



Transcript

Asbestos Awareness - Schools & Educational Workplaces

Topic 1 - Asbestos Awareness

Annie:

Hi I'm Annie, welcome to the Asbestos Awareness module where we'll learn important information about:

- Asbestos-Containing Material or ACM as you'll often hear it referred to
- How we can prevent asbestos-related incidents and
- How we can respond to situations to manage ACM effectively, safely and within departmental policy and requirements

It is important that all of us whether we are departmental staff or members of the Parents and Citizens group understand our responsibilities when dealing with potential ACM.

Firstly, let's get a better understanding of Asbestos:

Asbestos is a naturally occurring material that was mined and used in a wide range of products manufactured between the 1940s to the 1980s. It was used because of its abundance, low cost, strength, flexibility, fire-resistance and insulating qualities, and was often added to other materials to enhance their performance. Materials or products containing asbestos are referred to as Asbestos-Containing Material or ACM.

Here we can see some examples of where ACM may be found. And there are many more products that may contain asbestos including:

- Adhesives
- Fire doors
- Pipes
- Underlay for carpet and
- Sprayed wall and ceiling coatings

Manufacture and importation of most products containing asbestos was phased out in the 1980s, and since 2003 there is a nationwide ban on importing and using all forms of asbestos.

To further our knowledge Dr Keith Adam who has been practicing as a specialist in occupational medicine for over 20 years, and consults to our department, has recorded a video called Asbestos in Schools, click on the image of Dr Adam to hear his important message.

For more valuable information, click on the document button in the navigation bar below to find further videos from Dr Adam on the following topics:

- What is asbestos
- Health effects



- What can we do following exposure

Click the Forward button below to move onto the next topic.

The department has implemented strategies to achieve the safe and consistent management of asbestos in all department owned sites including:

- Identification and registration of ACM
- Management in-situ and periodic inspections of ACM
- Progressive removal of ACM
- Education and awareness, and
- Safe business procedures and work practices

This awareness module is a general overview, if you have been delegated specific roles related to facilities management in schools with assumed or confirmed ACM, then you will need to complete the four hour asbestos management team training.

As we work our way through this module, we'll cover the following topics:

- Who's responsible
- Incident management
- No WAAP, No work, NO WAY! And we'll explain what a WAAP is when we get there
- Asbestos Management Policy and Procedures.

All the relevant links to documents discussed and the Departments Asbestos Management website can be found by clicking on the document button in the navigation bar below.

Click the Forward button below to move onto our next topic.

Topic 2 - Who's responsible?

Annie:

Depending upon your role, you will have responsibilities concerning the management of asbestos within department owned facilities.

Before we examine our roles and responsibilities, let's look at the team who can support us best in the workplace – The Asbestos Management Team or AMT. You can identify your Asbestos Management Team by locating the "Your Team" poster displayed in a clearly visible location in your staff room.

The Asbestos Management Team is made up of key personnel at your facility who have primary responsibilities for the management of all building-related work.

Remember, regardless of your role, it is the responsibility of everyone to report any damage or disturbance of ACM or other building material to a member of your Asbestos Management Team.

We'll look at the responsibilities of each role in detail.

As you learn more about your responsibilities we'll also understand important processes and resources used to support you in your role. Everyone is required to understand the Work Area Access Permit process or WAAP. Building Managers and staff delegated AMT roles will also need to understand the importance of the Built



Environment Information Register or BEMIR. You'll see these appear on the screen as a button when appropriate to your role, click on each of them to understand how they will assist you. When you've completed the WAAP and the BEMIR, you won't have to do them again. However, the buttons will stay on screen if you'd like a refresher – sometimes things begin to make sense, the more knowledge you gain.

Select the role that is relevant to you, or go through each one for a broader understanding of the department's commitment to keeping everyone safe.

Annie explains the role of Building Manager:

Building managers can provide formal delegations to a nominated officer to undertake their role in relation to asbestos management. The nominated officer's role can only be delegated to a classified officer position of AO3 or above, or a promotional teaching position in a Head of Program or School Leader position.

Now is a good time to familiarise yourself with the WAAP and the BEMIR which you are required to do in this section, but you won't need to revisit again. Once you've completed these topics you'll be able to progress to the next section which covers the role of departmental staff. As the leader of an important team it is crucial that you understand the responsibilities of staff employed at your facility – ultimately it is your responsibility to ensure work practices meet expectations of the department and keep our staff and the public safe.

Once you're completed the WAAP and the BEMIR Click continue to proceed to Responsibilities, Departmental Staff.

Voice over of Annie to explain the role of Departmental Staff:

If you see damage or disturbance of ACM or other building material, do not handle the material but report it immediately to the Building Manager or a member of the Asbestos Management Team so it can be managed in accordance with the department's procedures.

Staff must not allow maintenance or construction work to be undertaken in the presence or vicinity of students, other staff or visitors. Remember to clear out before any building related work begins.

Now is a good time to familiarise yourself with the Work Area Access Permit or WAAP. Click on the WAAP button to access the learning, you can revisit it at any time after you've completed the learning, it will be available as a separate item on the menu. Once you've completed the WAAP section click the Forward button below to move to the next topic – Incident Management.

Voice over of Annie to explain the role of Parents and Citizens Members or Volunteers:

All P&C members and volunteers at a department-owned facility have a responsibility to adhere to the department's asbestos management policy and procedures. You are not to undertake any work on assumed or confirmed Asbestos-Containing Material.

The P&C must have written approval from the Building Manager or nominated officer (in receipt of a WAAP) prior to the commencement of any facility related work or before engaging service providers to do the work – no matter how minor.

If you or fellow P&C members or volunteers identify or cause damage during work you are undertaking, you must notify the Building Manager or a member of the Asbestos Management Team (AMT) immediately.

Now is a good time to familiarise yourself with the Work Area Access Permit or WAAP. Click on the WAAP button to access the learning, you can revisit this at any time after you've completed the learning, it will be available as a separate item in the menu. Once you've completed the WAAP section click the Forward button below to move to the next topic – Incident Management.



Topic 3 - Incident Management

Annie:

What is an asbestos-related incident and how do we manage them? Let's take a look at managing incidents following proper process and safe practices.

An asbestos-related incident is an event involving assumed or confirmed Asbestos-Containing Material being disturbed in a method not consistent with legislative requirements.

An Incident Management Report or IMR is required for ALL assumed or confirmed Asbestos-Containing Material incidents. The incident must be recorded in the BEMIR by a member of the Asbestos Management Team within one hour of discovery.

Asbestos related incidents must be managed in accordance with the department's policy and required procedures.

If an incident occurs, firstly staff members must secure the area. The person who discovered the incident or assumed asbestos-containing material is not to handle the material. They must leave the material in place and immediately report it to the Asbestos Management Team which is the Building Manager, the nominated officer or administrative officer.

Follow the work flow in the diagram to understand the "who" and the "what" of the required responses.

Note that an investigation may be conducted by Workplace Health and Safety Queensland or a department engaged consultant, or the Building Manager depending upon the circumstances of the event.

Click the Forward button below to move onto our next topic: No WAAP, No work, NO way!

Topic 4 - No WAAP, No work, No way!

Annie:

If a service provider arrives on site and there is no Work Area Access Permit - except for emergent out of hours work – then they are not permitted to start work at the facility.

Remember No WAAP, No Work, No way!

It is important that when service providers arrive on site and sign the WAAP, that they are allocated a Site Identification Badge. This lets everyone know in the facility that this person is authorised to be on site undertaking approved work.

These badges must be issued locally at your school or workplace and must be provided at the time the WAAP is issued to the service provider.

What is our role to support the management of ACM in schools?

There are four key messages supporting effective asbestos management within department owned facilities.

These are:

- No WAAP, No Work, NO Way!
 - Remember Work Area Access Permits are a permit to work.
 - Service providers must have a current WAAP before any building related work starts at the facility
- Clear out before building related work begins
 - No students or staff are to be in the area or room while building related work is underway
 - Asbestos removal work must take place outside of operational hours
- Be asbestos aware, act with care
 - Only external service providers are to undertake building related work with assumed or confirmed asbestos-containing material
 - Departmental staff are not to undertake building related work with assumed or confirmed asbestos-containing material
 - Know your asbestos management team and report any damage, incidents or concerns
- Let the professionals take care of the clean
 - External service providers are responsible for cleaning up after their own building related work
 - Where an asbestos incident including accidental damage has occurred, Building and Asset Services or their nominated contractor must undertake the repairs and clean.

Now might be a good time to review the WAAP and BEMIR to understand how they support you, your colleagues, students and volunteers.

Click on the buttons to revise your learning if you feel it is necessary, otherwise click the Forward button below to move onto our final topic: Asbestos Management Policy and Procedures.

Topic 5 - Asbestos Management Policy and Procedures

Annie:

Asbestos management is the responsibility of all of us in our facility. By keeping in mind the key points highlighted in this module you will be supporting the effective management of asbestos-containing material at your location and be actively participating in keeping you and others safe.

Remember to read the Asbestos Management Policy and the parts of the Asbestos Management Plan that are relevant to your role.

Thank you for completing the Asbestos Awareness Annual Presentation. You are free to visit all or any of the topics again, by accessing the menu button located at the top left of the screen.


Additional Information: BEMIR

Annie:

The Built Environment Materials Information Register or BEMIR, is an electronic environmental management system used by government agencies.

Each department-owned facility has access to this electronic register to support their management of all building and maintenance related work.





Three critical components include:

- The asbestos register which has been created to capture:
 - The confirmed presence, non-presence or assumed location of Asbestos-Containing Material within department-owned facilities and
 - The assessed physical state of Asbestos-Containing Material
- Work Area Access Permits and
- Incident Management Reports or IMRs

The asbestos register is a useful guide but may not have all asbestos-containing material listed.

Additional Information: WAAP

Annie:

A WAAP is a written and signed authorisation, granting conditional access to a specific work area within a facility for the purpose of carrying out building related work which may or may not disturb Asbestos-Containing Material.

WAAPs are prepared electronically in the Built Environment Information Register or BEMIR, by a member of the Asbestos Management Team (AMT) and authorised by the Building Manager or nominated officer prior to the service provider's arrival on site where possible.

The service provider who is completing or coordinating the work at the facility will be issued a copy of the authorised WAAP. The service provider is then responsible for informing their employees and subcontractors of the information recorded in the WAAP and ensuring they sign the document.

The WAAP provides service providers with the timeframes, conditions and work to be undertaken within guidelines and safe work practices.

At the completion of work, the area is to be inspected by the Building Manager or nominated officer prior to reuse, and the WAAP is to be closed electronically in the BEMIR including updated information and attachments where required. Staff and students should not return to the area until advised by the Building Manager or Nominated Officer that it is safe to do so.

A WAAP is not required for:

- Day to day gardening
- General cleaning of the facility
- Servicing of office equipment like printers, photocopiers and computers
- Laundry services and
- General waste removal by local council

