



Department of
Education & Training

February 2006

ASBESTOS MANAGEMENT PLAN

✓ SCHOOL NAME:

✓ PRINCIPAL'S NAME:

✓ SCHOOL ASBESTOS CO-ORDINATOR:

.....

✓ DATE PREPARED:

✓ SCHEDULED INSPECTION DATES:

This Plan has been updated to accord with the
Victorian Occupational Health and Safety (Asbestos) Regulations 2003

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Definitions

Asbestos – fibrous forms of mineral silicates belonging to the serpentine and amphibole groups of rock-forming minerals (refer *Appendix 2*).

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 – the Department’s contracted advisor (presently Sinclair Knight Merz Pty Ltd) for the removal and management of asbestos products in schools.

Asbestos Regulations – the *Victorian Occupational Health and Safety (Asbestos) Regulations 2003*, administered and enforced by the *Victorian WorkCover Authority (WorkSafe Victoria)*.

Asbestos Removal Approval – Issued by *Victorian WorkCover Authority* to firms and companies (see *WorkSafe Victoria Notification of Asbestos Removal*, and refer to *ASBI – Work Permit Form*).

Asbestos Removalist – a company appointed by the Principal contractor or directly by the school and licensed for asbestos removal works with the *Victorian WorkCover Authority* under Part 4 of the *Victorian Occupational Health and Safety (Asbestos) Regulations 2003*.

Contractor – the builder/head contractor engaged by a school council to undertake construction or upgrade works.

Environmental (also known as Occupational or Industrial) Hygienist (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) – a qualified and/or experienced health and safety practitioner appointed to provide technical advice in relation to the requirements for asbestos removal. Approved 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. Testing methods employed by an environmental hygienist shall be endorsed by NATA (see definition below).

Friable Asbestos – asbestos-containing materials that can be crumbled or pulverized to a powder when dry.

Hazardous Building Materials – materials, in addition to asbestos, that have potential and adverse health effects, including polychlorinated biphenyls (PCBs), synthetic mineral fibres (SMFs) and lead paint (refer *Appendix 2*).

Hazardous Building Materials Audit – a survey of facilities to determine the presence and levels of risk associated with PCBs, SMFs and lead paint.

National Association of Testing Authorities, Australia–(NATA) – the organisation that approves the method of sampling for airborne asbestos fibres and bulk sample analysis of asbestos-containing materials.

Non-friable Asbestos – asbestos-containing materials that cannot be crumbled by hand pressure alone.

Part 5 Risk Assessment – the legal requirement (Part 5 “assessment of risk”) contained in the *Asbestos Regulations*) to assess the health risk associated with the presence of asbestos.

In general, the *Part 5 Risk Assessment* provides an overview of the entire school site. It does not entail destructive sampling.

Part 6 Risk Assessment – the legal requirement (Part 6 -“assessment of risk” contained in the *Asbestos Regulations*) to assess the health risks associated with refurbishment or removal/demolition works that disturb asbestos-containing material. Prior to the commencement of any works, the employer or occupier of the work area must determine whether asbestos is present. In general, a *Part 6 Risk Assessment* offers a more detailed assessment of a specific work area.

PCBs – polychlorinated biphenyls (see *Hazardous Building Materials*).

School Asbestos Co-ordinator – the person appointed by the School Principal to act as the main contact for asbestos-related issues. This person is responsible for the safe management of asbestos within the school.

School Health and Safety Representative – the person elected by school staff to represent the health and safety concerns of the school community.

SMFs – synthetic mineral fibres (see *Hazardous Building Materials*).

WorkSafe Victoria Notification – a reference to the *Victorian Occupational Health and Safety (Asbestos) Regulations 2003* in which “a licenced removalist must notify the Occupational Health and Safety Authority at least 5 days before commencing a removal process, or, in an emergency situation, not later than twenty-four hours after commencement”. It should be noted that DE&T requires that all asbestos removal works be undertaken by licenced asbestos contractors.

Works (Major) – For the purpose of this *Plan*, major works are defined as construction-related works costing in excess of \$50,000. The Department’s *Procedures for New Construction and Major Upgrades* will apply.

Works (Minor) – For the purpose of this *Plan*, minor works are defined as construction-related works costing up to a maximum of \$50,000. Asbestos-related health and safety issues are managed by the school through its *Asbestos Management Plan*.

WorkSafe Victoria - A division of the Victorian WorkCover Authority

1. Introduction

The State Government is committed to the safe removal of asbestos-containing materials from all Victorian buildings as expeditiously as possible. This *Asbestos Management Plan* has been developed following an identification of asbestos within certain areas of the school.

This *Asbestos Management Plan* will:

- identify and describe the administrative lines of authority for managing asbestos;
- outline responsibilities, procedures/protocols and systems for effective management of asbestos-containing material and the minimisation of health risks associated with the presence of asbestos;
- seek to meet the requirements of the *Asbestos Regulations* in identifying, assessing and controlling the risks associated with the presence of asbestos;
- assist the school to develop a site specific Asbestos Management Plan: and
- help foster a safe approach to other hazardous materials such as PCBs, SMFs and lead paint.

It should be noted that asbestos removal can be an expensive procedure and, therefore, careful planning of works – particularly minor works – should be undertaken. The cost of *not* removing asbestos may also be expensive in terms of long-term health problems leading to significant compensation claims.

The protocols outlined in this document are intended to apply to minor works only. For major modernisation projects or works where the contractor is formally given possession of part of the site, refer to the DE&T publication *Procedures for New Construction and Major Upgrades* for applicable protocols.

2. Direction and Compliance

The *Occupational Health and Safety (Asbestos) Regulations* are administered by the *Victorian WorkCover Authority (WorkSafe Victoria)*. These outline the responsibilities of employers and building occupiers in relation to the control and management of asbestos hazards.

The *National Occupational and Safety Commission's Guide to the Control of Asbestos Hazards in Buildings and Structures* stipulates that “an asbestos management program, which identifies, evaluates and controls asbestos hazards, in conformity with the *Guide*, should be part of an organisation's overall approach to the identification, evaluation and control of all work place hazards.” It also states that although the ultimate goal is for all Australian work places to be free of asbestos, immediate removal of all asbestos is unnecessary if a suitable management plan is adopted.

It is the responsibility of schools to ensure that they comply with all legislative requirements. Failure to do so may result in legal prosecution and potential internal disciplinary action. It is essential that all people involved in the management and operation of school facilities are adequately informed and trained in the use of the *Asbestos Management Plan*.

3. Risk Assessment

3.1 Part 5 Risk Assessment (formerly Asbestos Audit)

The *Part 5 Risk Assessment* – carried out for the purposes of the *Victorian Occupational Health and Safety (Asbestos) Regulations 2003* – forms part of this *Asbestos Management Plan*. This audit/risk assessment identifies the presence of asbestos within the school and details the location of asbestos-containing material in all buildings (including relocatable buildings on site at the time of audit), its condition and priority classification.

The school's *Part 5 Risk Assessment* is also available on the Department's Intranet for all buildings <https://www.eduweb.vic.gov.au/PRMSaudit/Search.asp>. As new risk assessments are prepared, they are also added to the Intranet to help form a continuous historical record.

3.2 Part 6 Risk Assessment (formerly Asbestos Audit)

Before any maintenance, modernisation, provision of cabling or demolition works occur at a school site, the school (*School Asbestos Co-ordinator*) is to arrange a *Part 6 Risk Assessment* of those works areas to be disturbed (a *Part 6 Risk Assessment* provides a more detailed survey of the area to be disturbed). The assessment shall be completed *prior* to the commencement of any works and in accordance with the *Asbestos Regulations*.

NB: Where a *Part 5 Risk Assessment* identifies that an entire area contains asbestos, it may be possible for the *Part 6 Risk Assessment* 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 hygienist may have otherwise been required to undertake a separate visit to undertake the *Part 6 Asbestos Audit*.

Insofar as a *Part 6 Risk Assessment* relates to asbestos materials only, it is strongly recommended that a *Hazardous Building Materials Risk Assessment* be undertaken at the same time to determine the levels of risk associated with the presence of PCBs, SMFs and lead paint.

Unless otherwise authorised in writing by a recognised industrial hygienist or recognised consultant, it is expected that a *Part 6 Risk Assessment* (and a *Hazardous Building Materials Risk Assessment*) will be undertaken in the proposed work area *prior* to the commencement of any works. This is especially important in relation to relocatable buildings.

3.3 New Buildings

From 31 December 2003, it was 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 Part 5 and Part 6 *Risk Assessments* provided that the school has documented evidence from the main building contractor that there are no asbestos containing materials in or around the building.

For all buildings constructed prior to that date it is still a requirement to obtain Part 5 and Part 6 *Risk Assessments* unless the school has documented evidence from a hygienist or a written statement from the builder that there are no asbestos containing materials in or around the building.

4. Administrative Lines of Authority

4.1 Responsibilities of the Principal

The Principal must conduct internal and external visual inspections to ensure the implementation of the Asbestos Management Plan and associated responsibilities. The Principal will act as the *School Asbestos Co-ordinator* unless delegated management arrangements are made.

The *School Asbestos Co-ordinator* will be the main contact point for asbestos matters and assume responsibility for the safe management of asbestos within the school as detailed in this *Plan*.

NB: The Principal must ensure that other members of staff are trained to undertake the duties of the *School Asbestos Co-ordinator* to ensure that there is adequate back up support in the event where the coordinator is unavailable or when 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.

4.2 Staff Meetings

The Principal must ensure that all asbestos related issues are tabled and discussed as specific agenda items in School Staff Meetings. The Principal assumes the role of the *School Asbestos Co-ordinator* unless delegated management arrangements are made.

The Principal must ensure that all staff are informed of:

- the presence and location of asbestos within the school;
- the risk associated with the presence of asbestos;
- the name and responsibilities of the *School Asbestos Co-ordinator* and *appropriate delegated support (back up) staff*; and
- the measures in place to control the risks associated with asbestos, including the contents of this *Asbestos Management Plan*.

The Principal must ensure that the *School Asbestos Co-ordinator* and appropriate support staff are provided with the necessary support, resources and training to perform the responsibilities detailed in this *Asbestos Management Plan*. The Department is to ensure that the school has access to suitably qualified trainers.

The Principal must ensure that reception staff are familiar with and follow the procedures outlined in *Section 5*.

4.3 Responsibilities of the School Asbestos Co-ordinator

The *School Asbestos Co-ordinator* will act as the main liaison and contact point for asbestos-related issues.

He/she must attend information and training sessions provided by the Department pertaining to asbestos management. These sessions will enable the *Co-ordinator* to communicate matters related to asbestos risk and management to staff, parents and others. The *School Asbestos Co-ordinator* must:

- have a knowledge of the presence and location of asbestos within school 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*);
- help develop a safe working environment and safe systems of work;
- develop a site specific Asbestos Management Plan
- undertake routine visual inspections of school facilities; and
- consult with the *School Health and Safety Representative* regarding the above, including the conduct of inspections and risk assessment, and all proposed refurbishments, demolitions and minor works involving asbestos-containing materials.

The *School Asbestos Co-ordinator* 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 *School Asbestos Co-ordinator* must ensure that the school's *Part 5 Risk Assessment* is reviewed so that asbestos removal or changes in the condition of asbestos-containing materials are reflected in the *Proforma for Routine Visual Inspection of Facilities Containing Asbestos* (refer *Appendix 1*).

The *School Asbestos Co-ordinator* must follow up on all asbestos related concerns that have been discussed in Staff Meetings and/or through other forums (including concerns raised by parents and members of the public) to ensure the health and safety of the school.

4.4 Responsibilities of All Staff

All staff must ensure that any concerns/faults/incidents relating to asbestos are reported to the *School Asbestos Co-ordinator*.

Staff must ensure that any inquiries or concerns expressed by parents, students or others are referred to the *School Asbestos Co-ordinator*. This will facilitate consistent information and ensure that the *School Asbestos Co-ordinator* is alerted to emerging issues.

All staff must ensure that they are informed of (and are clear on) the responsibilities of the *School Asbestos Co-ordinator* and the measures in place to control risks associated with asbestos in the school.

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

4.5 Responsibilities of Reception Staff

All reception staff must be familiar with and follow the procedures outlined in *Section 5.2*.

4.6 Responsibilities of Those Planning Works in Schools

Before any works are carried out, those responsible for planning them must notify the *School Asbestos Co-ordinator* who will check the school's *Part 5 Risk Assessment* for asbestos-containing material in the areas concerned. This applies to any work involving the potential disturbance of walls, floors, ceilings, etc, and including scraping, screwing, cutting or painting. It should be noted that the existing Part 5 Asbestos Risk Assessment is a visual inspection and doesn't always identify all asbestos and non asbestos materials within the room/area. It is the responsible of the School Asbestos Co-ordinator to ensure that a Part 6 Asbestos Risk Assessment is undertaken of the proposed work area.

Architects, contractors, staff or parents must consult with the *School Asbestos Co-ordinator* during the planning stage so that should asbestos be present, alternative methods can be used wherever possible to avoid disturbing the asbestos.

In specifying works involving the potential to disturb asbestos-containing products, reference should be made to the *Specification for the Management of Asbestos Products* produced by Sinclair Knight Merz (for a copy of this document, refer to Facilities website, Department of Education and Training: <http://www.sofweb.vic.edu.au/facility/docResearch/keyDocs.htm>).

The *School Asbestos Co-ordinator* must consult with the *School Health and Safety Representative* informed of all works involving asbestos-containing materials.

5. Actions Required to Control the Risks

5.1 Mapping the Risk

The *School Asbestos Co-ordinator* must ensure that a copy of the *Part 5 Risk Assessment* is provided to contractors/asbestos consultants who are planning or quoting for any works potentially involving the disturbance of asbestos-containing materials.

The *School Asbestos Co-ordinator* must ensure that a *Part 6 Risk Assessment* is carried out by a qualified asbestos consultant/environmental hygienist **prior** to the commencement of works – whether these are minor works, maintenance, refurbishment projects or removal/demolition activities. This also applies to works carried out during voluntary working bees. No activity (including cabling and pipeworks) should disturb asbestos-containing materials other than those dedicated to asbestos removal.

No works are to be commenced until the *Part 6 Risk Assessment* has been carried out unless an authorised environmental 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 3.3).

5.2 Reporting Front-of-House

All asbestos removal work is to be carried out by a *Victorian WorkCover Authority endorsed* licensed asbestos removalist.

Visiting contractors/asbestos consultants shall report to the school office. This requirement should be indicated on signs at entrances to the school property. All staff will be instructed to direct visitors not wearing a *School Visitors' Tag* to the office.

At reception, staff will have the contractor/asbestos consultant sign the *Visitors' Book* and issue them a *School Visitors' Tag*. The contractor/asbestos consultant will wait at reception until addressed by the *School Asbestos Co-ordinator* – or (in his/her absence) the *Principal, Assistant Principal* or their nominee.

5.3 Issuing Work Permit Forms (ASB1)

Only the *School Asbestos Co-ordinator* can issue a *Work Permit Form* (refer *ASB1*, this document). No one is to commence work without the contractor's supervisor/foreman and the licensed asbestos removalist first signing the *Form* and obtaining the written approval of the *School Asbestos Co-ordinator*.

The contractor's supervisor/foreman is responsible for ensuring that each worker reads and understands the site's *Asbestos Management Plan*. Workers must also be aware of the *Occupational Health & Safety Act 2004* and relevant *Asbestos Regulations*.

Contractor's engaged in the removal of asbestos will not be issued with a *Form* unless they or their sub-contractor are members of a company or firm that holds a current *Asbestos Removal Licence* as required under the *Asbestos Regulations*.

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

The issued *Permit* 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 asbestos-containing materials, the proposed work area must be isolated through the establishment of a ten-metre buffer zone, and the *School Asbestos Co-ordinator* shall arrange for the work to be undertaken outside normal school hours when students and staff are not present.

Where asbestos-containing materials 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 to be undertaken when students and staff including aftercare and local community groups are not occupying the room/area.

5.4 General Monitoring and Awareness

The *School Asbestos Co-ordinator* shall liaise with the contractor, asbestos consultant and/or removalist, environmental hygienist and others to ensure that the works are undertaken safely resulting in minimal inconvenience and disruption to the operation of the school.

The *School Asbestos Co-ordinator* shall be advised immediately of any non-compliance with the *Work Permit*. Any person who believes that an incident of non-compliance has occurred must report it to the *School Asbestos Co-ordinator* where it will be immediately assessed and action taken if required. Others to ensure that works are undertaken safely and result in minimal disruption to the school.

5.5 Follow Up and Clearance (ASB2)

When all asbestos related works are completed, the *Work Permit Form* shall be signed and returned to the *School Asbestos Co-ordinator*. The *Co-ordinator* 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 *Co-ordinator* will then cancel the *Form*.

Where works have involved the removal of asbestos or disturbed asbestos-containing materials, the *School Asbestos Co-ordinator* will ensure that staff and students do not reoccupy a room/area where the removal/demolition of asbestos-containing material has been carried out unless:

- a visual inspection has been undertaken by a qualified environmental hygienist;
- atmospheric monitoring and air clearance has been carried out by a qualified environmental hygienist; and
- a *Completion Form* has been filled out (refer to *ASB2* in this document).

The *School Asbestos Co-ordinator* will maintain a register of all issued *Work Permit Forms* and *Completion Forms*.

5.6 Accidental Damage to Asbestos-containing Materials

If accidental damage occurs to any asbestos-containing material during the course of a minor works project, the contractor must stop work immediately and advise the *School Asbestos Co-ordinator*. If accidental damage occurs to any asbestos-containing material during the usual course of school operations, students and staff shall immediately vacate the room/area.

The *School Asbestos Co-ordinator*, or the *Principal, Assistant Principal* or, in their absence, their nominee shall be immediately notified.

The *School Asbestos Co-ordinator* shall contact the DE&T (either at the Regional or Central Office) to seek advice. The Department will normally refer the matter to the *Asbestos Program Manager* who will determine the course of remedial action as necessary, including any clean-up.

Staff and students will not reoccupy the room unless a clearance has been issued by an environmental hygienist in writing.

5.7 Minor Repairs to Asbestos-containing Materials

If the local school community is concerned with the recommended repair methods, the School Asbestos Co-ordinator should seek advice from an approved Industrial Hygienist or through the Regional Office. The Regional Office in liaison with the DE&T Central Office will ascertain whether the asbestos issue should be referred to the Department's Asbestos Program Manager for appropriate action.

5.8 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 (ie; 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 "Liquid Nailed" into position (ie; Glued).

NB: In the above instances, the School Asbestos Co-ordinator 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 5.11 of this document*).

5.9 Long Term Measures

As a longer term measure, the school should program and document the need to remove the asbestos material on their Asbestos Management Plan. These measures must be reviewed on a regular basis and inspections should be conducted at least one inspection 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 urgently inspected by an approved Industrial Hygienist to determine the requirement for cleanup and any remedial works. The School Asbestos Co-ordinator may also seek further advice from their Regional Office.

5.10 Procedures for the preparation and painting of asbestos cement sheeting

NB: It is recommended that schools 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 asbestos containing material, a detailed inspection shall be undertaken by the *School Asbestos Co-ordinator* 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) that 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 School Asbestos Co-ordinator considers that it is necessary to paint asbestos cement sheets that are in good physical condition, the painting contractor (or any other contractor / person) engaged by the school 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 School Asbestos Co-ordinator must check the physical condition of the asbestos material prior to the commencement of any painting works. "Normal" paint requires a reasonable good / firm / clean base for strong adhesive.

A poor base surface will cause the paint to "lift" off in a very short time period (maybe 1 to 2 years). Some painting contractors may 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 the local school community is concerned with the recommended repair methods, the School Asbestos Co-ordinator must seek advice from an approved Industrial Hygienist.

5.11 Ongoing Inspection and Assessment of Asbestos-containing Material

The *School Asbestos Co-ordinator* must ensure that a visual inspection of all asbestos-containing structures is regularly conducted to monitor the status and condition of asbestos. The school may engage an approved industrial hygienist to assist with this inspection if necessary.

The *School Asbestos Co-ordinator* (in consultation with the *School Health and Safety Representative*) must determine and document the period of visual inspection (not greater than three months) based on the location, type and condition of asbestos-containing materials (refer to *Appendix 1*).

The *School Asbestos Co-ordinator* must ensure that the results of the visual inspection are recorded using the *Proforma for Visual Inspection of Facilities Containing Asbestos* (refer to *Appendix 1*).

The *School Asbestos Co-ordinator* must ensure that the necessary follow-up action (identified as a result of the inspection) is carried out and documented.

The *School Asbestos Co-ordinator* must ensure that the school's *Part 5 Risk Assessment* is reviewed so that asbestos removal or changes in the condition of the asbestos-containing material is reflected in the *Plan*.

6. Professional Development and Historical Continuity

6.1 Information and Training

The *School Asbestos Co-ordinator* must attend information and training sessions provided by DE&T regarding the management of asbestos. This training will enable the *School Asbestos Co-ordinator* to effectively and consistently communicate information regarding the level of asbestos risk as well as implement controls to manage it in relation to staff, parents and others.

The Principal should contact their Regional Office where there is a need for the training of a new School Asbestos Co-ordinator and/or delegated support staff or where there is a requirement for a refresher course for a School Asbestos Co-ordinator on issues relating to the management of asbestos. The Regional Office will ensure that the schools are provided with the appropriate training through the Department's Asbestos Management Program.

6.2 Record Keeping

The *School Asbestos Co-ordinator* must ensure that all documents regarding asbestos matters are maintained in a centralised file and kept at the school for an indefinite period. Records should include:

- *School Asbestos Management Plan*, including the site specific Asbestos Management Plan;
- audit and risk assessment reports (*Part 5 and Part 6 Asbestos Audits/Risk Assessment, Hazardous Building Materials Risk Assessment t*);
- 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;
- copy of asbestos removalist's current license from the *Victorian WorkCover Authority* (WorkSafe Victoria) to undertake asbestos-removal works;
- completed *Work Permit Forms (ASB1)*;
- actions taken as a result of accidental breakage of asbestos material;
- time, day and date of actual asbestos removal;
- name and details of approved environmental hygienist who performed the air monitoring (to be engaged independently of the main contractor/asbestos removalist);
- atmospheric monitoring results and clearance letters for buildings and areas re-occupied;
- *WorkSafe Victoria Notification of Asbestos Removal*;
- *Completion Forms (ASB2)*;
- copy of the contractor's public liability insurance (asbestos);
- name of insurance company (asbestos);
- insurance policy number (asbestos);
- 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 \$5,000,000 for any one occurrence); and
- copy of asbestos liability (must be at no less than \$5,000,000 for any one exposure and not less than \$5,000,000 for any one person).

Refer to standard forms *ASB1* and *ASB2* in this document as well as *Appendix 1 – Proforma for Routine Visual Inspection of Facilities Containing Asbestos*.

6.3 Site Specific Asbestos Management Plan

- Each school is required to develop their **own** school/site specific Asbestos Management Plan. The Asbestos Management Plan shall be based on the school's latest Part 5 Asbestos Audit/Risk Assessment. The Asbestos Management Plan shall include, as a minimum, the following: -
- A developed timeframe to undertake regular visual inspections of each and every asbestos item that has been identified in the Part 5 Asbestos Audit/Risk Assessment.
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 to accidental or vandal damage. (Please refer to Appendix 1 – All schools are required to use Appendix 1 as part of their site specific asbestos management plan).
- ie: If the location of the asbestos material is in a highly trafficable area or is at more risk of being damaged (eg: corridors, physical education area), it is recommended that the inspection periods are more frequent.
- Prior to the commencement of **ANY work on the school site**, the Principal or his delegate representative shall ensure all contractors attend a Site Induction/Tool Box meeting.
- Procedures to manage “in-house” and external maintenance staff.
- Procedures to manage working bees.
- Procedures to manage accidental damage to asbestos materials.
- Details of “in house” asbestos awareness training sessions for all staff members.
- Procedures for determining the **FULL** Scope of Works to be undertaken.
- Based on Section 6.2 (Record Keeping), the above procedures shall include checklists, guidelines and/or forms that must be “signed off” by the school Principal / asbestos coordinator or their delegate representative and where applicable maintenance staff and works coordinators.

6.4 Auditing of Asbestos Management Plans in Schools

The Department of Education and Training may contact Principals to arrange for periodic site inspections and auditing of school asbestos management plans. This is to ensure that quality control is maintained across the state and that all issues relating to asbestos management plans are addressed in accordance with departmental policy and the asbestos regulations.

ASB1 – WORK PERMIT FORM

**For Works requiring a *Part 6 Risk Assessment*.
The *Environmental Hygienist* is to complete in
conjunction with the *School Asbestos Co-ordinator***

PART A – Work Permit Details	
School work number.....	Date of request /..... /.....
School name	
Address	
School Asbestos Co-ordinator	
Telephone ().....	Fax ().....
Emergency and after-hours contact name (eg. School Principal)	
Telephone ().....	Fax ().....
Location and description of asbestos containing materials	
.....	
A copy of the completed <i>Part 6 Asbestos Audit</i> must be attached to this form	
Head Contractor's Company Name (If applicable).....	
Company Representative	
Telephone ().....	Fax ().....
Where the <i>Part 6 Asbestos Audit</i> /Risk Assessment indicates the presence of asbestos which will need to be removed, the following details must also be completed:	
Program Manager or Consultant Company Name	
Company Representative	
Telephone ().....	Fax ().....
Asbestos Removalist Company Name	
Company Representative	
Telephone ().....	Fax ().....
Environmental Hygienist Company Name	
Company Representative	
Telephone ().....	Fax ().....
Has the Head Contractor (If applicable) and the Asbestos Removalist provided a copies of their JSA (Job Safety Analysis), Control Plans and the <i>WorkSafe Victoria Notification of Asbestos Removal</i> ? Please attach School Asbestos Co-ordinator's name signature	
PART B - Acceptance of Work Permit	
I/WE HAVE READ AND UNDERSTOOD THE PERMIT REQUIREMENTS AND WILL UNDE RTAKE TO WORK IN ACCORDANCE WITH THE VICTORIAN OCCUPATIONAL HEALTH AND SAFETY (ASBESTOS) REGULATIONS 2003	
Head Contractor's name (If applicable).....	
Asbestos Removalist's name signature	
Schools are required to retain this completed form and associated documentation in a safe and secure location for an indefinite period.	

The School Asbestos Co-ordinator is to complete this form in conjunction with the Environmental Hygienist whenever asbestos is removed or disturbed

ASB2 – COMPLETION FORM

PART A – Asbestos Consultant’s Certification

School work number (as per ASB1 Form)

School name

Address

Building/site location

Room location/description

School Asbestos Co-ordinator

Telephone () Fax ()

Date(s) and times of removal works

Program Manager or Consultant Company Name

Company Representative

Telephone () Fax ()

Asbestos Removalist Company Name

Company Representative

Telephone () Fax ()

Environmental Hygienist Company Name

Company Representative

Telephone () Fax ()

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/...../.....

School Asbestos Co-ordinator signature Date/...../.....

PART B – Environmental Hygienist’s Certification

Has a copy of the visual inspection and clearance been attached? Yes

Have asbestos fibre monitoring reports been attached? Yes

Append the asbestos fibre atmospheric monitoring report, the visual inspection by hygienist and clearance letter

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

Environmental Hygienist’s signature Date/...../.....

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

Appendix 2

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 <p><i>Cancer forms:</i></p> <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). 	<p>Amosite – 0.1 fibres/mL</p> <p>Crocidolite – 0.1 fibres/mL</p> <p>Chrysotile – 0.1 fibres/mL</p> <p>Any mixture of these – 0.1 fibres/mL</p>
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, slagwool 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. 	<p>The ACGIH** has published exposure limits for two most common PCBs:</p> <p>42% Chlorine TLV*** – TWA – 1mg/m.</p> <p>54% Chlorine TLV – TWA – 0.5mg/m.</p>

*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

