



Asbestos Management PROCEDURE

Aim of this Procedure

To ensure that all risks associated with Asbestos within Resurrection Catholic Primary School are identified and managed, and that Resurrection Catholic Primary School meets all legislative requirements in relation to management and removal of asbestos within the school.

Definitions

Asbestos	A group of minerals that occur naturally in the environment, and were used in a wide range of building products in the 20 th century.
ACM	Asbestos Containing Material
Division 5 audit	A <u>non-invasive audit</u> for an operating workplace.
Division 6 audit	A destructive / invasive audit, which generally includes the identification of all hazardous building materials (PCB's, Lead, SMF etc.), prior to demolition or refurbishment in areas known / believed to have asbestos.

Responsibilities

Resurrection Catholic Primary School leadership team is responsible for:

- Identifying asbestos in the workplace and, where reasonably practicable, clearly indicating the presence of asbestos by labelling.
- Recording the existence of asbestos in an Asbestos Register, and ensuring this register is reviewed and updated by a suitably qualified person in the form of a written report every 5 years.
- Communicating the existence of asbestos to relevant persons.
- Managing any risks associated with asbestos by removing or controlling those risks.

Contractors and Maintenance Staff are responsible for:

- Reviewing the Asbestos Register prior to carrying out any demolition or refurbishment works at the school.

Employees are responsible for:

- Reporting all incidents and injuries as per the school incident reporting procedures.
- Complying with this procedure.

Procedure

Many buildings constructed prior to 1990 contain asbestos materials. Some ACMs may have also been used after this date, but have been banned from use since 2003. ACM's are usually found in splashback / glue to urinals and behind ceramic tiles, cement flue to heating units, eaves and infill panels and ceilings and walls. There are three main types of asbestos: Crocidolite (blue), Amosite (brown) and Chrysotile (white).

Asbestos Audit (Division 5 and Division 6)

In order to identify the presence of asbestos, the school leadership team will procure the services of a qualified Occupational Hygienist to conduct either a Division 5 or Division 6 Asbestos Audit in order to obtain information that will form the Asbestos Register.

Asbestos Register

The details of any asbestos products identified during an asbestos audit need to be recorded in an asbestos register, which will include:

- Location of the asbestos
- Type of asbestos (blue, brown or white)
- Nature of the asbestos (friable or non-friable)
- Condition of the asbestos
- Work activities that may affect or damage the asbestos.

The register will also be supported by detailed site plans that identify the locations of materials that definitely contain asbestos, are likely to contain asbestos or may contain asbestos. Materials identified as *likely to* or *may* contain asbestos must be treated as being asbestos-containing until proven to be asbestos free by a laboratory approved by the regulator.

The Asbestos Register will be made easily accessible and available to staff and contractors such as electricians, plumbers, maintenance staff, builders, painters, carpenters etc. The school leadership team will ensure that the register is reviewed every 5 years, or if there is any change (including removal) to the asbestos, and will be reviewed prior to any demolition or refurbishment work being undertaken.

Asbestos Management Plan (AMP)

An asbestos management plan (AMP) will ensure the leadership team can prevent exposure to airborne asbestos fibres for all staff, students, contractors, volunteers and visitors. The plan will set out clear aims, stating what is going to be done, when it is going to be done, and how it is going to be done. An AMP must include:

- the school's Asbestos Register
- details of maintenance or service work on the asbestos including:
 - who performed the work
 - the dates it was done
 - the scope of the work
 - any clearance certificates
- how people at risk are informed about asbestos in the school, the risks it poses and the control measures in place
- decisions about management options and the reasons for these decisions
- a timetable for action, including priorities and dates for reviewing risk assessments and specific circumstances that may affect the timetable
- monitoring arrangements
- the responsibilities of people involved in the plan
- training arrangements for staff and contractors
- a procedure for reviewing and updating the management plan and the Asbestos Register, including a timetable
- [safe work method statements](#).
- procedures for dealing with incidents or emergencies in relation to asbestos or ACM

Labelling of Asbestos

Any asbestos that is to remain must be clearly identified. There are different methods Resurrection Catholic Primary School employs to indicate the presence of asbestos, such as:

- Using a register that records where the asbestos is located, incorporating photographs
- Placing labels directly on asbestos (if safe to do so)
- Placing colour-coded labels (e.g. sticker) on asbestos and informing all employees what the labels mean, ensure that this is in the asbestos register with a map of the school identifying where each label is located.
- Placing a sign at the entrance to the workplace or work area

Construction and Maintenance Works

The school leadership team will make information on the presence of asbestos available to all people on-site. This includes all staff, visitors, contractors and others working on the site. All contractors and maintenance workers must inspect the Asbestos Register before works commence, and it is also a requirement to maintain a Contractor's Log Book to track their visits and acknowledgements that the Asbestos Register has been sighted for each new job.

Removal of Asbestos

The school leadership team will ensure it removes all identified asbestos prior to any planned demolition or refurbishment works. To safely manage the removal of asbestos the leadership team will:

- Organise a division 6 asbestos audit
- Review the school's Asbestos Register
- If there is no register in place, ensure all asbestos is clearly identified by a competent person and use the findings to develop an Asbestos Register
- Inform all staff, neighbouring businesses and residents (if necessary) about the planned works
- Engage a licensed asbestos removalist who should:
 - Be listed on the WorkSafe website as a [Licensed Asbestos Removalist](#)
 - Provide the School with a written Asbestos Management Plan
 - Notify WorkSafe before removing the asbestos
 - Remove and dispose of the asbestos in a safe manner
 - Provide advice regarding the need for carrying out air monitoring
- Obtain a clearance certificate from an independent person, such as an occupational hygienist before reoccupying the area
- Update the school's Asbestos Register when the work is complete
- Seek advice from one or more of the following:
 - An asbestos auditor, occupational hygienist or a licensed asbestos removalist

Managing Asbestos Emergencies

Asbestos emergencies occur when asbestos is discovered unexpectedly and prompt action needs to be taken. There are many examples of asbestos emergencies, such as:

- Asbestos discovered unexpectedly during trade activities such as plumbing, electrical work, renovations, demolition activities, excavating soil or digging trenches, removing carpet and finding vinyl tiles underneath, working in previously inaccessible areas.
- Asbestos products being removed from nearby properties and airborne dust contaminating the school site.
- Property damage when asbestos products are disturbed after fires, storms etc.
- Illegal dumping of asbestos products or asbestos contaminated soil at the school.

If asbestos is discovered or suspected, prompt action needs to be taken.

A member of the School Leadership team will:

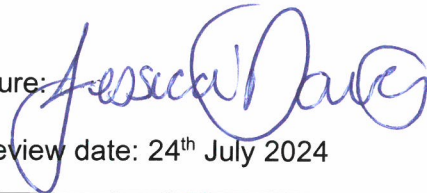
- Cease activities in the area.
- Ensure that no one touches the material.
- Remove people from the area.
- Assume material contains asbestos until the material has been properly identified.
- Close windows and turn off air conditioning if asbestos dust could be present.
- Appoint a person to manage the situation.
- Report the incident to WorkSafe on 132 360.
- If safe to do so, isolate the area with signage and barricades.
- Inform staff, the community and regulatory bodies (if applicable) as required.
- Procure the services of an Occupational Hygienist to perform analysis, provide a report and advise of next steps (e.g. arrange removal, health surveillance etc.).

Further Information and Guidance

Refer to [WorkSafe](#) guidance for further information.

Authorised by: Mrs Jessica Davis
(Acting Principal)

Signature:



Policy ratified by: 24th July 2023

Next review date: 24th July 2024

Relevant Legislation and Guidance

Occupational Health and Safety Act 2004

[*Compliance Code – Managing asbestos in workplaces*](#)

[*Compliance Code – Removing asbestos in workplaces*](#)

[*A Handbook for workplaces – Asbestos*](#)

[*Guidance Note – Removing Asbestos*](#)

[*Information about Labelling asbestos in workplaces*](#)

[*Information about Identification and control of asbestos in workplaces*](#)

[*A step by step guide – Managing asbestos in workplaces*](#)

[*More information about Asbestos*](#)

[*More information about Asbestos Registers*](#)

[*Asbestos website \(Government site\)*](#)

[*OHS in Schools – A practical guide for school leaders*](#)