

ASBESTOS MANAGEMENT POLICY

RATIONALE

- Asbestos is a potentially lethal material often contained in construction materials found in existing school buildings. Due to the potentially hazardous nature of asbestos, it needs to be effectively managed.
- All schools that contain asbestos must have been audited within the last five years. The Asbestos Register identifies the presence of asbestos within the DEECD workplace and details the location of ACM in all buildings (including relocatable buildings on site at the time of audit), its condition and priority classification.

AIMS

- To provide a school environment safe from the potentially harmful effects of asbestos.
- That asbestos contained in construction materials in existing buildings is safely managed.

IMPLEMENTATION

- DEECD provides school with an Asbestos Management Plan that is updated in accordance with Part 4.3 of the Victorian OHS Regulations 2007. DEECD's latest version of the Asbestos Management Plan is available on <http://www.education.vic.gov.au/school/principals/management/Pages/hazardousbuildmaterials.aspx>. In summary, The Asbestos Management Plan requires schools to provide and make available to all stakeholder's (Employees, Contractors, Community Groups, Working Bee Party, etc.) the Workplace Manager/Principal or Workplace Asbestos Coordinator the following processes and information for the safe and effective management of asbestos containing materials on the school grounds:
- **Division 5 Asbestos Audit/Asbestos Register:** This Register should reflect all locations of asbestos containing materials on the school property. Items that are prioritised as requiring immediate attention following the Division 5 report should be actioned accordingly through DEECD's current Contractor DTZ (1300 133 468). The Division 5 Asbestos Register for each school is also available by accessing [School Search - School Facilities Profile](#).
- **Appendix 2: Visual Inspection of facilities containing Asbestos:** This Register lists the location and type of asbestos containing materials found in the school facilities. This Register is used quarterly by Workplace Manager/Principal or Workplace Asbestos Coordinator to inspect and document the condition of the asbestos containing materials that remain on the school grounds. Records of all visual inspections conducted must be kept for reference purposes for an indefinite period.
- **Induction Process:** All Staff/Employees, Working Bee/Volunteers and Contractors must be informed through the Induction process of the schools Asbestos containing materials locations. Under no circumstances shall any work, no matter how minor, involving asbestos be undertaken without reference to a Division 6 Asbestos Register. Similarly, no work involving asbestos containing materials shall be approved by Working Bee members.
- **Division 6 Asbestos Register:** This Register provides a detailed assessment of a specific work area prior to the commencement of any planned work involving removal, demolition and refurbishment. The Workplace Manager/Principal or Workplace Asbestos Coordinator must contact DEECD's current Contractor (DTZ) prior to any planned asbestos work to coordinate and facilitate the Division 6.

EVALUATION

- This policy will be reviewed annually by the Workplace Manager/Principal, Asbestos Coordinator and Employee Health & Safety Representative for school council as part of the school's regular review cycle.

This policy was last ratified by School Council on

August 2014