Asbestos management procedure

This is a mandated procedure under the operational policy framework. Any edits to this procedure must follow the process outlined on the creating, updating and deleting operational policies page.

Overview

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 Asbestos Containing Materials (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, minor and major works projects.

The procedure constitutes the Department for Education (the department) 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'.

Scope

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

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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.

Non-friable asbestos

'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).

- **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.

Asbestos register

Each department 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.

Annual asbestos inspections and asbestos register

An annual inspection of all department sites and facilities is undertaken by DIT 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 C14.1 (c 0 Tw3 (n)-0.7 (d)-0.8 ( )]TJ-0.009 Tc 0 Tw -17.( )4.1 (i2)-14.2 (n)-0.7 (a)-3.3 (5)2.3 (l)-)-4.(i)-P-3.30.7 (y)7 (v)-

advised of any category 3 or 4 asbestos identified in the inspection.

The FMSP 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.

General building works

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

- the site asbestos register 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 department site personnel have been vacated from department sites before the commencement of removal works in accordance with department 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 FMSP 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 leader 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 leader must follow asbestos

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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 requiringre-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 Leader 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 Ventia Helpdesk** 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 FMSP who will ensure works are undertaken out of hours.
    a.

Although excluded from classification as Major, due diligence requirements necessitate that in instances of Incidental Exposures, the site leader 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 the department's incident reporting system as a record.

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 Leader 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 Leader 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 the department Emergency Management team on 1800 000 279** for advice and assistance. The Emergency Management team will assess the situation against the department Emergency Management Framework and provide support and assistance to the site including notification to relevant business units with the department.
3. **Raise a Priority 1 job through the FMSP 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 dedicated Service Delivery Lead (SDL) from the FMSP.** The

i. What has occurred to the facility. For example 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

asbestos is to be removed in consultation with their line manager.

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

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Related policies

Asset replacement or refurbishment procedure (PDF 244KB)

Repairs and maintenance Procedure (PDF 430KB)

Risk management policy (PDF 169KB)

Risk management procedure (PFD 240KB)

Safety management procedure (PDF 621KB)

Work health and safety policy (PDF 179KB)

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Version: 2.0
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Amendment(s): Health and Safety Services review and consultation in line with new

Appendix 2 – Major asbestos incident form

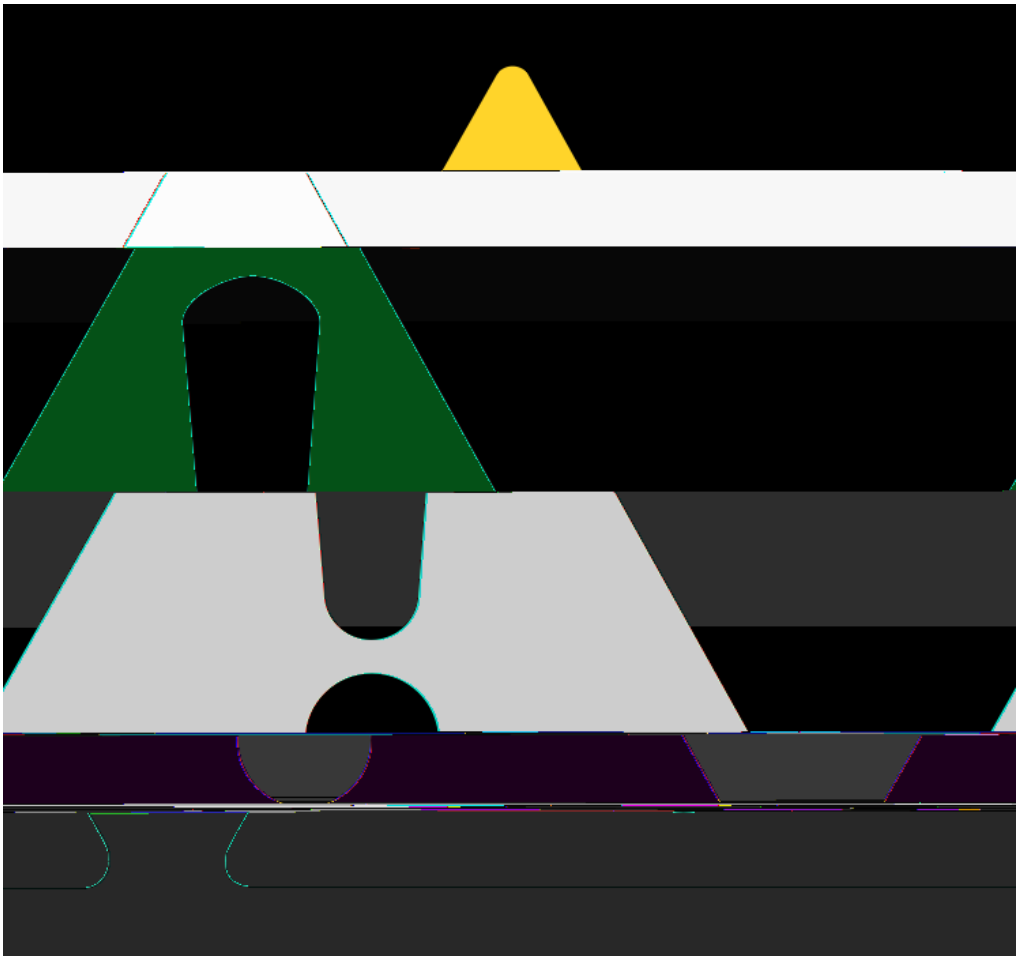
The Site Leader must complete actions in the following table, sign the form, retain a copy with the site's asbestos register and send a copy to education.AFS@sa.gov.au. The form must be completed, signed and sent to the department within 24 hours of the incident.

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

Action		
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 the department 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 dedicated SDL from the FMSP.** The FMSP will attend the site as soon as practicable and will follow standard escalation processes as per the AGFMA and	

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