestos Management Procedure Objectives

The objectives of the Asbestos Management Procedure are to ensure DECD, its officers and workers comply with all relevant legislation, Australian Standards, approved Codes of Practice and DECD specifications relating to the management of risks associated with asbestos or ACM by ensuring:

- All hazards and risks to health and safety as a result of the exposure to asbestos or ACM are managed in accordance with DECD Risk Management Policy, Risk Management Framework and the How to Manage and Control Asbestos in the Workplace Code of Practice.
- The removal and disposal of asbestos or ACM from DECD workplaces is undertaken the Facilities Management Provider (FM) in accordance with legislative requirements.
- Consultation occurs with workers and other persons who are exposed to asbestos or ACM and the health and safety representative (HSR) as part of the risk management process.
- Consultation, cooperation and coordination occurs with other duty holders who DECD shares a duty regarding the management of asbestos and ACM.
- Information, instruction and training are provided by a competent person to all persons exposed to hazards as a result of the exposure to asbestos and ACM.

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IDENTIFICATION OF ASBESTOS OR ACM HAZARDS

An inspection of {name of site} buildings has been conducted by {name of competent person DPTI Asbestos Services} over the period {Insert date} to {Insert date}. The inspection includes a risk assessment and recommendation for future control measures. Results of this inspection is recorded in the {site name} asbestos register, maintained by DPTI Asbestos Services and held at {name the location}.

RISK ASSESSMENT

The risk assessment process on the condition of asbestos or ACM and the likelihood of disturbance has been applied to all material found or assumed to contain asbestos or ACM during inspection. A qualitative risk ranking has subsequently been assigned to each occurrence of asbestos or ACM.

CONTROL MEASURES

The recommended control measures that have been considered and approved by DECD are as follows:

Category	Category Description	Interpretation
1	Remove	Should be removed promptly
2	Remove as soon as practicable	Should be scheduled for removal at a practicable time
3	Use care during maintenance	May need removal during maintenance works
4	Monitor condition	Has asbestos present. Inspect according to legislation and policy
5	No asbestos identified / identified asbestos has been removed	All asbestos identified as per WHS Regulations 2012 Chapter 8 Asbestos

Category: The site performance score, determined by the worst item performance score at each site.

Category description: Indicates the recommended action corresponding to the worst item performance score (recorded in the asbestos register by a competent person as per WHS Regulations 2012 (Chapter 7 – Asbestos))

Interpretation: A brief real-world example of what each category implies for a site.

Category 1 Risk Ranking items

All category 1 items identified at inspection have been reported by the inspector and immediate remedial action taken. Category 1 items identified in the future, through register review, prior oversight or damage, are to be reported to Asset Support Centre on 1800 810 076 or Property Group (Divisional Services) on 8226 6152 and immediately rectified through normal maintenance processes. Any friable, unstable asbestos or ACM must be treated as a category 1 risk.

Category 2 Risk Ranking items

Category 2 risks are programmed for removal prior to a time of likely disturbance for another purpose, such as renovation. Management decision is necessary as to when this should be done.

Category 3 Risk Ranking items

Category 3 items are characterised whether control measures are designed to reduce or eliminate the possibility of disturbance.

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Category 4 Risk Ranking items

These items are low risk due to good condition with a low probability of disturbance and need only future management and monitoring. Generally they are well bonded, for example in a cement matrix, stable and relatively inaccessible.

Category 5 Risk Ranking items

These items require no action.

Recording Work on Asbestos or ACM

Work done on asbestos or ACM that materially changes a register entry is to be recorded in the asbestos register by DPTI Asbestos Services and will include details of:

- The company conducting the work
- The date of the work
- The scope of the work done
- Any clearance certificates

DPTI Asbestos Services will provide the updated asbestos register to the Facilities Manager who is responsible for providing this to the site.

Access to Asbestos Register

The asbestos register must be made available to all contractors regardless of the type of maintenance work to be undertaken.

Reasonable requests by DECD workers and health and safety representatives for inspection of the asbestos register will be granted.

Incident Management Procedure

Incidents relating to the exposure of airborne asbestos fibres are undertaken in accordance with DECD Incident Management Procedure.

DECD will document all records of individuals exposed to airborne asbestos fibres on the Incident and Response Management System (IRMS). The site manager must also:

- Contact SafeWork SA on 1800 777 209 immediately to report the dangerous incident and follow any instructions given by the SafeWork SA inspector.
- Complete an incident report on IRMS within 12 hours of the occurrence. Where numerous DECD workers, students, young people, children, parents, visitors, have been exposed to airborne asbestos fibres, a single IRMS report can be completed with the inclusion of a list of the names and contact details of those exposed and uploaded on the IRMS system. A copy is to be provided to all individuals.
- Contact DECD Legislation and Legal Services Unit who keep records of all reports of asbestos exposure for 100 years.
- Advise concerned individuals to:
 - Seek medical advice from their treating medical practitioner if they wish to have the exposure recorded on their medical file.
 - Log the incident on the Asbestos Victim's Association Exposure Register located at this website: <http://www.avasa.asn.au/index.php/working-with-asbestos/exposure->

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- [register](#).
Contact SA Unions on 8212 3155 and complete an Asbestos Register Form.

CONSULTATION, INFORMATION AND TRAINING

Advice regarding asbestos or ACM is to be included in site induction procedures and follow up briefings are to be conducted after each review of the asbestos register or after any material change in the asbestos register.

Induction briefings for new DECD workers and contractors who may work in buildings where asbestos or ACM may be present are to be conducted before the commencement of work.

REVIEW

The asbestos register is to be reviewed annually or when a change to the register is necessary by DPTI Asbestos Services. The Facilities Manager is responsible for providing a copy of the asbestos register to the site manager.

The Asbestos Management Plan must be reviewed by the site manager annually or when a change to the register has been recorded, to ensure effectiveness of management processes. These may include:

- A review of the asbestos register or a control measure.
- Asbestos or ACM is removed from or disturbed, sealed or enclosed at the workplace.
- The Asbestos Management Plan is no longer adequate for managing asbestos or ACM at the workplace.
- A health and safety representative requests a review if they reasonably believe that any of the matters listed in the above points affects or may affect the health and safety of a member of their work group and the Asbestos Management Plan was not adequately reviewed.

Site Manager _____
Print Name Signature

Date _____