Department of
Education

ASBESTOS MANAGEMENT PLAN

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Document Control

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15 December 2015		2.0	D15/04388848	Major review undertaken. AMP recast to reflect asbestos policy (D15/0378326).
2 December 2019	20 November 2019	3.0	D19/0436414	Major review undertaken including a review of roles and responsibilities for key staff at schools and workplaces, and the increased number of staff required to undertake mandatory training
2 December 2019	12 January 2021	3.1	D21/0013306	Minor changes to replace the Regional Executive Director position title with Director of Education D20/0647278

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1 Introduction

1.1 Overview

This Asbestos Management Plan describes the Department of Education's (the Department) processes for ensuring all 'asbestos containing materials' (ACM) are managed safely in schools and Department controlled workplaces. It explains the roles of principals or site managers, managers corporate services, Department of Finance – Building Management and Works (BMW) and the Department.

The health, safety and wellbeing of students and staff are the Department's highest priority and we are committed to managing any asbestos containing materials found in schools and any other department facilities in such a way as to minimise any risk to students, staff, service providers, volunteers, parents and other visitors to the site.

In meeting this commitment, we recognise our obligation to comply with the *Occupational Safety and Health Act 1984* and *Occupational Safety and Health Regulations 1996.* We acknowledge that we must identify and manage the presence of all ACM in built infrastructure in accordance with the National Occupational Health and Safety Commission's *Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSCH:2018 (2005)].* We also recognise our obligation to manage the presence of ACM in soils in accordance with the Department of Health's *Guidelines for the Assessment, Remediation and Management of Asbestos-Contaminated Sites in Western Australia.*

Appendix A lists some of the most significant Australian Commonwealth and State acts, regulations, codes of practice and industry standards relevant to managing ACM in workplaces.

1.2 What is asbestos?

Asbestos is the common term used to describe any fibrous form of mineral silicates belonging to the Serpentine and Amphibole groups of rock forming minerals. These include actinolite, amosite (brown asbestos), anthophyllite, chrysotile (white asbestos), crocidolite (blue asbestos) and tremolite, and any mixture of one or more of these mineral silicates.

Asbestos was used extensively by Australian industry because of its durability, fire resistance and excellent thermal insulating properties. It was used in a wide range of products manufactured between the 1940s and 1980s as an additive often mixed into another base compound (such as cement) to enhance the physical properties of the material.

All forms of asbestos have been banned throughout Australia since 31 December 2003. The national ban prohibits the manufacture, importation and use of all products containing any form of asbestos fibre or ACM regardless of actual quantities. The ban does not mean that all asbestos containing products installed before this date must be removed.

Although the ultimate goal of the ban is for all workplaces to be free of ACM, it is only when these materials are being replaced or where they present health risks that non-asbestos alternatives must be used. Caution needs to be taken when working with buildings constructed prior to December 2003 and newer buildings where ACM may have been introduced.

Appendix B describes the three main types of asbestos used as product additives.

1.3 What are asbestos containing materials?

The term ACM refers to materials, objects, products and debris that contain asbestos fibres. ACM can take several physical forms depending on its method of manufacture and application. The most common form is asbestos cement sheet which was manufactured in various profiles including flat, corrugated and profiled. Other forms of ACM include gaskets and seals, adhesives and mastics, vinyl sheeting and tiles, loose fill insulation, membranes, sprayed coatings and moulded products.

In the construction sector, ACM typically includes products such as roof sheeting, guttering and downpipes, fencing, exterior wall cladding including fascia and eaves, internal wall and ceiling panels, switchboard mounting panels, fire doors and fireproof coatings, and floor coverings such as sheet vinyl and vinyl tiles.

ACM also includes insulating materials containing asbestos fibres that were incorporated into plant and equipment such as air-conditioning heater-banks, lagging on steam and generator exhaust pipes, as well as linings and gaskets in some types of machinery.

While ACM are abundant in many schools and workplaces, their presence does not in itself constitute a risk as there must be some form of physical abrasion or chemical degradation of the materials in order to release asbestos fibres into the atmosphere. Studies show that, if ACM are in sound condition and left undisturbed, respirable asbestos fibres are not released and do not pose health risks.

Awareness, understanding and management of ACM are essential to ensure that students, staff and visitors to schools and workplaces are protected from possible exposure to respirable asbestos fibres.

Appendix C contains photos of the different types of ACM that can be found in some schools.

2 Definitions

ACM register
Lists all known or suspected ACM identified through visual inspection by a 'competent person' that is present at the workplace, its location in the workplace, its condition, and the associated risk it presents to the welfare of staff and students.

Air monitoring
Is a process whereby air in and/or around an asbestos work area is monitored to detect the presence of respirable asbestos fibres. Air monitoring must comply with the guidance note on the *Membrane filter method for estimating airborne asbestos dust, 2nd edition [NOHSC: 3003(2005)]*; however, requirements vary depending on the types of ACM involved (e.g. friable or non-friable), the location of the asbestos work area and whether an enclosure is used.

Airborne asbestos fibre
Refers to any fibre of asbestos small enough to become airborne. For air monitoring, only respirable asbestos fibres are counted (see respirable asbestos fibre).

Asbestos Awareness Training
Refers to the training and information on ACM developed by the Department to ensure staff at schools and other workplaces have an understanding of asbestos in the workplace commensurate with their roles and responsibilities, including the location and purpose of the Asbestos Management File.

Asbestos booklet
Refers to the publication prepared by BMW as a resource guide for building maintenance contractors and tradespeople outlining safe work practices for dealing with commonly found ACM.

Asbestos containing material (ACM)
Any material, object, product or debris containing asbestos. Any product thought to contain asbestos fibres is also considered to be ACM until determined otherwise through testing or by a 'competent person'.

Asbestos Management File
The red file that contains the Asbestos Management Policy, Asbestos Management Plan, ACM register, Maintenance logbook and any other documents and information pertaining to the management of ACM.

The Asbestos Management File must be kept in the reception or front office at each school or workplace.

Asbestos work area
For all Department occupied sites, an "asbestos work area" is defined as the whole area within the school/worksite boundaries where the asbestos related work is being carried out, and includes the boundaries of any enclosure or barriers set up to warn or restrict access to the area.

A lesser more specific asbestos work area may be defined through a risk assessment, taking into consideration the type of ACM (i.e., friable or non-friable), its location, the nature of the work required and consultation with stakeholders prior to the actual work taking place.

The decision to reduce the asbestos work area cannot be made by the school principal/workplace manager, site manager, architect or contractor in isolation. Final approval must be given by the school principal/work place manager following the consultation with the relevant stakeholders.

Only authorised personnel shall remain in the asbestos work area while the asbestos related work is taking place and must not return to work until site clearance has been given.

Building Management and Works (BMW)
The division of the Department of Finance that coordinates infrastructure development, maintenance and repair, and for all works related to the removal and/or remediation of ACM in schools and other Department workplaces. BMW also operates the Maintenance Service Centre.

Clearance certificate
Is a certificate issued by an independent licensed assessor or competent person to certify that a clearance inspection of an asbestos work area has been conducted and the area is safe to be occupied.

Clearance inspection
Is an inspection carried out in accordance with the *Occupational Safety and Health Regulations (1996)* by a competent person to verify that an asbestos work area is safe to occupy after work involving the disturbance, removal and/or remediation of ACM has taken place.

Code of Practice
Refers to the National Occupational Health and Safety Commission's *Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC: 2018 (2005)]* or *Code of Practice for the Safe Removal of Asbestos [NOHSC: 2002 (2005)].*

Competent person
Refers to a person possessing adequate qualifications (such as suitable training and sufficient knowledge, experience and skills) for the safe performance of the specific work.

Friable ACM
ACM which, when dry, are or may be crumbled, pulverised or reduced to powder by hand pressure. Any work to remove or remediate friable ACM must be accompanied by air monitoring for the duration of the works.

Maintenance logbook
The Maintenance logbook (ACM logbook) is provided by BMW for recording breakdowns, faults and other work requirements reported either by a school to BMW's Maintenance Service Centre or to record other works when the school directly engages contractors to undertake works they are funding. The logbook also serves as a certification record for workers attending the school that they have considered the presence of ACM.

Respirable asbestos fibre
Refers to any fibre of asbestos small enough to penetrate the gas exchange regions of the lungs. Technically, it is defined as a fibre less than 3μm (0.0003mm) wide and between 5μm (0.0005mm) and 200μm (0.02mm) long with a length to width ratio of more than three to one.

Risk
Refers to the likelihood of a hazard causing harm to a person (see Appendix D: risk matrix). In terms of managing ACM, 'risk' relates to illness or disease arising from exposure to airborne asbestos fibres.

Safety and health representative
An employee in the workplace elected under Part IV Division 1 of the *Occupational Health and Safety Act 1984* to represent the occupational safety and health interests of other employees in that workplace.

Workplace
Refers to a Western Australian public school or other Department controlled site, building or structure where employees work or are likely to be in the course of their work.

3 Asbestos management in schools

Following negotiations with WorkSafe WA schools are not required to identify all ACM with individual labels. Instead every school and workplace is supplied with a label that provides a general warning that ACM may exist at the facility and advising that the ACM register must be consulted before commencing any work.

This label must be placed in a highly visible position at the entry to the reception or main office. Specific warning labels may be used to identify restricted access to areas considered to be possibly contaminated, such as the roof space in any building that has had ACM roof sheeting replaced.

ACM in a school will be left where they are, provided they do not present an unacceptable risk and are functional in terms of their designated purpose. Where ACM are no longer functional or present as an unacceptable risk, they will be remediated or replaced with suitable alternative products. If a product is suspected of containing asbestos fibre, it will be treated as such until it is determined as being asbestos free.

Each school has an ACM register which identifies the location and condition of all known ACM throughout the premises. The ACM register must be located at the reception or main office in the Asbestos Management File and must be available at all times for review by all contractors, trades people and any other people proposing to undertake any repairs, modifications and maintenance before commencing any work on the premises. This includes any Department staff undertaking any work, such as hanging pictures or painting walls.

The Maintenance logbook is located in the Asbestos Management File and provides a certification record for workers attending the site that they have considered the presence of ACM and, if present, have undertaken appropriate work practices in accordance with the Code of Practice.

4 Asbestos Management File

The Asbestos Management File contains the Department's Asbestos Management Policy, Asbestos Management Plan, ACM register, Maintenance logbook, BMW Asbestos Booklet and other relevant information associated with the management of ACM. This file is to be used to keep records such as test results and clearance certificates, of any asbestos related works.

This file must be kept at the reception or front office of each premise, and be available at all times for review by anyone proposing to undertake work of any nature on the buildings and/or associated infrastructure.

5 ACM Register

The location of all known and presumed ACM are recorded in an ACM register located at each school or workplace to allow for the easy identification of areas containing or suspected of containing ACM.

Each ACM register contains the following information:

- name of the building, block and classroom
- building element containing the ACM
- location/description of the ACM
- estimated quantity of the ACM in square metres
- condition of the ACM (i.e. good, fair, poor – painted, cracked, broken)
- a risk rating from one to nine with nine being the lowest or least risk
- comments to assist those who may interact or undertake maintenance with the product.

The ACM register should be read in conjunction with the school's site map, which identifies the location of buildings and rooms on each site. The most current version of the ACM register, site map and risk matrix must be kept in the Asbestos Management File.

Specialist knowledge of ACM and building materials are not needed to understand or interpret the ACM register. All materials known or presumed to contain asbestos should be included in the ACM register. If there is any doubt, the material should be presumed to contain asbestos and the school's BMW Program Manager or Department's Environmental Health officers should be contacted for advice and further clarification.

The ACM register can only be revised and amended by a competent person, with a complete audit of all ACM at the premise undertaken at intervals not exceeding three years unless determined by a competent person to be required more frequently.

6 Role of the principal/site manager

As the person in control of the workplace, the principal/site manager is responsible for compliance with the Asbestos Management Plan. This includes ensuring the Asbestos Management File is always available at the main reception or front office, and that all staff at the workplace have asbestos awareness training commensurate with their roles and responsibilities.

The principal/site manager is also responsible for the general monitoring of the condition of ACM. However, this responsibility is limited to the reasonable expectation that a principal/site manager has the capacity to determine through visual observation that the ACM are intact and serviceable. They are not expected to have the technical knowledge to assess the physical condition of ACM in terms of its integrity.

Other officers, particularly cleaners and gardeners, are often the first to discover vandal and storm damage, breakdowns, faults, and safety and health issues, especially over school vacation periods and before the principal and manager corporate services arrive each day. The principal is responsible to ensure that they are aware of the processes relating to ACM and are appropriately trained to deal with these situations. Where damage to ACM is detected they must be reported to the principal or manager corporate services as soon as possible.

During vacation periods it's reasonable for the cleaner in charge or the gardener to be given the responsibility by the principal/site manager to report any maintenance issues or ACM related faults. The incident is logged as a Priority One fault through the BMW Maintenance Service Centre as an asbestos related fault and recorded in the Maintenance logbook.

Remnant ACM in the soil should be reported to the school's BMW program manager or the Department's Environmental Health officers in the first instance and not the BMW Maintenance Service Centre.

The area must be cordoned off and made secure and a preliminary assessment of the damage must be made, by the principal/site manager if possible, to determine if ACM are involved. Under no circumstances must the damaged ACM be further disturbed or removed by Department staff.

The following summary is a guide and should not be used in isolation from the main body of this Plan.

Role of the principal/site manager includes:

- ensuring that the deputy principal, manager corporate services, cleaner in charge, senior gardener/gardener and site occupational safety and health representative complete the on-line Asbestos Awareness Training;
- ensuring that at induction and the commencement of each school year, all staff are provided with Asbestos Awareness Factsheet and made aware of the Asbestos Management File, ACM Register and process for reporting ACM damage;

- ensuring the Asbestos Management File containing the ACM Register and Maintenance logbook is available at all times for review by any contractors, trade people and other people proposing to undertake repairs, modifications and maintenance on the site;
- informing contractors and tradesmen of the need to review the ACM Register to identify the nature and extent of any ACM known to be in the work area;
- ensuring that any ACM related works are undertaken by BMW appointed contractors;
- reporting breakages and maintenance involving ACM as a Priority One fault to the BMW Maintenance Service Centre;
- reporting damage to ACM through the Online Incident Notification System where damage is substantial such as extensive vandalism and fire damage, or it is likely to become a community issue;
- in response to an unplanned incident involving ACM, confirming the area is cordoned off and excluded from general use until the area is made safe;
- reporting any potential exposure of staff and students to asbestos fibres through the Online Incident Notification System;
- ensuring that anyone who believes they have been exposed to airborne asbestos fibres are referred to the Department's occupational safety and health consultants for advice;
- advising the school safety representative and staff of any incident that creates a risk of exposure to air borne asbestos fibres;
- discuss remedial action with BMW Program Manager and the Department, and in consultation with the site safety and health representative where the potential risk has been verified;
- informing all staff of any works that involve the remediation or removal of ACM before commencement;
- disseminating information on the consultation process to all staff, P&C association and school council/board, in accordance with agreed consultation procedures; and
- update and/or replace information in the ACM Register when new information is issued by the Department or BMW.

7 Role of the manager corporate services

The manager corporate services play a key role in the management of the front office and those that are engaged to undertake works on the school's buildings. The manager corporate services should ensure they are familiar with the ACM Register and understand where ACM has been identified across the site. Managers corporate services are encouraged to walk the site while referring to the ACM register, as this will assist with understanding the location of the ACM.

Under the delegation of the principal and as the line manager for front office staff, cleaners and gardeners, the manager corporate services is responsible for ensuring:

- staff in roles identified in this Plan have completed the required on-line Asbestos Awareness training;
- a copy of the most recent ACM Register is located in the cleaner and gardener store rooms;
- these staff understand their roles and responsibilities in respect to the management of ACM and can respond appropriately in the event of an asbestos related incident.

With respect to front office staff, this also includes ensuring that:

- the Asbestos Management File is always available at the main reception or front office;
- the Asbestos Awareness Sticker is in place and the ACM Register is current;
- all contractors and tradesmen review the ACM Register to identify the nature and extent of any ACM known to be in the work area;
- any ACM related works are undertaken by BMW appointed contractors; and
- breakages and maintenance involving ACM are reported as a Priority One fault to the BMW Maintenance Service Centre.

Along with the principal/site manager, the manager corporate services is also responsible for the general monitoring of the condition of ACM. However, this responsibility is limited to the reasonable expectation that a manager corporate services has the capacity to determine through visual observation that the ACM are intact and serviceable. They are not expected to have the technical knowledge to assess the physical condition of ACM in terms of its integrity.

8 Role of Building Management and Works

BMW, by agreement with the Department, is responsible for the coordination of the removal or remediation of all ACM in schools or Department controlled workplaces where it is considered the ACM present an unacceptable risk, or will be disturbed during building works.

As such, all asbestos related work must be arranged through BMW. BMW will also ensure there is a competent person to carry out any functions in relation to the evaluation, remediation or removal of any ACM.

BMW also coordinates the ACM audit process to update the ACM Register for each school and Department workplace. The process involves the inspection, visual assessment and recording of all known or suspected ACM by a competent person engaged by BMW.

Role of BMW includes:

- liaising with the Department and principals in respect to ACM issues and concerns on an as needed basis;
- ensuring all BMW contractors who carry out work at schools or other Department owned workplaces are appropriately licensed for the work they are undertaking, and are aware of the requirements applicable to working with ACM;
- ensuring all ACM related work is carried out in accordance with all relevant legislative requirements, safe work practices, and the Asbestos Management Plan;
- facilitating clearance inspections and certificates where required or agreed through consultation, following the completion of asbestos related work;
- advising the Department if a contractor has not followed the appropriate work practices and has created an unacceptable risk; and
- coordinating the ACM audits and updating all ACM registers.

9 Role of the Department of Education

The Department has over-arching responsibility for the management of ACM located in schools and other worksites controlled by the Department. This responsibility is exercised through the Director Asset Planning and Services, who is responsible for the development, periodic review and dissemination of the Asbestos Management Plan and principals/site managers who are responsible for compliance with the Asbestos Management Plan at their site.

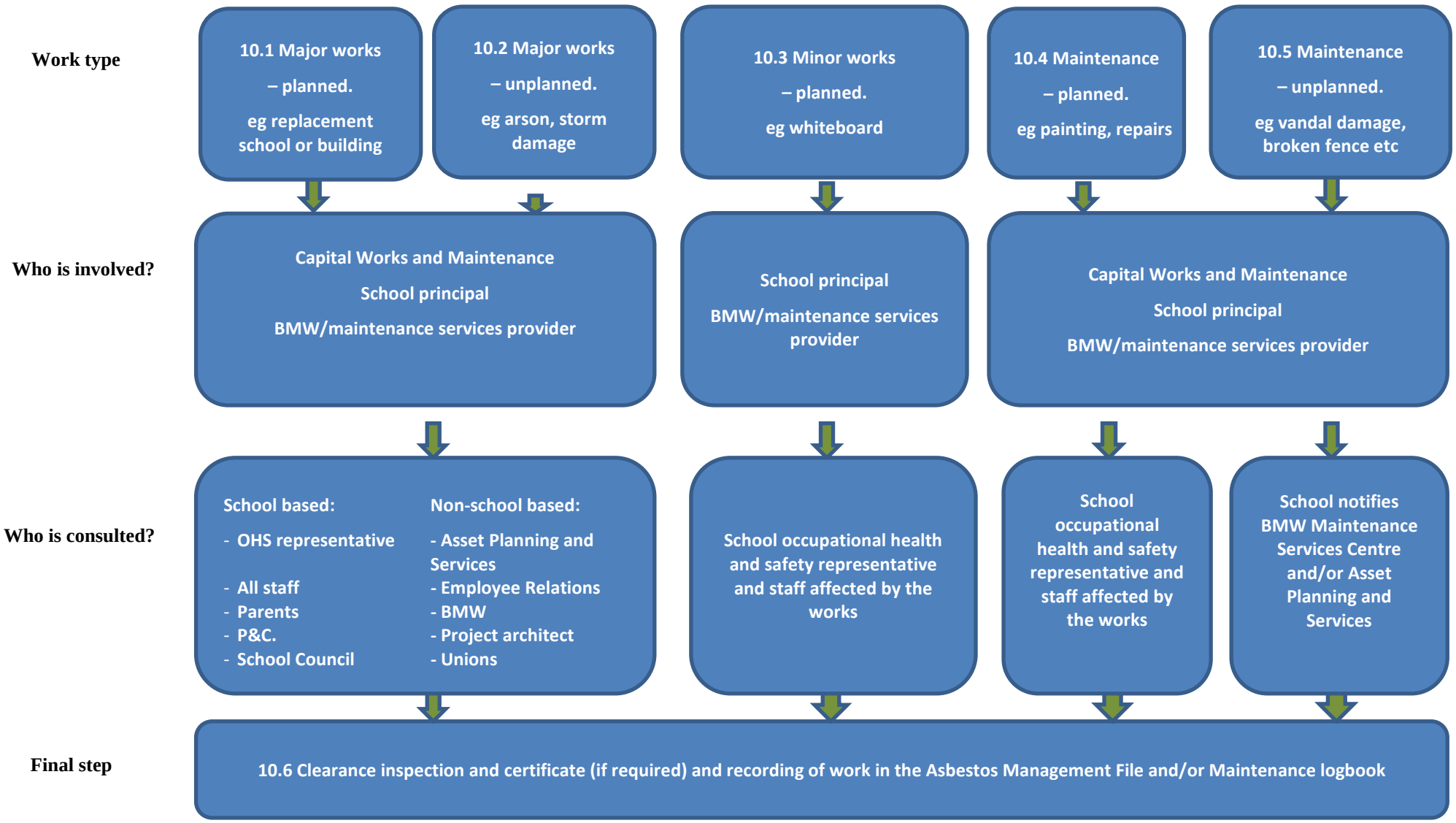
Role of the Department includes:

- ensuring all premises have a copy of the Asbestos Policy, Asbestos Management Plan, ACM Register and Maintenance logbook;
- ensuring that all required staff complete the on-line Asbestos Awareness Training;
- ensuring all staff are appropriately trained in the general management of ACM in schools and workplaces, and are able to respond appropriately to an ACM incident;
- initiating the periodic ACM audits and providing each school and workplace known to have ACM with a current ACM register;
- providing advice and support to principals/site managers on environmental health issues pertaining to asbestos in the workplace through the Department's Environmental Health officers; and
- providing advice and support to principals/site managers on occupational safety and health issues through the Department's Occupational Safety and Health Consultants.
- maintaining a register in the Employee Relations Directorate of staff and students who believe they have been exposed to air borne asbestos fibres, in accordance with *State Records Act 2000.*

10 Asbestos management process

The following diagram provides an overview of the asbestos management process, outlines the different categories of work that may involve ACM, and the roles and levels of involvement by the relevant parties.

Asbestos management process



10.1 Major works – planned

Work in this category includes new buildings, upgrades and major refurbishments, and most demolition work. These works are the responsibility of BMW, with liaison from project officers from the Department's Capital Works and Maintenance Directorate.

During preliminary scoping of the work, the BMW contract manager will determine if the project is likely to include asbestos related work. If so, a consultation meeting should be arranged by the Department's project officer as soon as practical. The meeting should be held at the school and depending on the scope and impact of asbestos related works a further consultation meeting may also be required at the asbestos work area.

The Department's project officer will arrange this meeting with the principal/site manager. The following people/parties should be advised of asbestos related works, and if appropriate invited to attend depending on the scope and impact that the work will have on the school's operations:

- safety and health representative
- teachers and support staff
- gardening and cleaning staff
- P&C representative
- school council/board representative
- Employee Relations
- Asset Planning and Services
- BMW representative
- project architect
- State School Teachers' Union of WA
- Community and Public Sector Union
- United Voice Union
- Australian Workers Union

Apart from people carrying out this work, no one is permitted to remain in the asbestos work area while asbestos related work is in progress. In addition, no staff member shall remain on site unless they have been advised of the works and are given such information and advice that will enable them to make an informed decision as to whether to leave or remain.

Once the works are complete, a clearance inspection should take place and if required, a follow up meeting held. The meeting is to reassure the removal and/or remediation of any ACM disturbed in the course of the building works have been completed to the required standard and it is safe for students and staff to return.

Details of any ACM removal or remediation must be recorded in the Maintenance logbook once work has been completed and if a clearance certificate is issued, a copy should be kept in the Asbestos Management File.

10.2 Major works – unplanned

Work in this category usually results from fires, storms or extensive vandal damage. These works are the responsibility of BMW, with liaison from project officers from the Capital Works and Maintenance Directorate.

The initial response is to make the site or specific area affected safe and secure. An onsite meeting between BMW, the maintenance services provider, Government Insurance Division (formerly RiskCover), the principal and occupational safety and health representative should take place as soon as possible to review the situation and to determine if any ACM have or will be affected during works to rectify the damage.

Where it is determined ACM have or will be affected during the rectification works, a consultation meeting must be held at the school at the earliest opportunity. The purpose of this meeting is to consider what impact the works will have on the school's operations, how they can be managed to mitigate disruption to education delivery and if closing part or all of the school is considered necessary the principal must immediately consult with the Director of Education and/or Deputy Director General, Schools.

The Department's project officer will arrange this meeting with the principal/site manager. The following people/parties should be advised of asbestos related works, and if appropriate invited to attend depending on the scope and impact that the work will have on the school's operations:

- safety and health representative
- teachers and support staff
- gardening and cleaning staff
- P&C representative
- school council/board representative
- Employee Relations Directorate
- Asset Planning and Services
- BMW representative
- project architect
- State School Teachers' Union of WA (SSTUWA)
- Community and Public Sector Union (CPSU/CSA)
- United Voice Union
- Australian Workers Union.

Apart from people carrying out this work, no one is permitted to remain in the asbestos work area while asbestos related work is in progress. In addition, no staff member shall remain on site unless they have been advised of the works and are given such information and advice that will enable them to make an informed decision as to whether to leave or remain.

Once the works are complete, a clearance inspection should take place and if required, a follow up meeting held. The meeting is to reassure the removal and/or remediation of any ACM disturbed in the course of the works have been completed to the required standard and it is safe for students and staff to return.

Details of any ACM removal or remediation must be recorded in the Maintenance logbook once work has been completed and if a clearance certificate is issued, a copy should be kept in the Asbestos Management File.

10.3 Minor works – planned

Works in this category may include installing fixtures or making penetrations (e.g. for computer cables) in walls or ceiling and it is necessary to consider the potential for affecting any ACM.

Where work is initiated by the school, the ACM register must be checked and if the work proposed involves ACM it must be referred to BMW so the work can be undertaken by a competent person. The works need to be recorded in the Maintenance logbook.

Where work is initiated by BMW, an email will be sent to the school by the maintenance services provider (metropolitan schools) or the BMW manager (country schools). The email will confirm the extent of any discussion or exchange of information and request endorsement of the proposed arrangements by a return email. Where issues cannot be resolved by telephone consultation, it may be necessary to arrange an onsite consultation meeting.

The principal or site manager must notify the safety and health representative and other staff that there is asbestos present, the extent of any asbestos related works and confirm the work will be undertaken outside of school hours. Depending on the nature and extent of the work, the principal may also need to consider whether parents need to be notified.

Details of any ACM removal or remediation must be recorded in the Maintenance logbook once work has been completed and if a clearance certificate is issued, a copy should be kept in the Asbestos Management File.

10.4 Maintenance – planned

There is the potential to affect ACM during planned and routine maintenance works that are carried out on a regular basis, such as gutter cleaning, tree pruning, painting and the replacement of floor coverings. The nature and extent of any ACM present must be considered before work commences to ensure that proper work practices will be utilised. This type of work also includes the remediation or removal of ACM that are risk rated at one or two during the periodic ACM audit.

The ACM register must be checked beforehand and if the work involves ACM it must be undertaken by an appropriately trained person and in accordance with the appropriate work procedures. If any ACM are to be removed or remediated, they must be done be by a licensed contractor outside school hours. Apart from people carrying out this work, no one is permitted to remain within the asbestos work area while asbestos related work is in progress.

BMW or the maintenance services provider will consult with the school and send an email to the principal detailing the proposed work arrangements. Agreement from the principal is required by return email. Where issues cannot be resolved over the telephone or via email, it may be necessary to arrange an onsite consultation meeting.

Details of any ACM removal or remediation must be recorded in the Maintenance logbook once work has been completed and if a clearance certificate is issued, a copy should be kept in the Asbestos Management File.

10.5 Maintenance – unplanned

These works result from sudden and unpredictable events, such as the failure of equipment, accidental damage by students and staff and damage to infrastructure caused by vandalism and storms. The area must be cordoned off and made secure and a preliminary assessment of the damage must be made if possible to determine if ACM are involved. If ACM are involved, they should be reported as an asbestos related fault to the Maintenance Services Centre and recorded in the Maintenance logbook.

The discovery of remnant ACM in soil also fall into this category, and should be reported to the school's BMW program manager or the Department's Environmental Health officers. ACM in soil is not reported to the Maintenance Service Centre.

As a cleaner or gardener is often the first to spot and report any damage, especially during vacation periods, the principal must ensure they are aware of the processes relating to ACM and are appropriately trained to deal with these situations.

Depending on the amount of ACM involved and the nature and extent of the damage, consultation between the principal and BMW should take place as soon as possible. This is to decide whether the Government Insurance Division should be advised and to determine what must be done to mitigate the impact it may have on the education program. The principal should consult the school occupational health and safety representative and determine what other parties need to be consulted. The principal should also decide whether the event needs to be reported through the Department's Online Incident Notification System.

If an after-hours call-out involves ACM, the aforementioned process may not be possible prior to work commencing. The contractor undertaking the repairs is required to ensure no one remains within the asbestos work area while work is in progress except for those carrying out the repairs. If it is discovered ACM are present, the appropriate protocols and work procedures must be followed.

Details of any ACM removal or remediation must be recorded in the Maintenance logbook once work has been completed and if a clearance certificate is issued, a copy must be kept in the Asbestos Management File.

10.6 Clearance Inspections

A clearance inspection must be carried out to verify that an asbestos work area is safe to reoccupy after work involving the disturbance, removal and/or remediation of ACM has taken place. Any protective barrier between the asbestos work area and public areas should remain intact until completion of all asbestos removal work and successful completion of the clearance inspection.

An inspection may also include air monitoring and/or settled dust sampling, and all barriers and warning signs must remain in place until the clearance certificate is issued. Where friable ACM are involved, air monitoring is mandatory.

A copy of the clearance certificate must be placed in the Asbestos Management File.

Appendix A – relevant codes and legislation

Listed below are some of the key legislation, codes of practice and policies relevant to the management and control of ACM in schools and workplaces.

- *Occupational Safety and Health Act (1984)*
- *Occupational Safety and Health Regulations (1996) (Regulations 5.42 to 5.52 inclusive)*
- *Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC: 2018 (2005)]*
- *Code of Practice for the Safe Removal of Asbestos [NOHSC: 2002 (2005)]*
- *Health (Asbestos) Regulations 1982*
- *Guidelines for the Assessment, Remediation and Management of Asbestos-Contaminated Sites in Western Australia*
- *State Records Act 2000 (section 4.2.3 Asbestos)*

Appendix B – the main types of asbestos

Chrysotile asbestos

White asbestos belonging to the serpentine group.

Characteristics:

- most flexible
- most heat resistant
- can be spun and woven
- most abundant form.

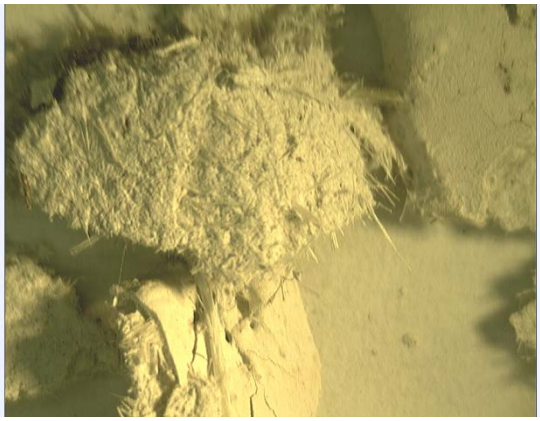
Cement based sheeting with white asbestos.

Amosite asbestos

Brown or grey asbestos belonging to the amphibole group.

Characteristics:

- harsh spiky fibres
- good tensile strength
- resistance to heat
- coarse nature.



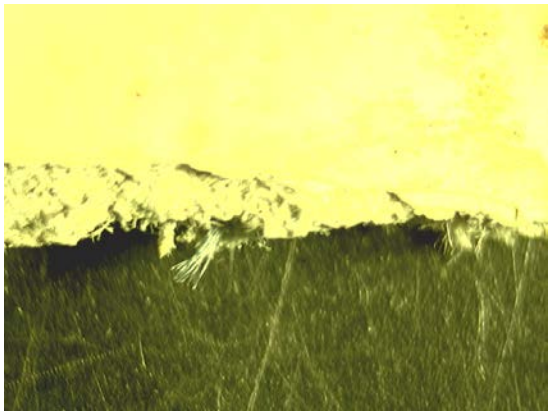
Low density board with brown and white asbestos.

Crocidolite asbestos

Blue asbestos belonging to the amphibole group.

Characteristics:

- straight, stiff needle-like fibres
- strongest
- high resistance to acids.



Cement based sheeting with blue asbestos.

Appendix C – building materials that may contain asbestos

Corrugated asbestos cement roofing and ridge capping

Asbestos cement ceilings

Asbestos cement slotted eaves

Asbestos cement fence

Asbestos cement sunshade louvres, fascia and wall panels

Asbestos cement cable pits

(concrete lids)

Asbestos cement flues

Vinyl floor tiles

Some vinyl floor tiles contain asbestos fibres in the tile composition while others may have them in the backing. Not all vinyl tiles contain asbestos fibres and where they do, the amount can vary greatly.

Appendix D – Risk Matrix

The ACM Register contains information of the description of the current condition of the ACM material and probability of the fibre-bond matrix becoming unstable, airborne and respirable.

The following matrix assists in interpreting the results of the risk assessment reported in this ACM Register.

CONDITION OF MATERIAL	LOW	MEDIUM	HIGH
GOOD	**Risk Rating 9** Sealed, coating in good condition and /or Unweathered and surface sound and well bound. Low Probability of Disturbance.	**Risk Rating 7** Sealed, coating good condition and /or Unweathered and surface sound and well bound. Medium Probability of Disturbance.	**Risk Rating 4** Sealed and coating good condition and /or Unweathered and surface sound and well bound. High Probability of Disturbance.
FAIR	**Risk Rating 8** Unsealed or Coating deteriorated, Moderately weathered. Low Probability of Disturbance.	**Risk Rating 5** Unsealed or Coating deteriorated, Moderately weathered. Medium Probability of Disturbance.	**Risk Rating 2** Unsealed or Coating deteriorated, Moderately weathered. Friable. High Probability of Disturbance.
POOR	**Risk Rating 6** Unsealed or coating damaged, Severely weathered. Low Probability of Disturbance.	**Risk Rating 3** Unsealed or coating damaged, Severely weathered; or Friable. Medium Probability of Disturbance.	**Risk Rating 1** Unsealed or coating damaged, Severely weathered; or Friable. High Probability of Disturbance.
	PROBABILITY OF DISTURBANCE (During Normal Operational Use)		