



## **ASBESTOS (Handling of) POLICY**

### **Rationale**

- If present, asbestos is an OHS hazard within the workplace and must be managed in accordance with the school's Asbestos Management Plan.
- By law, schools must maintain a register listing all materials containing asbestos on school property. They must also inspect the materials at least every three months and update the registers on the condition of the materials.
- Parents can request to see the register.

### **Purpose**

- To ensure Footscray North Primary School complies with site and environmental safety requirements.
- To provide a school environment safe from the potentially harmful effects of asbestos.
- To ensure compliance with OH&S legislation.
- To ensure that asbestos contained in construction materials in existing buildings is safely managed.
- To ensure the school complies with legislation in relation to the handling of asbestos.

### **Definitions**

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.

### **Implementation**

- All state school buildings have been audited for asbestos. This audit is known as the Division 5 Asbestos Register and identifies the presence of asbestos or any other hazardous materials.
- Relocatable classrooms moved on site since the school's audit was completed are also assessed for the presence of asbestos.
- Copies of the Division 5 report will be made available to the school's OHS representative and interested community members if requested.
- As per the OHS Activities Calendar, a regular visual inspection of areas of the school containing asbestos will be a responsibility of the OHS Committee and outcomes will be recorded on the School Maintenance System.
- If necessary, a professional will be engaged for inspections.
- The school will call the Department's 24-hour Asbestos Make Safe hotline on 1300 133 468 to report any occurrences where disturbed, damaged, degraded suspected Asbestos-Containing Materials have been identified in an educational facility.
- The school will refer to DET's OHS Management System for all relevant documentation for relating to asbestos management, including all template documents required.

On the [OHSMS Asbestos Management](#) page the following templates can be downloaded:

- Asbestos Management Plan
- Asbestos Register

- Asbestos Label Register
- Asbestos Removal Control Plan

The OHSMS Asbestos Management page also contains step-by-step instructions for schools on what they need to do in relation to asbestos.

- The Principal will consult with all employees when a building or structure containing asbestos is being demolished or refurbished before any action is taken to assess or control the risk.
- The School Asbestos Coordinator will be the main contact person for all asbestos matters and will assume responsibility as detailed in the Asbestos Management Plan.
- All staff will be made aware of, and act in accordance with, the school's Asbestos Management Plan available from the Principal or the School Asbestos Coordinator.
- Prior to carrying out any construction or maintenance works, contractors will be provided with a copy of the Division 5 Asbestos Register related to that part of the building in which work is to be undertaken. Part 6 Risk Assessments will be completed prior to undertaking any works.
- Only licenced removalists will be used in the removal of asbestos.
- The Victorian School Building Authority manages the Department's asbestos removal program. For more information on the program, see: [VSBA: Asbestos removal from schools](#)
- The school will contact the Authority on 1800 896 950 for advice on asbestos removal and before any construction work starts.
- Records relating to asbestos works will be retained for a minimum of 30 years.
- For information about asbestos records management, please refer also to the school's *Archives & Records Management Policy*.

### **Evaluation**

- This policy will be reviewed as part of the school's three-year review cycle or if guidelines change (currently no specific A-Z Index reference to Asbestos, but the latest DET Site Safety reference was mid-January 2019).  
The sample Asbestos Management Plan was revised by DET in June 2018.

References:

[www.education.vic.gov.au/school/principals/spag/infrastructure/pages/sitesafety.aspx](http://www.education.vic.gov.au/school/principals/spag/infrastructure/pages/sitesafety.aspx)

[www.schoolbuildings.vic.gov.au/Pages/Asbestos-removal-from-schools.aspx](http://www.schoolbuildings.vic.gov.au/Pages/Asbestos-removal-from-schools.aspx)

[www.education.vic.gov.au/hrweb/safety.hw/Pages/hazardousbuildingmaterials.aspx](http://www.education.vic.gov.au/hrweb/safety.hw/Pages/hazardousbuildingmaterials.aspx)

[www.education.vic.gov.au/hrweb/Documents/OHS/asbestosmgmt.aspx](http://www.education.vic.gov.au/hrweb/Documents/OHS/asbestosmgmt.aspx)