

Procedure

Asbestos Management

Please note this procedure is mandatory and staff are required to adhere to the content.

Summary

The purpose of this procedure is to assist schools, early childhood services and corporate office to effectively manage the risks associated with the presence and removal of asbestos and asbestos containing material (ACM) in buildings and facilities in accordance with legislative requirements.

Table 1 - Document details

Publication date	16 November 2017
File number	17/43860
Related legislation	<i>Work Health and Safety Act and Regulations 2012, Approved Code of Practice "How to Manage and Control Asbestos in the Workplace" and "How to Safely Remove Asbestos"</i>
Related policies, procedures, guidelines, standards, frameworks	Asset Services Policy, Repairs and Maintenance Procedure, Work Health and Safety and Injury Management Policy, Asset Information Systems Procedure, DECD Design Standards
Version	3.0
Replaces	Asbestos Management Plans
Policy officer (position)	Program Coordinator, Asset Policy
Policy officer (phone)	8226 0091
Policy sponsor (position)	Director, Asset and Business Services
Executive director responsible (position and office)	Executive Director, Infrastructure
Applies to	All DECD staff including schools, early childhood services, and corporate office.
Key words	Asbestos removal, air monitoring, clearance inspection, asbestos management, asbestos containing material, asbestos management plan, building works, facilities works, site funded works
Status	Approved
Approved by	Senior Executive Group
Approval date	10 November 2017

Review date	<p>Formal Review: Three (3) years from the date of publication</p> <p>Internal Review: Minimum annual review or as required under Regulation 430 – Asbestos Management Plans</p>
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Table 2 - Revision record

Date	Version	Revision description
28 February 2014	2.0	Health and Safety Services review and consultation in line with new <i>Work Health and Safety Act and Regulations 2012</i> .
10 November 2017	3.0	Revised version to streamline the procedure and integrate with the Asbestos Management Plan

Table of Contents

Asbestos Management.....	1
Summary	1
Table of Contents.....	3
1. Title.....	4
2. Purpose.....	4
3. Scope.....	4
4. Procedure detail	4
4.1 DECD specific requirements	4
4.2 Asbestos containing materials (ACM)	5
4.2.1 Asbestos examples.....	5
4.2.2 Confirmation of asbestos content.....	6
4.2.3 Asbestos categories.....	6
4.3 Asbestos register	7
4.4 Annual asbestos inspections and asbestos register	7
4.5 General building works	8
4.6 Asbestos related incidents	8
4.6.1 Minor asbestos incident.....	8
4.6.2 Major asbestos incident.....	10
4.7 Asbestos management in capital works.....	12
4.8 Records management.....	13
4.9 Audit and compliance.....	13
5. Roles and responsibilities	13
6. Monitoring, evaluation and review.....	13
7. Definitions and abbreviations.....	14
8. Supporting documents.....	15
9. Appendices	15
Appendix 1- Minor asbestos incident form	16
Appendix 2 – Major asbestos incident form.....	17
Appendix 3 - Exposure incident protection instructions.....	18
Appendix 4 – Warning sign.....	19

1. Title

Asbestos Management Procedure

2. Purpose

The purpose of this procedure is to assist schools, early childhood services and corporate offices to effectively manage the risks associated with the presence and removal of asbestos and ACM in buildings and facilities in accordance with legislative requirements.

The procedure details who is responsible for managing asbestos and asbestos related incidents, clear directions for what to do if asbestos is encountered in the workplace and the department's preferred method to address asbestos as part of capital works projects.

The Asbestos Management Procedure constitutes the Department for Education and Child Development's (DECDs) Asbestos Management Plan and has been developed in accordance with the requirements of Regulation 429 of the South Australia *Work Health and Safety Regulations 2012* and approved code of practice "How to Manage and Control Asbestos in the Workplace".

3. Scope

This procedure applies to all staff involved in or responsible for the management and operation of DECD owned buildings, facilities and services including schools, early childhood services and corporate offices.

4. Procedure detail

4.1 DECD specific requirements

The '[Asbestos Management in Government Buildings](#)' policy provides across government requirements and direction on asbestos management for the South Australian Government, however DECD has education specific requirements to ensure the safety of children and young people. The following must be adhered to for all asbestos related works or events:

- Under no circumstances shall any DECD employee work on or with asbestos or ACM.
- All hazards and risks to health and safety as a result of the exposure to asbestos or ACM must be managed in accordance with the DECD Risk Management Policy, Risk Management Framework and the How to Manage and Control Asbestos in the Workplace Code of Practice.
- All site initiated works involving the repair, removal and/or replacement of asbestos or ACM must be undertaken by the Facilities Manager (FM) Provider who will undertake the work in accordance with the How to Safely Remove Asbestos Code of Practice (Refer to [section 4.5](#)). This is in line with the [Across Government Facilities Management Arrangements](#) (AGFMA) which mandates specific types of facilities works.

Note- DECD site exclusion requirements

As an added safety measure, any asbestos removal on DECD sites must only be undertaken out of hours by appropriately licenced and experienced contractors, when the sites are vacated and hence excludes any DECD personnel, students, parents, OSHC, Vacation Care, volunteers, and sports and community groups.

4.2 Asbestos containing materials (ACM)

ACM identified in DECD buildings and facilities is predominantly of the bonded and non-friable type and if in good condition and left undisturbed will not create a risk to the health and safety of individuals. However since asbestos may not be readily identifiable, it cannot be assumed that asbestos is not present in built infrastructure or as part of outdoor areas. The site leader shall arrange confirmation of asbestos content via their FM as detailed in Section 4.2.2.

4.2.1 Asbestos examples

Asbestos-containing materials fall into two broad categories, friable and non-friable (also known as bonded).

- 1) 'Friable' asbestos refers to asbestos-containing materials that are in the form of powder, or can be crumbled, pulverised or reduced to powder by hand pressure when dry.

Friable asbestos materials can contain high percentages of asbestos fibres and are more likely to release these fibres into the airborne environment when disturbed. As such, they pose a greater risk to health.

Examples of friable asbestos-containing material may include:

- some sprayed on fire retardants
- sound proofing and insulation
- the lining on some old domestic heaters, stoves hot water systems and associated pipe lagging
- the backing of sheet vinyl and linoleum floor coverings
- thermal lagging, such as pipe insulation.

- 2) 'Non-friable', or bonded asbestos is used to refer to asbestos-containing materials in which the asbestos is firmly bound in the matrix of the material. They are mainly made up of asbestos fibres together with a bonding compound (such as cement).

These materials are unlikely to release measurable levels of asbestos fibre into the airborne environment if they are left undisturbed. Therefore, they generally pose a lower risk to health. However 'non-friable' asbestos may become 'friable' through ageing/degradation and/or disruption and release of fibres through inappropriate works (such as drilling or sawing) increasing the risk level.

Non-friable materials containing asbestos are the most common in domestic houses. They are commonly called 'fibro', 'asbestos cement' and 'AC sheeting'.

Other examples include:

- **Plant and equipment:** Asbestos may be present in specific parts of plant and equipment such as gaskets and friction brake products. For plant that was designed, built and installed prior to 1 January 2004, the supplier, manufacturer or designer of the plant should be consulted to find out if asbestos is present. If the presence of asbestos has been determined and is not on the asbestos register, the FM must notify the Asbestos Services unit to update the asbestos register.
- **Window putty/caulking:** Asbestos was commonly added to putty or caulking mastic used to seal windows, sills and building cladding prior to 1990. Any putty that has degraded to the point that it is loose, weathered or fragmented should be addressed by a Department for Planning, Transport and Infrastructure (DPTI) pre-qualified asbestos removal contractor licenced by SafeWork SA. It is not appropriate for a general glazier to repair a broken window containing this putty. All such work shall be conducted in accordance with the DECD site exclusion requirements detailed in Section 4.1.
- **Contaminated Soil:** Asbestos may be identified in contaminated soil or below the surface/grounds.

4.2.2 Confirmation of asbestos content

The site leader must arrange any confirmations of asbestos content through the site FM, to organise sampling by a competent person and testing by a National Association of Testing Authorities (NATA) accredited laboratory, for provision of an asbestos analysis report.

4.2.3 Asbestos categories

The following categories apply to asbestos in South Australian Government buildings and will be reflected in the site's asbestos register (refer to [Section 4.3](#)):

Category (Rating)	Category Description	Incident Details & Hazard Level	Incident Rating & Actions Required
1	Remove	<ul style="list-style-type: none"> asbestos exposure incident, or damage to a large amount of ACM with potential for large scale exposure to children, young people, school staff or visitors. <p>Asbestos/ACM poses an <u>actual & immediate hazard</u> or threat to safety.</p>	<p>MAJOR INCIDENT</p> <p>Complete actions and checklist in Appendix 2.</p>
2	Remove as soon as practicable	<ul style="list-style-type: none"> asbestos/ACM disturbed through works or events on site but no exposure to children, young people, school staff or visitors. <p>Asbestos/ACM poses a <u>potential hazard</u> or threat to safety.</p>	<p>MINOR INCIDENT</p> <p>Complete actions and checklist in Appendix 1</p>
3	Use care during maintenance	<p>May need removal during maintenance works</p> <p>Minimal hazards as long as any asbestos related work is conducted in accordance with the SafeWork Australia Asbestos Code of Practice.</p>	<p>No incident rating applicable.</p> <p>Maintenance work to be conducted in accordance with 'How To Manage And Control Asbestos In The Workplace' Code of Practice.</p>
4	Monitor condition	<p>Has asbestos present. Inspect according to legislation and policy</p> <p>Minimal hazard and will be audited annually by Asbestos Services.</p>	<p>No incident rating applicable.</p> <p>Actions driven from DPTI Asbestos Services audits in conjunction with FM.</p>
5	No asbestos identified / identified asbestos has been removed	<p>All asbestos identified as per <i>Work Health and Safety Regulations 2012</i> Chapter 8 Asbestos</p> <p>No hazard or threat to safety from asbestos/ACM.</p>	<p>No incident rating applicable.</p> <p>No further action required.</p>

Table descriptions:

- **Category (Rating):** The category / rating is determined by the highest level hazard or risk present on site.

- **Category description:** Identifies the highest level hazard or risk present on site
- **Incident Details & Hazard Level:** Provides details of potential incidents and the impacts to health and safety on site.
- **Incident Rating & Actions Required:** Provides details of applicable incident ratings and required actions.

4.3 Asbestos register

Each DECD site must manage and maintain an up to date asbestos register which identifies all locations on site where asbestos is present. The site representative responsible for conducting site inductions must ensure that any contractors conducting work on site examine the site asbestos register before work commences.

4.4 Annual asbestos inspections and asbestos register

An annual inspection of all DECD sites and facilities is undertaken by DPTI Asbestos Services unit to ensure asbestos is effectively identified and managed at South Australian Government sites. Any asbestos identified on site must be labelled in accordance with the *Work Health and Safety Regulations 2012* and Asbestos Code of Practice, to ensure that it is easily identifiable.

On completion of the annual inspection the asbestos register will be updated through Strategic Asset Management Information System (SAMIS) and a hard copy provided by the Asbestos Services unit to the site.

The asbestos register can also be accessed online through SAMIS by:

- Navigating to “Hazardous Materials” on the right hand side navigation panel
 - Open the drop down
 - Click on “Hazardous Materials Register”.

A report can also be run by:

- Navigating to “Hazardous Materials” on the right hand side navigation panel
 - Open the drop down
 - Click on “Hazardous Materials Report”.
 - Select (check box) the building or site > Click Extract.

For assistance in accessing SAMIS refer to the [Asset Information Systems procedure](#).

Compliance with this section will be included in the annual audits to be conducted by the Asset and Business Services business unit as detailed in section 4.9 ‘Audit and compliance.’

Actions:

Any asbestos repairs, removal or maintenance activities identified by the Asbestos Services unit through the annual inspection will be communicated in writing via an ACM Report to the site which must be actioned as soon as practicable by the Site Manager via the Breakdown Hotline and raised against the Hazardous Materials budget code RHM (refer to [4.5 Asbestos related incidents](#) below and the [Repairs and Maintenance Procedure](#) for raising a breakdown job through the hotline).

The Site manager or nominated delegate must:

- ensure the latest version of the Asbestos Management Procedure and asbestos register is readily accessible at the front office/main administration area for all staff and contractors to access

- provide the asbestos register to all contractors undertaking work at the site
- action any repairs and maintenance works identified through the DPTI annual inspection by raising a job through the Breakdown Hotline against budget code RHM
- ensure relevant staff including the Business Manager and any grounds maintenance personnel are advised of any category 3 or 4 asbestos identified in the inspection.

The FM must ensure that the Asbestos Services unit is notified of any asbestos removal/remediation works following completion of the works.

All contractors must review the asbestos register prior to undertaking any works and follow this procedure as part of contractor induction process.

4.5 General building works

Contractors performing general building maintenance and repairs, installations or working with, or removing ACM in DECD workplaces must ensure that:

- the site asbestos register (refer [Section 4.3](#)) is examined before the commencement of all contractor works
- asbestos must incorporate appropriate signage as per the SafeWork SA Code of Practice – How to Safely Remove Asbestos
- all DECD site personnel have been vacated from DECD sites before the commencement of removal works in accordance with Section 4.1 'DECD site exclusion requirements'
- all asbestos removal is undertaken in accordance with the *Work Health and Safety Regulations 2012* and the 'How to Safely Remove Asbestos Code of Practice' through the Facilities Management provider who will ensure the contractor is appropriately qualified and experienced
- safe work zones are established where asbestos repair or removal work is to be undertaken
- the site manager is advised of asbestos that has been identified as part of building maintenance and/or repair work that is not included in the site asbestos register. The site manager must follow section 4.6 or 4.7 where asbestos has been identified as part of general building/maintenance works
- the site manager shall liaise with the FM to consider the need for notifying immediate neighbours/businesses of the works involving asbestos or ACM
- all risks relating to the possible exposure to airborne asbestos fibres are identified, assessed and evaluated before any contract works are undertaken
- works are conducted using appropriate health and safety safeguards including Personnel Protective Equipment
- air monitoring is undertaken by a competent person or an independent SafeWork SA licensed asbestos assessor which are generally analysed by a NATA accredited laboratory and reports provided to the site manager when required.

4.6 Asbestos related incidents

4.6.1 Minor asbestos incident

Applies to situations where asbestos or ACM has been disturbed through either works conducted on site or events which occurred on site, but there has been no exposure of asbestos or ACM to children, young people, staff or the community.

This applies to asbestos or ACM being either suspected (identified but not confirmed) or known (confirmed through testing and inclusion in the site asbestos register) which were identified through the annual asbestos inspection, or as part of regular site maintenance activities.

For example:

- general maintenance activities which identify exposed asbestos/ACM requiring re-sealing, patching or painting
- an object impacts a wall or ceiling which has known or suspected asbestos and no person is in close vicinity, has been exposed or are suspected of being exposed to the damaged content.

[Appendix 1](#) includes a summary of actions to be applied, formatted as a checklist for completion and retention with the site asbestos register as a record of events. It is recommended that a current copy of Appendix 1 be printed and placed in a readily accessible area and provided to relevant staff such as the Business Manager for easy access and completion if required.

The Site Manager or nominated delegate must:

1. **Isolate the area** through appropriate controls such as signage (refer [Appendix 4](#)), locking doors/access points and turning off plant and equipment to the area such as air-conditioners and dust extraction units.
2. **Raise a job through the Breakdown Hotline** against budget code RHM (this is a corporate budget and will not be charged to the site – Refer to the Repairs and Maintenance Procedure). An asbestos contractor will be engaged to attend the site and undertake initial repair works (seal, patch and make safe). If further works are required the contractor will notify the FM who will ensure works are undertaken out of hours.
 - a. For high risk jobs where the asbestos poses an immediate hazard or threat to safety raise a Priority 1 job and a contractor will respond within 45 mins or Priority 2 and the contractor will respond within 2 hours.
 - b. For lower risk jobs where the space is isolated and safe:
 - i. Raise a Priority 3 job if access to the space is required as soon as possible and a contractor will attend on the same/next business day.
 - ii. Raise a priority 4 job if access is required within 5 business days.
 - c. Complete the Minor Asbestos Incident Action Completion Checklist ([Appendix 1](#)) and retain a copy with the site asbestos register.

The FM provider will ensure the Asbestos Management Procedure is followed and the asbestos register is updated through the Asbestos Services unit.

Note- Incidental Exposure events fall under Minor incidents and do not qualify as a Major asbestos incident. An Incidental Exposure:

- Applies to a situation where an individual may be exposed to a low level of asbestos dust or fibres for a short period of time, such as being present when a worker disturbs asbestos containing material and asbestos fibres become airborne.
- Has an extremely low likelihood of contracting an asbestos-related disease due to limited and low level nature of the exposure.

Although excluded from classification as Major, Due Diligence requirements necessitate that in instances of Incidental Exposures, the site manager or nominated delegate must:

- contact SafeWork SA (1300 365 255) advising circumstances of the Incidental Exposure
- liaise with SafeWork SA regarding application of any recommended actions

- log details of contact and any actions agreed with SafeWork SA in DECDs Incident and Response Management System (IRMS) as a record.

4.6.2 Major asbestos incident

An asbestos incident categorised as 'Major' applies to situations where:

- ACM has been disturbed or damaged through an event and/or activity and children, young people, staff or school visitors have been exposed to known or suspected asbestos
- a large amount of ACM has been damaged through an accident or unplanned event such as significant building damage resulting from a storm or a tree falling on a facility, the Site Manager is unable to isolate the area and asbestos is being exposed on a large scale (creating a visible amount of dust, debris or fibres around the building or site).

The Site Manager or nominated delegate must:

1. **Ensure the protection of** children, young people, staff and school visitors (refer to [Appendix 3](#) for detailed instructions) and **isolate the area as far as safely possible** through appropriate controls such as signage ([Appendix 4](#)), locking doors/access points and turning off plant and equipment such as air-conditioners.
Note: In internal incidents respirable fibres can remain airborne for up to 6 hours and it cannot be assumed the space is safe to access.
2. **In the event that a large amount of ACM has or may have been damaged/exposed -**
 - a. **Call emergency services (000)** for advice and assistance with first aid, medical retrieval and HAZMAT response if required.
 - b. **Call DECD Emergency Management team on 1800 000 279** for advice and assistance. The Emergency Management team will assess the situation against the DECD Emergency Management Framework and provide support and assistance to the site including notification to relevant business units with DECD.
3. **Raise a Priority 1 job through the Breakdown Hotline against budget code RHM** for an asbestos contractor to attend the site within 45mins and undertake initial repair works (seal, patch and make safe).
4. **Call the site's FM.** The FM will attend the site as soon as practicable and:
 - a. **The FM will follow standard escalation processes as per the AGFMA and respective service level agreement and contact lead personnel in DECD.**
 - b. Liaise with the asbestos contractor engaged for the initial facilities works.
 - c. Ensure the space is appropriately isolated with proper signage and confirm plant and equipment to the affected area has been shut down.
 - d. Confirm the situation from a facilities management perspective and provide a written report with the following information:
 - i. What has occurred to the facility eg panel suspected of asbestos impacted by a person/object requiring repairs.
 - ii. What actions have been taken by the initial asbestos contractor to make the area safe.
 - e. Confirm initial facilities remediation works (seal, patch and make safe) including arranging a contractor to undertake verification and testing of the ACM.
 - i. The test results must be returned within 24 hours of the incident to ensure appropriate steps can be taken.

5. **Confirmed Exposure:** In the event that exposure to ACM is confirmed through a positive result from the ACM test, the FM must contact the Asset Support Centre (ASC) who will be the lead team within DECD for the incident.
6. **The ASC in Asset Services must:**
- a. **Notify the Site Manager via phone** of the outcome (Call date and time must be recorded in Infra) and:
 - i. Advise the Site Manager to call SafeWork SA on 1800 777 209 to report the exposure.
 - ii. Provide advice on required actions from a facilities perspective.
 - iii. Send a follow-up email summary to the site with the Assistant Director, Asset Services and the site's Education Director copied into the email.
 - b. **Notify Workplace Health and Safety Services** of the incident via email who will:
 - i. Contact the site and provide initial advice regarding Work Health and Safety requirements and advise the site to advise concerned individuals to:
 1. Seek medical advice from their treating medical practitioner if they wish to have the exposure recorded on their medical file.
 2. Log the incident on the National Asbestos Exposure Register located at this website <http://asbestossafety.gov.au/national-asbestos-exposure-register>.
 - ii. Draft a letter to person/s impacted by the exposure incident and provide to the site. A copy is also to be provided to the ASC for inclusion in the briefing summarising the incident.

Note: In the event that the exposure was incidental health monitoring is not required (refer to section 7 Definitions).
7. **The Site Manager must:**
- a. Contact SafeWork SA on 1800 777 209 and follow any instructions given by the SafeWork SA inspector.
 - b. Notify the affected person/s as per advice provided by Work Health and Safety Services.
 - c. Complete a notifiable IRMS report as per the [Injury Incident Reporting and Investigation Procedure](#) within 12 hours of the confirmed exposure.
 - i. 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.
 - ii. IRMS will automatically notify the DECD Legal Services business unit of the incident to maintain records.
 - d. Provide the notification letter and a copy of the IRMS report to all affected person/s.
8. **Asset Services will draft a briefing summarising the incident to be noted by the Minister for Education and Child Development.** The briefing will be drafted in collaboration with Workplace Health and Safety and will include as a minimum:
- a. a summary of the incident with the FM's report
 - b. remedial works and actions taken including whether the exposed asbestos was on the asbestos register
 - c. copies of the letter sent to person/s affected and the completed IRMS report.

[Appendix 2](#) includes a summary of actions to be applied, formatted as a checklist for completion and retention with the site asbestos register as a record of events. It is recommended that a current copy of Appendix 2 be printed and placed in a readily accessible area and provided to relevant staff such as the Business Manager for easy access and completion if required.

4.7 Asbestos management in capital works

The following process applies to capital works projects managed by DPTI (eg projects >\$1M) or Minor/Medium Works through the Facilities Manager (<\$1M).

It is the department's preference for all asbestos and/or ACM to be removed as part of any capital works where the asbestos would be exposed or impacted under those works and it is reasonably practicable to remove. Asbestos works should be factored into all capital works budgets for existing facilities with the aim to remove the asbestos, regardless of whether the asbestos is in good condition and/or safe to leave in place. Although the SafeWork SA Code of Practice recommends encapsulation in some circumstances, it is the department's preference to remove asbestos as the first priority and wherever reasonably practicable.

An assessment will be undertaken based on the category and condition of the asbestos (refer section 4.2.2) with the following requirements:

Category	Category Description	Action
1	Remove	Must be removed as part of capital works projects.
2	Remove as soon as practicable	
3	Use care during maintenance	
4	Monitor condition	An assessment of the asbestos condition and whether the asbestos is reasonably practicable to remove will be undertaken against relevant legislation and the SafeWork SA Code of Practice. DECD will consult with DPTI Asbestos Services however DECD will make the final decision as to whether asbestos will be removed.
5	No asbestos identified / identified asbestos has been removed	Where asbestos is identified in capital works and is not on the asbestos register, the above categories will be used to determine actions required.

Advice will be sought from the DPTI Asbestos Services Unit as to whether asbestos should be left in place, remediated or removed, however DECD will make the final decision. The DECD project officer assigned to the project will be responsible for assessing the asbestos works and confirming if the asbestos is to be removed in consultation with their line manager.

The following DECD project officers will typically be assigned to projects:

- **Capital Projects Manager:** Projects being delivered through DPTI Project Delivery
- **ASC, Support Officers:** Projects being delivered through the Facilities Management Provider (DPTI Facilities Services or Spotless) for centrally managed projects.
- **Site managed works:** Site leader as per the Asset Replacement Procedure.

4.8 Records management

In accordance with the General Disposal Schedule No. 30 all incident reports relating to asbestos exposure will be kept for 100 years after the date of birth of the individual. Records applicable to this procedure include any documents providing objective evidence of compliance with this procedure, including completed Action checklists provided in Appendices 1 and 2 to be retained with the site asbestos register, and details of contact and any actions agreed with SafeWork SA relating to any Incidental Exposure in IRMS.

4.9 Audit and compliance

An audit of the annual asbestos inspection notifications and compliance with this procedure will be undertaken on a minimum annual basis by Asset Services to ensure schools and preschools are actioning asbestos works in a timely manner.

5. Roles and responsibilities

Table 3 - Roles and responsibilities

Role	Authority/responsibility for
ASC	Maintaining and updating this procedure; providing information and assistance related to the procedure to FMs and Schools/Preschools & liaising with FMs & DPTI.
Site leaders	Compliance with this procedure
FMs	Compliance with this procedure (relating to FM responsibilities) & requirements of the AGFMA
DPTI	Compliance with this procedure (relating to DPTI responsibilities) & requirements of the AGFMA

6. Monitoring, evaluation and review

This procedure will be formally reviewed at least every three (3) years by Asset Services in consultation with Workplace Health and Safety. Reviews may also be undertaken at other times if there has been a change in legislation, Australian Standards or DECD requirements.

Reviews will also be undertaken as per Regulation 430 – Review of the Asbestos Management Plan. Any changes to the procedure resulting from reviews undertaken will be communicated to schools and preschools as soon as the document is released.

7. Definitions and abbreviations

List any abbreviations, acronyms and DECD-specific terms used in the body of the document and their meaning

Table 4 - Definitions and abbreviations

Term	Meaning
ACM	Asbestos Containing Material
AGFMA	Across Government Facilities Management Arrangements
Asbestos register	A site specific document which identifies all locations on site where asbestos is present for the attention of contractors before they perform work
(Asbestos) Exposure Incident	A situation where children, young people, staff or school visitors have been exposed to asbestos dust or air-borne fibres resulting from works or events which disturb asbestos containing material.
(Asbestos) Incidental Exposure	An incidental exposure is where an individual may be exposed to a low level of asbestos dust for a short period of time (e.g. when a bystander is present as a worker disturbs asbestos containing material and asbestos fibres become airborne). Health monitoring is not required for incidental exposures to airborne asbestos fibres. As asbestos-related diseases take many years to develop, there is no reason to subject individuals with a suspected incidental exposure to even small doses of ionising radiation from X-rays or CT scans
ASC	Asset Support Centre
DECD	Department for Education and Child Development
DPTI	Department of Planning, Transport and Infrastructure
FM	Facilities Manager
IRMS	Incident and Response Management System
NATA	National Association of Testing Authorities
SAMIS	Strategic Asset Management Information System
'Shall', 'Will', 'Must'	As used in this procedure denote mandatory requirements for completion.
Site leader	The person responsible for decision-making and accountability for a DECD site

8. Supporting documents

[Work Health and Safety Act 2012](#)

[Work Health and Safety Regulations 2012](#)

[General Disposal Schedule 30](#)

[How to Manage and Control Asbestos in the Workplace Code of Practice](#)

[How to Safely Remove Asbestos Code of Practice](#)

[Work Health and Safety Policy](#)

[DECD Risk Management Policy](#)

[Risk Management Framework](#)

[Hazard Management Procedure](#)

9. Appendices

[Appendix 1: Minor asbestos incident](#)- General building and asbestos works – No exposure of children, young people, school staff or visitors

[Appendix 2: Major asbestos incident](#)- Asbestos exposure incident or damage to a large amount of ACM through an unplanned event with potential for large scale exposure

[Appendix 3](#): Exposure incident protection instructions

[Appendix 4](#): Isolate area warning sign

Appendix 1- Minor asbestos incident form

No exposure of children, young people, staff or school visitors

The following process applies to situations where asbestos or ACM has been disturbed through either works conducted or events which occurred on site, **but there has been no exposure of asbestos or ACM to children, young people, staff or the community.**

This applies to asbestos or ACM being either suspected (identified but not confirmed) or known (confirmed through testing and included in the site asbestos register) which were identified through the annual asbestos inspection or as part of regular site maintenance activities.

The Site Manager or nominated delegate must complete actions in the following table, sign the form and retain a copy with the site's asbestos register.

Incident Details			
Date of incident			
Brief description			
SAMIS Building #		SAMIS Room #	

Action		
No.	Details	Check
A1.1	Isolate the area through appropriate controls such as signage (print next page as required), locking doors/access points and turning off plant and equipment to the area such as air-conditioners and dust extraction units.	
A1.2	<p>Raise a job through the Breakdown Hotline against budget code RHM (this is a corporate budget and will not be charged to the site – Refer to the Repairs and Maintenance Procedure). An asbestos contractor will be engaged to attend the site and undertake initial repair works (seal, patch and make safe). If further works are required the contractor will notify the FM who will ensure works are undertaken out of hours.</p> <p>a. For high risk jobs where the asbestos poses an immediate hazard or threat to safety raise a Priority 1 job and a contractor will respond within 45mins or Priority 2 and the contractor will respond within 2 hours.</p> <p>b. For lower risk jobs where the space is isolated and safe:</p> <p>i. Raise a Priority 3 job if access to the space is required as soon as possible and a contractor will attend on the same/next business day.</p> <p>ii. Raise a priority 4 job if access is required within 5 business days.</p>	

Name:		Title	
Signature:		Date:	

Appendix 2 – Major asbestos incident form

The Site Manager must complete actions in the following table, sign the form, retain a copy with the site's asbestos register and send a copy to DECD.asc@sa.gov.au. The form must be completed, signed and sent to the department within 24 hours of the incident.

Incident Details			
Date of incident			
Brief description			
SAMIS Building #		SAMIS Room #	

Actions		
No.	Details	Check
A2.1	Ensure the protection of children, young people, staff and school visitors (refer to appendix 3 of the procedure for further information).	
A2.2	Isolate the area as far as safely possible through appropriate controls such as signage (print next page as required), locking doors/access points and turning off plant and equipment such as air-conditioners.	
A2.3	In the event that a large amount of ACM has or may have been damaged/exposed with multiple persons impacted - a. Call emergency services (000) for advice and assistance with first aid, medical retrieval and HAZMAT response if required. b. Call DECD Emergency Management team on 1800 000 279 for advice and assistance.	
A2.4	Raise a Priority 1 job through the Breakdown Hotline against budget code RHM for an asbestos contractor to attend the site within 45mins and undertake initial repair works (seal, patch and make safe).	
A2.5	Call the site's FM. The FM will attend the site as soon as practicable and will follow standard escalation processes as per the AGFMA and respective service level agreement to contact lead personnel in DECD.	
A2.6	In the event that a confirmed exposure has occurred (refer to section 4.5.2 for detailed instructions): a. Call SafeWork SA on 1800 777 209 to report the exposure. b. Notify the affected person/s as per advice provided by Work Health and Safety Services. c. Complete an IRMS report as per the Injury Incident Reporting and Investigation Procedure within 12 hours of the confirmed exposure.	

Name:		Title	
Signature:		Date:	

Appendix 3 - Exposure incident protection instructions

Instructions for protecting children, young people, staff and school visitors in a known or suspected asbestos exposure incident.

The Site Manager must ensure the following:

- Do not attempt to clean up the area.
- Take actions to avoid persons inhaling asbestos containing dust and move all persons to a safe location. Avoid moving past others to minimise potential exposure to other people.
- Advise all persons to wash any exposed body parts that may have come into contact with asbestos thoroughly with soap and water.
- If clothes are suspected to have asbestos dust or fibres on them, isolate the person/s and carefully remove outer clothes, shoes and socks and double bag clothes for testing. Mark bag with Asbestos Containing Material.
 - Clothes may be “damped down” using a wet rag with a gentle patting action or spraying clothes with a fine mist to avoid disturbing fibres during changing.
- Avoid transporting people if they are suspected to have asbestos on their clothes, skin or hair.
- Consider issues such as prevailing winds and air conditioning intake and exhaust vents.

Appendix 4 – Warning sign

Refer to final page of the procedure for a blank version with no header/footer.



**DO NOT
ENTER**

**HAZARDOUS MATERIAL MAY BE
PRESENT**