

# SCHOOL ASBESTOS MANAGEMENT PLAN FOR TEMPLETON PRIMARY SCHOOL

To be updated on an annual basis or when changes are required.

<b>School Principal:</b>	RODNEY MCKINLAY
<b>Name of Workplace Asbestos Coordinator:</b>	MARC CRILLY
<b>Asbestos Management Plan date prepared:</b>	20/08/2018
<b>Division 5 Asbestos Audit Report date:</b>	31 MARCH 2016
<b>Asbestos Register date last reviewed: (required quarterly)</b>	26/01/2020
<b>Location of asbestos documentation:</b>	STAFFROOM

# Asbestos Management Plan

## Introduction

Asbestos is a natural mineral that can be found throughout our environment. It was used extensively in building and consumer products up until the 1980's. Many Australian businesses, homes and public buildings, including schools, incorporated asbestos-containing materials in structures such as roofs, floors and walls.

People may become concerned if they suspect that their school has asbestos containing materials. However, many studies have shown that these products, if maintained in good condition and left undisturbed, do not pose a significant health risk. Asbestos is usually found in a bonded form (non-friable asbestos) that does not normally result in the release of dangerous fibres. It is only when asbestos is disturbed or damaged that the potential for release of fibres increases (friable asbestos).

This School Asbestos Management Plan (SAMP) is a documented outline of how Asbestos Containing Materials (ACM) in **TEMPLETON PRIMARY SCHOOL** will be managed, including what types of materials will be managed, when and how this will be done and who has responsibility. All schools are required to have a current SAMP that is regularly updated. It forms part of the school Occupational Health and Safety Management System (OHSMS) to identify and control the risks associated with asbestos.

## How to use this Document

Within this document, the management of ACM is divided into four broad categories. They are:

<b>Asbestos Hazard Identification, Communication and Monitoring</b>
<b>Process Following Identification of Disturbance/Damage to ACM or Newly Identified Suspected ACM</b>
<b>Proposed Works in or Around School Buildings</b>
<b>Asbestos Removal Works</b>

## Glossary of terms

A glossary of terms is available on the final page of this SAMP.

## Table of Contents

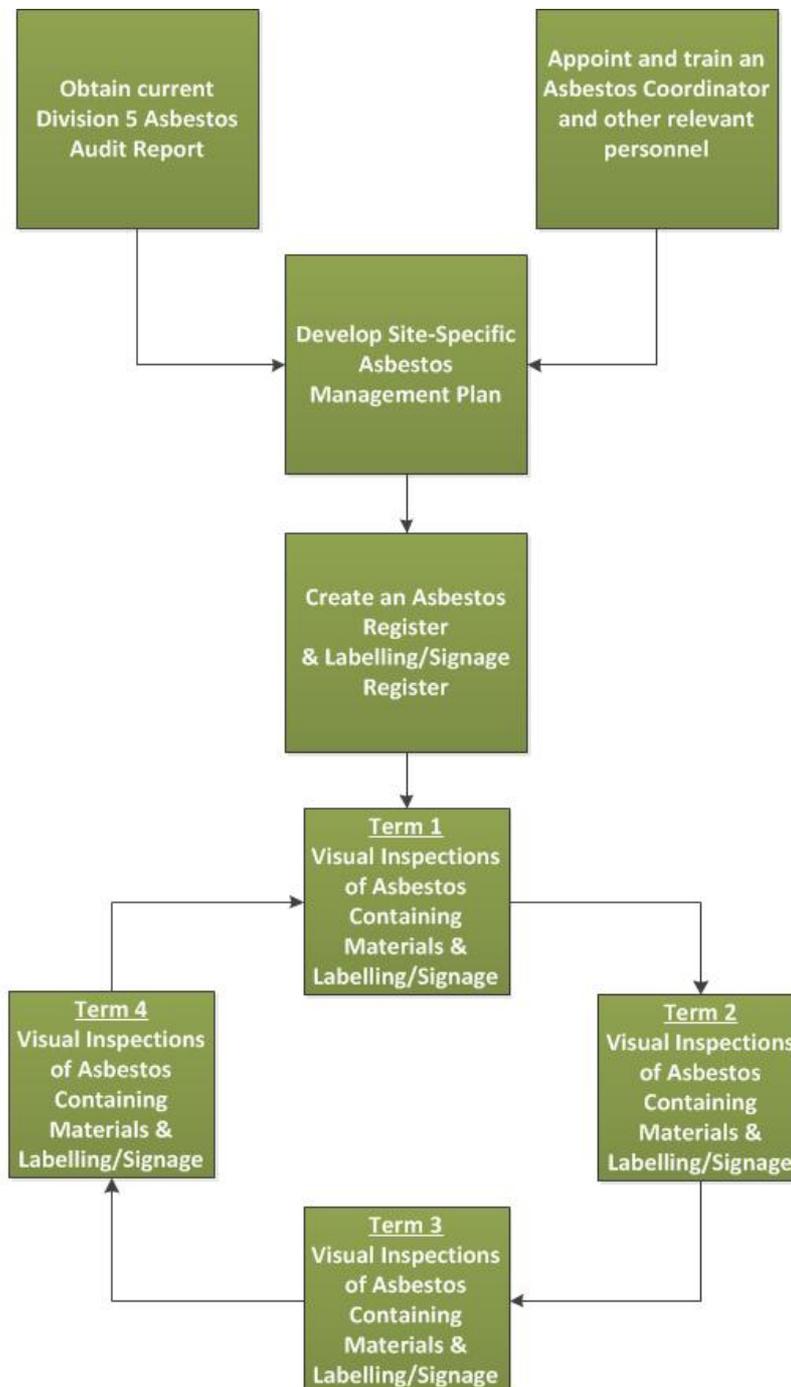
<b>1</b>	<b>Asbestos Hazard Identification, Communication and Monitoring .....</b>	<b>5</b>
1.1	Asbestos Coordinator .....	6
1.2	What happens when the Asbestos Coordinator is unavailable? .....	6
1.3	Asbestos Training .....	7
1.3.1	Asbestos Awareness Training .....	7
1.3.2	Asbestos Management eLearning Module .....	7
1.4	Asbestos Audit Report, Asbestos Register and Asbestos Label Register .....	7
1.4.1	Obtaining a Division 5 Asbestos Audit Report .....	7
1.4.2	Asbestos Labelling .....	7
1.4.3	Asbestos Register, Asbestos Label Register and Visual Inspections .....	8
1.4.4	Inaccessible Areas .....	8
1.5	Communication of Asbestos Related Information .....	9
1.5.1	Employees .....	9
1.5.2	Contractors .....	9
1.5.3	Volunteer Workers .....	9
1.6	Checklist - Asbestos Hazard Identification and Monitoring .....	10
<b>2</b>	<b>Process Following Identification of Damage to ACM or Suspected ACM .....</b>	<b>11</b>
2.1	Isolating an area of damaged ACM or identified suspected ACM .....	12
2.2	Assessing Extent of Damage .....	12
2.3	Report Damaged ACM on EduSafe and IRIS .....	12
2.4	Maintaining Records of Asbestos Assessments .....	12
2.5	Asbestos Removal .....	12
2.6	Checklist - Process following identification of damage to ACM or identified suspected ACM .....	13

<b>3</b>	<b>Proposed Works in or Around School Buildings .....</b>	<b>14</b>
3.1	Department Capital Works Program .....	15
3.2	Project Managed Works (with a Project Manager) .....	15
3.3	School-Managed Works.....	15
3.4	Soil fills on School sites. ....	16
<b>4</b>	<b>Asbestos Removal Works .....</b>	<b>17</b>
4.1	Contractor Management .....	18
4.1.1	Approved Asbestos Removal Contractors .....	18
4.1.2	WorkSafe Victoria Notification of Asbestos Removal form .....	18
4.1.3	Contractor Induction.....	18
4.1.4	Asbestos Removal Control Plan .....	18
4.2	When Asbestos Removal Works can be conducted .....	18
4.3	Air Monitoring and Clearance Certificates .....	18
4.3.1	Background Air Monitoring.....	19
4.3.2	Clearance Certificates.....	19
4.3.3	Clearance Air Monitoring .....	19
4.3.4	Re-occupying a space where asbestos has been removed .....	19
4.4	Maintaining Removal Documentation .....	19
4.5	Appending Asbestos Records.....	19
4.5.1	Appending the Asbestos Register.....	19
4.6	Checklist – Asbestos Removal Works .....	20

# Asbestos Hazard Identification and Monitoring

## 1 Asbestos Hazard Identification, Communication And Monitoring

### What you need to do



#### Notes:

- Schedule dates of visual inspections on the OHS Activities Calendar
- Delegate completion of visual inspections to the Asbestos Coordinator
- Update Asbestos Register & Labelling/Signage Register following each visual inspection and communicate results to all employees, contractors and volunteers and the School Council

# Asbestos Hazard Identification and Monitoring

## How to do it

### 1.1 Asbestos Coordinator

The **Asbestos Coordinator** is the main contact point for all asbestos-related matters and assumes responsibility for the safe management of asbestos within the workplace, under the direction and control of the **Principal**.

The **Asbestos Coordinator** is required to:

- Attend asbestos management information and training sessions provided by the Department of Education and Training (the Department) prior to taking on the role (see Section 1.3 below).
- Know of the presence and location of asbestos within their **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 School Asbestos Management Plan (SAMP).
- Ensure that matters related to asbestos risk management are communicated to employees, contractors, visitors, volunteer workers and parents.
- Ensure that actions required to control the risk associated with the presence of asbestos are implemented.
- Conduct quarterly visual inspections of workplace facilities and document this in the Asbestos Register and Asbestos Label Register.
- Consult with the Health and Safety Representative (HSR) regarding the above, including conducting inspections, maintaining the workplace's Asbestos Register, Asbestos Label Register and all proposed refurbishments, demolitions and minor works involving ACM.
- Report in writing to the **Principal**, 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).
- Maintain and update the SAMP and record any asbestos-related hazards and incidents into eduSafe and IRIS.

### 1.2 What happens when the asbestos coordinator is unavailable?

The **Principal** is responsible for ensuring that other employees are suitably trained to undertake the duties of the Asbestos Coordinator so there is adequate back up support in the event that the Asbestos Coordinator is unavailable or where there is a requirement for additional resources in this area. The number and distribution of trained employees is based on the size of the school. The names of these employees at **TEMPLETON PRIMARY SCHOOL** are as follows:

- PAMELA RAINES (Business Manager) + MARC CRILLY, (Assistant principal).

Regular meetings will be held with the delegated personnel to ensure that current issues are addressed and proactive measures are in place to deal with the management of existing ACM.

Central Office Use Only	Issue Date: January 2014	Last Reviewed: June 2018	Next Review Date: June 2020
No. DET-ESWU-16-2-3		Authorised by: Manager, ESWU	

## Asbestos Hazard Identification and Monitoring

### 1.3 Asbestos Training

The school **Principal, Asbestos Coordinator and other relevant personnel** will complete the information and training sessions provided by the Department regarding the management of ACM (see below). Completed training is recorded on the [OHS Training Planner/Register](#).

#### 1.3.1 Asbestos Awareness Training

Asbestos Awareness Training is provided by the Department on a regular basis.

Refer to the [Bricks and Mortar Training Schedule](#) to make a booking at a suitable date and time.

#### 1.3.2 Asbestos Management eLearning Module

The Department's Learning Management System (LearnED), hosts an online Asbestos Management module, available to complement the Asbestos Awareness Training.

LearnED can be accessed through this hyperlink: [LearnED](#) (eduPay login required).

### 1.4 Asbestos Audit Report, Asbestos Register and Asbestos Label Register

**TEMPLETON PRIMARY SCHOOL** will have available to employees, students, contractors, volunteer workers and visitors a hard copy of the current Division 5 Asbestos Audit Report and the current version of a completed Asbestos Register at the reception area of the school.

#### 1.4.1 Obtaining a Division 5 Asbestos Audit Report

The **TEMPLETON PRIMARY SCHOOL** Division 5 Asbestos Audit Report can be accessed from the [School Facilities Profile website](#) (school login required). This report identifies the presence of asbestos within **TEMPLETON PRIMARY SCHOOL** and details the location of ACM in all buildings (including re-locatable buildings on site at the time of audit), its condition and priority classification.

**Note:** the Department is responsible for managing an asbestos audit schedule, to ensure that the Division 5 Asbestos Audit Report for the school is less than five years old.

#### 1.4.2 Asbestos Labelling

As part of the current Division 5 Asbestos Audit program, the following asbestos labelling is displayed at **TEMPLETON PRIMARY SCHOOL**:

- 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 ACM, before undertaking any work in the school.
- Labels; fixed at the entrances to all buildings with known ACM, indicating that there is ACM located in the building.

Central Office Use Only	Issue Date: January 2014	Last Reviewed: June 2018	Next Review Date: June 2020
No. DET-ESWU-16-2-3	Authorised by: Manager, ESWU		

## Asbestos Hazard Identification and Monitoring



### 1.4.3 Asbestos Register, Asbestos Label Register and Visual Inspections

ACM listed in Appendix A – Asbestos Materials Register of the Division 5 Asbestos Audit Report have been transferred into the [Asbestos Register](#) template.

The **Asbestos Coordinator**, in consultation with the Health and Safety Representative (HSR), will regularly conduct a visual inspection of all asbestos-containing materials to monitor the status and condition of ACM, and of asbestos labelling, as follows:

- Schedule a visual inspection every three months or earlier based on the location, type and condition of ACM and document on the [OHS Activities Calendar](#).
- Include in the visual inspection an assessment of the condition of ACM; including any damage, deterioration, remediation or removal, since the previous inspection.
- Include in the visual inspection an assessment of any labelling to ensure all labels are visible, securely affixed and in good condition.
- Record the results of each visual inspection on the [Asbestos Register](#) and [Asbestos Label Register](#), respectively, including any recommended actions and retain all records indefinitely.
- Follow up actions identified as a result of each inspection and document any changes in the [Asbestos Register](#) and/or [Asbestos Label Register](#). **Where ACM has been disturbed or damaged, the school will contact the Asbestos, Reinstatement and Preventative Maintenance Call Centre (Cushman and Wakefield) on 1300 133 468.**
- Sign and date (Asbestos Coordinator and HSR) each completed [Asbestos Register](#) and [Asbestos Label Register](#).

### 1.4.4 Inaccessible Areas

Where areas are identified as inaccessible or as having limited access, in the Division 5 Asbestos Audit Report, it is assumed that ACM is present, these areas will be treated as if they contain ACM unless determined otherwise, through completion of a Division 6 Asbestos Audit report.

Central Office Use Only	Issue Date: January 2014	Last Reviewed: June 2018	Next Review Date: June 2020
No. DET-ESWU-16-2-3	Authorised by: Manager, ESWU		

# Asbestos Hazard Identification and Monitoring

## 1.5 Communication of Asbestos Related Information

### 1.5.1 Employees

The **Principal** will ensure that all employees (including casual relief teachers and student support service officers) are annually inducted using the [OHS Induction Checklist](#) and specifically informed of:

- the presence and location of ACM within the workplace
- how the Division 5 Asbestos Audit Report and Asbestos Register can be accessed
- the risk associated with the presence of ACM
- the name and responsibilities of the School Asbestos Coordinator and delegated support employees
- controls in place to manage the risks associated with ACM, including the contents of this Asbestos Management Plan
- The outcomes of quarterly visual inspections of ACM.

### 1.5.2 Contractors

All contractors must report to the front reception office on arrival at site. This requirement is indicated on signage located at all entrances to the school. Contractors must complete a [Contractor OHS Induction Checklist](#) prior to commencing any work, which includes a review of the Division 5 Asbestos Audit Report and current Asbestos Register.

The induction must be completed by the Asbestos Coordinator or other delegated person listed under Section 1.2 of this SAMP.

### 1.5.3 Volunteer Workers

All volunteer workers including those attending working bees, must report to the front reception office on arrival at site. Volunteer workers must complete a [Volunteer Worker OHS Induction Checklist](#) prior to commencing any work, which includes a review of the Division 5 Asbestos Audit Report and current Asbestos Register. The induction will be completed by the Asbestos Coordinator or other delegated person listed under Section 1.2 of this SAMP.

Central Office Use Only	Issue Date: January 2014	Last Reviewed: June 2018	Next Review Date: June 2020
No. DET-ESWU-16-2-3		Authorised by: Manager, ESWU	

## Asbestos Hazard Identification and Monitoring

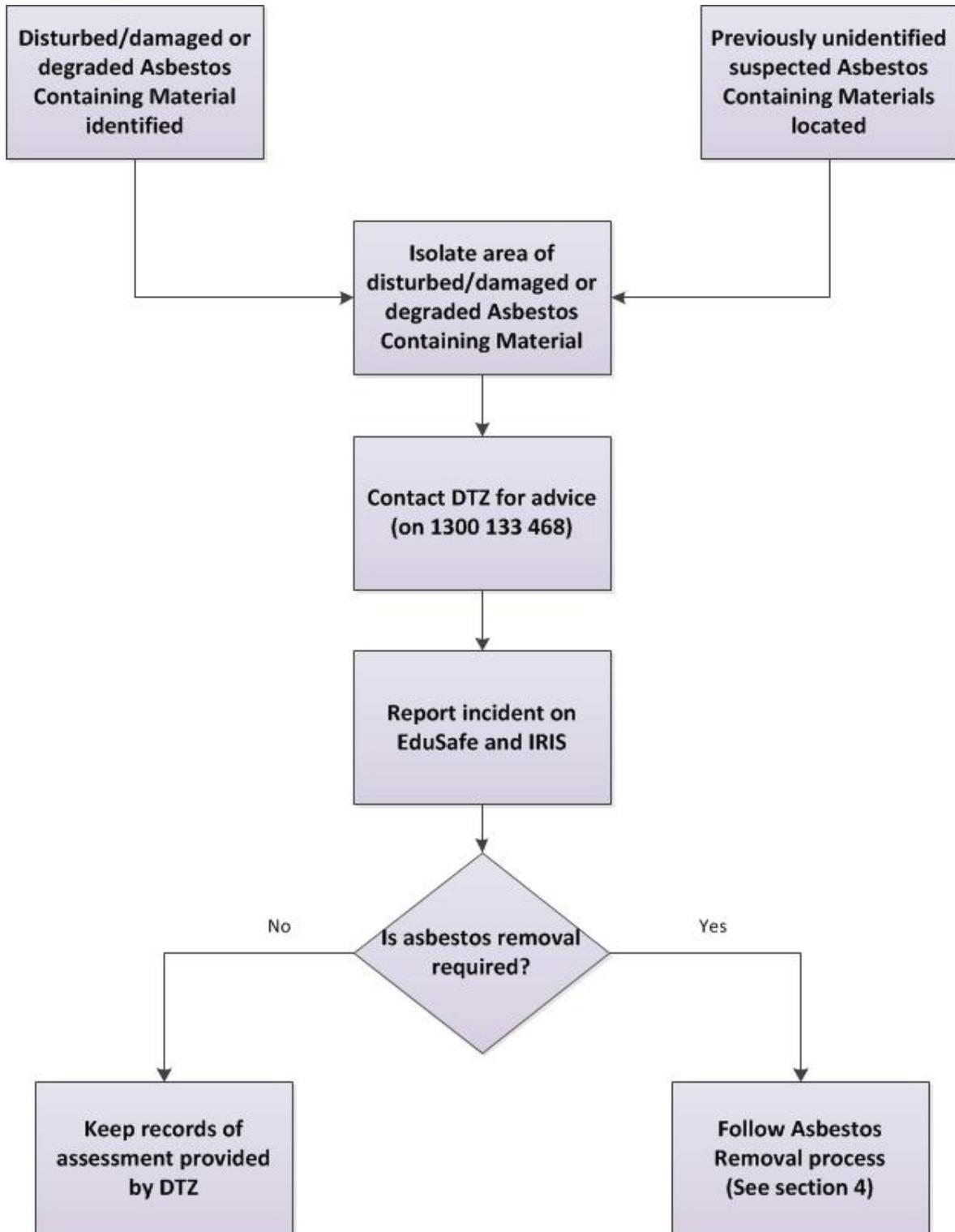
### 1.6 Checklist - Asbestos Hazard Identification and Monitoring

<input checked="" type="checkbox"/>	Requirement
<input checked="" type="checkbox"/>	The school has a current <b>Division 5 Asbestos Audit Report</b> (i.e. less than five years old).
<input checked="" type="checkbox"/>	The school has a <b>School Asbestos Management Plan</b> .
<input checked="" type="checkbox"/>	The school has a trained <b>Asbestos Coordinator</b> .
<input checked="" type="checkbox"/>	The school conducts visual inspections of ACM and Asbestos labels/signage and records results in the <b>Asbestos Register</b> and <b>Asbestos Label Register</b> , respectively.
<input checked="" type="checkbox"/>	The <b>Division 5 Asbestos Audit Report</b> and the current <b>Asbestos Register</b> is kept at the general office.
<input checked="" type="checkbox"/>	Signage is installed at the front gate directing visitors to the general office.
<input checked="" type="checkbox"/>	Signage is installed at the general office to notify all contractors and volunteer workers to undergo an induction, which includes a review of all asbestos documentation prior to commencing work in the school.
<input checked="" type="checkbox"/>	Labels are present at all relevant building entrances indicating that there is ACM located in the building.
<input checked="" type="checkbox"/>	Processes are in place to provide relevant asbestos-related information to employees, contractors and volunteer workers.

# Process Following Identification of Damage to ACM or Suspected ACM

## 2 Process Following Identification of Damage To ACM Or Suspected ACM

### What You Need To Do



# Process Following Identification of Damage to ACM or Suspected ACM

## How to do

### 2.1 Isolating an area of damaged ACM or identified suspected ACM

If **TEMPLETON PRIMARY SCHOOL** becomes aware of damage or disturbance to Asbestos Containing Materials at the site either after an inspection, or as a result of a hazard report or previously unidentified suspected Asbestos Containing Materials are located, the affected area will be isolated immediately.

All persons will be vacated from the affected area and access prevented either by locking a room or area of the school, where possible, or erecting temporary fencing or placing tape around the area. Signage will be displayed at entrances to the affected area indicating that unauthorised personnel must not enter.

### 2.2 Assessing extent of damage

The school will report all incidents involving disturbance or damage to ACM to the **Asbestos, Reinstatement and Preventative Maintenance Call Centre (Cushman and Wakefield) on 1300 133 468** to seek further advice on treatment. The area will remain isolated until a Clearance Certificate is provided by an occupational or industrial hygienist using the [Asbestos Removal Completion Form](#).

The school will report all incidents where suspected ACM has been newly identified to the **Asbestos, Reinstatement and Preventative Maintenance Call Centre (Cushman and Wakefield) on 1300 133 468** to seek further advice on treatment. The area will remain isolated pending a report or statement provided by an occupational hygienist confirming whether ACM has been identified. If it is confirmed to be ACM, the area will remain isolated until clearance is provided by the occupational hygienist using the Asbestos Removal Completion Form.

### 2.3 Report damaged ACM on eduSafe and IRIS

All incidents at **TEMPLETON PRIMARY SCHOOL** involving disturbance or damage to ACM, or where suspected ACM has been newly identified will be reported on [eduSafe](#) and to the Security Services Unit via IRIS.

### 2.4 Maintaining records of asbestos assessments

All records will be kept of advice provided in relation to managing disturbance or damage of ACM or where suspected ACM has been newly identified.

### 2.5 Asbestos Removal

For further information on asbestos removal please refer to Section 4 of this plan.

Central Office Use Only	Issue Date: January 2014	Last Reviewed: June 2018	Next Review Date: June 2020
No. DET-ESWU-16-2-3		Authorised by: Manager, ESWU	

## Process Following Identification of Damage to ACM or Suspected ACM

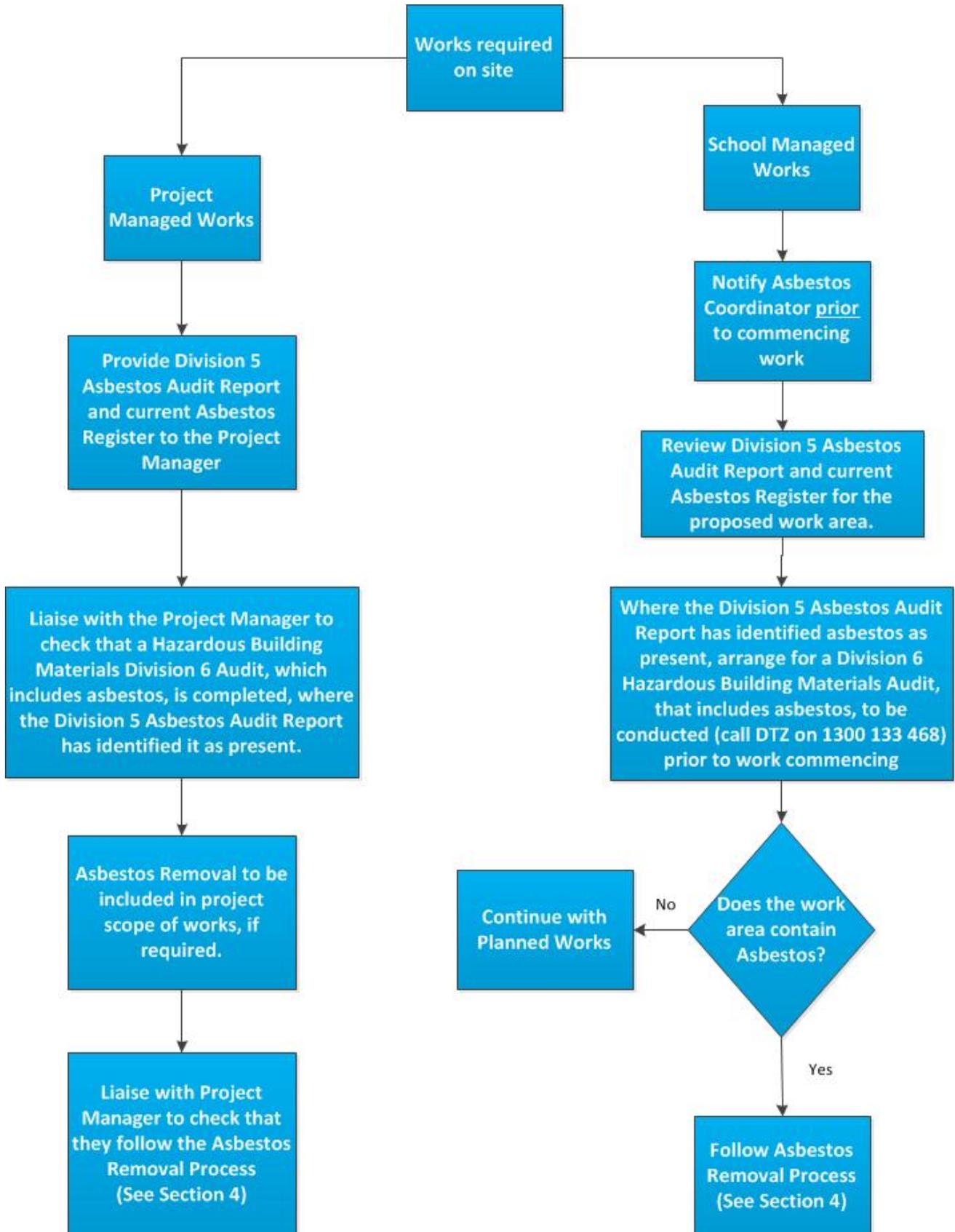
### 2.6 Checklist - Process following identification of damage to ACM or identified suspected ACM

<input checked="" type="checkbox"/>	Requirement
<input type="checkbox"/>	Isolate the affected area. This may include vacating persons, locking rooms, placing tape around the area, erecting signage, etc.
<input type="checkbox"/>	Report the incident to <b>CUSHMAN AND WAKEFIELD</b> on <b>1300 133 468</b> as soon as practicable.
<input type="checkbox"/>	Report the incident on <b>eduSafe</b> and <b>IRIS</b> .
<input type="checkbox"/>	Maintain all asbestos documentation relating to the disturbance or newly identified suspected ACM in the schools asbestos file.
<input type="checkbox"/>	Record newly identified confirmed ACM on the Asbestos Register.

# Process Following Identification of Damage to ACM or Suspected ACM

## 3 Proposed works in or around school buildings

### What you need to do



## Proposed Works in or Around School Buildings

### How to do

#### 3.1 Department Capital Works Program

Due to the presence of ACM in a significant proportion of Victorian government schools, all project budgets under the Department's Capital Works and Planned Maintenance programs, will factor in asbestos removal.

#### 3.2 Project Managed Works (with a Project Manager)

**TEMPLETON PRIMARY SCHOOL** will provide their current Division 5 Asbestos Audit Report and current Asbestos Register to the project architect who in consultation with the quantity surveyor will provide a project cost based on the scope of works and requirement to remove any ACM.

**TEMPLETON PRIMARY SCHOOL** will liaise with the Project Manager to check that a Division 6 Hazardous Building Materials Audit is included in the scope of works, if required.

**TEMPLETON PRIMARY SCHOOL** will liaise with the Project Manager to check that asbestos removal is undertaken in accordance with Section 4 of this SAMP.

<input checked="" type="checkbox"/>	Requirement
<input type="checkbox"/>	Provide appropriate school information to project manager e.g. current <b>Division 5 Asbestos Audit Report</b> .
<input type="checkbox"/>	Provide school expectations to project manager e.g. requirement to provide copies of all Division 6 Hazardous Building Materials Audit reports, clearance certificates and air monitoring involved with asbestos removal works.
<input type="checkbox"/>	Establish communication strategies with project manager relating to asbestos based works.

#### 3.3 School-Managed Works

If **TEMPLETON PRIMARY SCHOOL** manages any works with the potential to disturb walls, floors, ceilings, eaves or any other parts of a school building, the school will identify all asbestos-containing materials prior to the works commencing.

The Asbestos Coordinator or School Principal will arrange for a **Division 6 Hazardous Building Materials Audit** of the proposed work area to be completed by an Occupational Hygienist. This can be arranged by contacting the **Asbestos, Reinstatement and Preventative Maintenance Call Centre (Cushman and Wakefield)** on **1300 133 468**.

Where the Division 6 Hazardous Building Materials Audit report indicates that ACM are likely to be disturbed as a result of the proposed works, the ACM will be removed prior to the works commencing.

Proposed works may include demolition, refurbishment, installation of new equipment, hanging displays, painting, etc. and could involve processes such as drilling, cutting, scraping, screwing,

## Proposed Works in or Around School Buildings

sanding or hammering. These works may potentially be undertaken by contractors, volunteer workers, maintenance/facilities staff or school employees.

The cost of asbestos management, as a part of school managed works, is to be funded by the school, unless the school has authorised pre approval from the Department for funding assistance.

### 3.4 Soil fills on school sites

**TEMPLETON PRIMARY SCHOOL** will contact the Victorian School Building Authority (VSBA) prior to accepting any soil fill onto our site: 1800 896 950

We will not accept third-party fill until the Department's template, '*Agreement for the Acceptance of Third-Party Fill on School Sites*' has been executed by the Minister of Education (or Ministerial delegate) and the supplier of the soil fill.

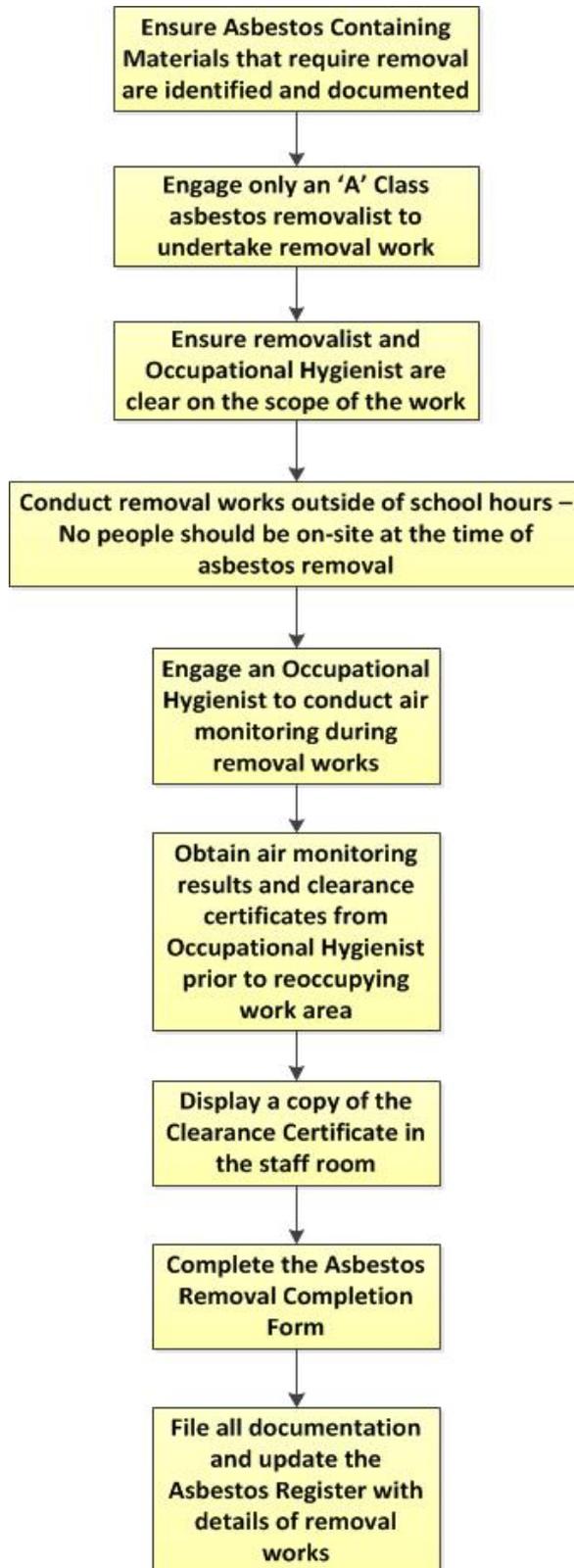
The school will ensure that all soil fill to be used on school sites is not contaminated and does not pose a risk to staff, students and the school community by following the [Fill on School Sites Policy](#).

<input checked="" type="checkbox"/>	Requirement
<input type="checkbox"/>	Notify the Asbestos Coordinator about any proposed works at the school with the potential to disturb walls, floors, ceilings, eaves or any other parts of a school building and / or grounds, before the work commences.
<input type="checkbox"/>	Undertake a Division 6 Hazardous Building Materials Audit to establish whether the work area, including grounds contains ACM (or other hazardous building materials) as part of the planning process.
<input type="checkbox"/>	If ACM may be disturbed as part of the works, contact the <b>Asbestos, Reinstatement and Preventative Maintenance Call Centre (Cushman and Wakefield) CUSHMAN AND WAKEFIELD</b> on <b>1300 133 468</b> to have them assessed / removed.

# Asbestos Removal Works

## 4 Asbestos Removal Works

### What you need to do?



# Asbestos Removal Works

## How to do it

### 4.1 Contractor Management

#### 4.1.1 Approved Asbestos Removal Contractors

Only Class “A” asbestos removal contractors will be engaged to undertake asbestos removal works. A contractor in this category is permitted to remove all types of friable and non-friable asbestos items.

A list of Class “A” Licensed Asbestos Removalists is [available](#) from WorkSafe Victoria.

**Further advice is available from the Asbestos, Reinstatement and Preventative Maintenance Call Centre (Cushman and Wakefield) on 1300 133 468.**

#### 4.1.2 WorkSafe Victoria Notification of Asbestos Removal Form

Before removing asbestos, a licensed asbestos removal contractor must notify WorkSafe Victoria in writing in a [Notification of Asbestos Removal Form](#). The **Asbestos Coordinator** is to request a copy of this form from the asbestos removal contractor prior to commencement of work.

It is a legislated requirement that the licensed removalist’s WorkSafe nominated Site Supervisor is always on site during removal works.

#### 4.1.3 Contractor OHS Induction

Asbestos removal contractors coming on site must complete the [Contractor OHS Induction Checklist](#) prior to commencing work. The induction will be provided by the **Asbestos Coordinator** and include provision and discussion of the Division 5 Asbestos Audit Report, current Asbestos Register and Division 6 Asbestos Audit Report.

An [Asbestos Removal Control Plan](#) must be completed at the time of induction.

#### 4.1.4 Asbestos Removal Control Plan

The licensed asbestos removalist must provide an Asbestos Removal Control Plan. No work is to commence without the Asbestos removal contractor’s supervisor or foreman first signing the form and obtaining the written approval of the **Asbestos Coordinator**.

The Site Supervisor is responsible for ensuring that each worker is individually aware of their responsibilities in following risk control measures detailed in the Asbestos Removal Control Plan.

### 4.2 When Asbestos Removal works can be conducted

The **Asbestos Coordinator** will arrange for the asbestos removal work to be undertaken outside normal school hours, when students and employees including aftercare and local community groups are not present.

### 4.3 Air Monitoring and Clearance Certificates

The school will engage a qualified occupational or industrial hygienist to undertake air monitoring and issue a visual inspection clearance certificate. It is recognised that the occupational hygienist cannot be engaged by the asbestos removal contractor.

Central Office Use Only	Issue Date: January 2014	Last Reviewed: June 2018	Next Review Date: June 2020
No. DET-ESWU-16-2-3		Authorised by: Manager, ESWU	

## Asbestos Removal Works

### 4.3.1 Background Air Monitoring

The occupational hygienist will undertake air monitoring during asbestos removal and provide a report at the completion of the process.

### 4.3.2 Clearance Certificates

After ACM has been removed, a visual inspection of the work area by an independent person such as an occupational hygienist must be completed to verify that there is no visible asbestos residue remaining within the work area. At the completion of this process the occupational hygienist will produce a signed written Clearance Certificate indicating the work area is clear of asbestos residue.

### 4.3.3 Clearance Air Monitoring

The occupational hygienist will undertake air monitoring after asbestos removal has been completed to check that the air is clear of airborne asbestos fibres. The occupational hygienist will provide a report at the completion of the process.

### 4.3.4 Re-occupying a space where asbestos has been removed

Where works have involved the removal of ACM, the **Asbestos Coordinator** will ensure that no one reoccupies a room or area where the removal has occurred until:

- A visual inspection has been undertaken by a qualified occupational hygienist and a Clearance Certificate has been issued.
- Atmospheric monitoring has been undertaken during and after removal of ACM by a qualified occupational hygienist and associated reports show no evidence of airborne asbestos fibres at the conclusion of the work.
- An Asbestos Removal Completion Form has been filled out by the Occupational Hygienist and Asbestos Coordinator.

The Clearance Certificate will be displayed in the staff room for a period of seven days after it is issued.

## 4.4 Maintaining Removal Documentation

The Asbestos Coordinator will maintain records of all completed Safe Work Method Statements, asbestos removal completion forms, atmospheric monitoring reports and clearance certificates.

## 4.5 Appending Asbestos Records

### 4.5.1 Appending the Asbestos Register

Following the removal of asbestos containing materials, the Asbestos Register will be updated to include the date of removal.

Central Office Use Only	Issue Date: January 2014	Last Reviewed: June 2018	Next Review Date: June 2020
No. DET-ESWU-16-2-3		Authorised by: Manager, ESWU	

## Asbestos Removal Works

### 4.6 Checklist – Asbestos Removal Works

<input checked="" type="checkbox"/>	Requirement
<input type="checkbox"/>	The asbestos removal works are scheduled during a time when parents, students, employees, after school care and community groups are not present.
<input type="checkbox"/>	A Class “A” Asbestos Removal Contractor will be conducting the removal works.
<input type="checkbox"/>	The contractor has completed and submitted a WorkSafe Victoria Notification of Asbestos Removal form and provided the Asbestos Coordinator with a copy.
<input type="checkbox"/>	The school engaged an Occupational Hygienist to conduct: <ul style="list-style-type: none"> <li>• Background air monitoring during the removal works.</li> <li>• Clearance air monitoring at the completion of the removal works.</li> <li>• A visual inspection verifying the successful completion of the works.</li> </ul>
<input type="checkbox"/>	The school has completed a <b>Contractor OHS induction</b> of all contractors and sub-contractors involved in asbestos removal work, prior to commencing work (as per the contractor management procedure).
<input type="checkbox"/>	The school has received copies of the following reports from the Occupational Hygienist: <ul style="list-style-type: none"> <li>• Asbestos air monitoring results.</li> <li>• Asbestos Clearance Certificate.</li> </ul>
<input type="checkbox"/>	The area where asbestos removal has occurred is not reopened until the receipt and verification of the air monitoring report and clearance certificate.
<input type="checkbox"/>	The clearance certificate is displayed in the staff room for seven days after it has been issued.
<input type="checkbox"/>	All air monitoring reports and clearance certificates are retained in the schools asbestos management file.
<input type="checkbox"/>	The school has completed the <b>Asbestos Removal Completion Form</b> ?
<input type="checkbox"/>	The school has updated the Asbestos Register to record where asbestos containing materials have been removed?

# Glossary

**ACM (Asbestos Containing Material)** Any manufactured material or object that, as part of its design, contains one or more of the fibrous forms of mineral silicates belonging to the serpentine or amphibole groups of rock-forming minerals including actinolite, amosite (brown asbestos), anthophyllite, crocidolite (blue asbestos), chrysotile (white asbestos) or tremolite.

Examples of ACM include: asbestos-containing cement sheet, cement pipes, vinyl tiles, sprayed insulation, telecommunications pits, pipe lagging, millboard and gaskets.

**Asbestos Coordinator** A person who is responsible for the safe management of asbestos within the workplace who, by default, is the Principal or can be a suitable person delegated by the Principal. The Asbestos Coordinator is the main contact for asbestos-related issues in the school.

**Asbestos Register** The asbestos register contains current information about the existence and location of any known or presumed ACM on the school site, based on an initial Division 5 Asbestos Audit Report and subsequent quarterly visual inspections to update the register.

**Asbestos Removal Completion Form** A form completed by an Occupational Hygienist at the conclusion of asbestos removal works to verify that the atmospheric monitoring results and clearance certificates meet the required safety standards to allow the area to be re-occupied. The asbestos coordinator must counter-sign to verify that they have been provided with the relevant documents.

**Contractor** A contractor includes any service providers/individuals who are not direct employees of the Department and are providing services/works in relation to maintenance and repair work. This includes contractor employees, sub-contractors and sub-contractor's employees.

**Division 5 Asbestos Audit** A visual inspection conducted by an Occupational Hygienist at least every five years to identify the existence, location and condition of any known or presumed ACM on the school site. Results of the audit are reported in a Division 5 Asbestos Audit Report.

**Division 6 Asbestos Audit** Mandated sampling required of suspected ACM (where there is uncertainty) to verify the existence of asbestos prior to work commencing in an affected area of the school. Results of the sampling are documented in a Division 6 Asbestos Audit Report.

**Cushman and Wakefield** The organisation engaged to support schools in managing asbestos-related issues.

# Glossary

**eduSafe** The Departmental online hazard and incident reporting and management system. Employees log on using their employee number and password.

**Friable Asbestos** ACM that can be crumbled or pulverized by hand pressure to a powder when dry.

**Employee** A person employed under a contract of employment or contract of training

**Hazardous Building Materials** Asbestos (friable and non-friable)  
Polychlorinated Biphenyls (PCB)  
Synthetic Mineral Fibres (SMFs)  
Lead-Based Paint  
Copper Chrome Arsenate (CCA)-Treated Timber

**IRIS (Immediate Response Information System)** The Department emergency response reporting system.

**Non-Friable Asbestos** Bonded ACM that cannot be crumbled by hand pressure alone.

**SAMP (School Asbestos Management Plan)** A school asbestos management plan is a documented outline of how asbestos in each school will be managed.

**SWMS (Safe Work Method Statement)** A document which describes the high risk work being performed, the health and safety risks associated with the work and the risk control measures that will be applied to ensure the work is carried out in a safe manner. A Job Safety Analysis (JSA) or equivalent may be used instead of a SWMS if it contains the same information. It should be reviewed by the Principal or Asbestos Coordinator prior to the commencement of work.

**Volunteer Worker** A person approved by the Workplace Manager, who without payment or reward, voluntarily engages in school work. Volunteer workers may be community members who assist in working bees, reading to students, serving at the canteen or assisting in school events such as swimming or athletics carnivals and fetes

## Related Documentation

[Asbestos Register](#)

[Asbestos Label Register](#)

[Asbestos Removal Completion Form](#)

[Contractor OHS Induction Checklist](#)

[OHS Induction Checklist](#)

[Volunteer Worker OHS Induction Checklist](#)

[Safe Work Method Statement](#)

[OHS Activities Calendar](#)

[OHS Training Planner/Register](#)

Central Office Use Only	Issue Date: January 2014	Last Reviewed: June 2018	Next Review Date: June 2020
No. DET-ESWU-16-2-3		Authorised by: Manager, ESWU	

## Fill on School Sites Policy

### Further assistance

Further information, advice or assistance on any matters related to asbestos management is available by contacting the OHS Advisory Service on ph. 1300 074 715 or email [safety@edumail.vic.gov.au](mailto:safety@edumail.vic.gov.au).

Central Office Use Only	Issue Date: January 2014	Last Reviewed: June 2018	Next Review Date: June 2020
No. DET-ESWU-16-2-3	Authorised by: Manager, ESWU		