

School to complete:Work permit number: AMF1 Date of issue DoE facility name DPWS contact Phone Emergency contact Phone **Contractor to complete:**Permit Issued to Valid up to Contractor's company name Address Phone Asbestos license no. Location of works Duration of works Location and description of asbestos containing materials **Before approval is granted to proceed with work, confirm the following: (school to complete)**

1. Has the existing hazardous materials on-site (asbestos) register been examined jointly with the DoE facility manager? Yes ☐ No ☐
2. Has the area where the intended works are to be performed been examined jointly with the DoE facility manager? Yes ☐ No ☐
3. Are asbestos containing materials / products present in the work area? Yes ☐ No ☐
4. Will the works impact on or disturb the asbestos containing materials / products? Yes ☐ No ☐
5. If YES to question 4 above, are the appropriate asbestos work procedures as outlined in the DoE Facility Asbestos Management Plan documented and understood? Yes ☐ No ☐
6. Are DoE Facility users at risk of exposure to airborne asbestos? Yes ☐ No ☐
7. Is it necessary to evacuate DoE Facility staff and students prior to work commencing? Yes ☐ No ☐
8. Has a copy of the on-site hazardous materials (asbestos) register for the work area concerned been issued to the contractor? Yes ☐ No ☐
9. Has a copy of a Safe Work Method Statement been supplied and reviewed? (refer to AMU for advice) Yes ☐ No ☐

Mark as required*Contractor to complete:*WorkCover NSW Asbestos removal Licence required Yes ☐ No ☐Health and Safety Plan to meet WorkCover NSW Requirements to be prepared and approved prior to works commencing Yes ☐ No ☐Asbestos Supervisor to be present whilst work is being carried out Yes ☐ No ☐Personal protection equipment to be worn Yes ☐ No ☐No air-conditioning to be running on affected building / floor
(*'Asbestos No Entry' signs to be placed at each end of affected floor and in the lift lobbies*) Yes ☐ No ☐No power tools allowed to work on asbestos material without suitable controls
(*Procedures documented in asbestos removal technical specifications / procedures for this work to be adhered to*) Yes ☐ No ☐Air monitoring required Yes ☐ No ☐Clearance visual inspection by independent party required Yes ☐ No ☐

Comments / Other requirements:

Part B: Acceptance of Work Permit

I/We (The Contractor) have read and understood the requirements of the permit and will undertake work in accordance with the Work Health and Safety Regulation 2011

Contractor's Name Signature DoE Facility Manager Name Signature **Part C: Completion of work (If Applicable)**

I (The Hygienist (Asbestos Assessor) /Supervisor) have inspected the area where work has been carried out and am satisfied that the works have been carried out in accordance with the work permit and that all asbestos risks are satisfactorily controlled

Hygienists (Asbestos Assessor) and/or Supervisor's Signature

Once signed above no further works can be undertaken on this permit. If work has changed the status of asbestos containing materials, the hazardous materials (asbestos) register must be updated.

Completed permit to be retained by DoE Facility

Appendix B

Identifying asbestos containing materials



Possible situations of asbestos containing materials in DoE facilities



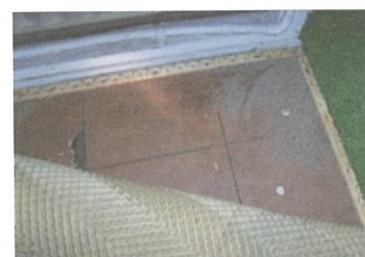
Fibrous cement corrugated roof sheeting panels are very commonly found as roofing on older buildings and occasionally as wall sheeting. Also known as Super Six, these materials typically contain 10-15 per cent asbestos, most commonly chrysotile, although amosite and/or crocidolite have frequently been used. The manufacture of asbestos cement ceased in the late 1980s. A whole of government program removed asbestos cement roofing during the 1980s and early 1990s, however some may remain that was previously unidentified.



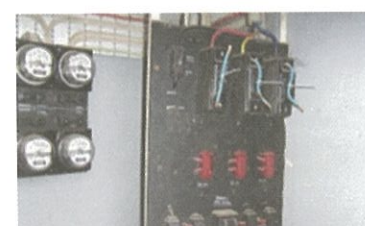
Fibrous cement ceiling panels were commonly present in older buildings, as the ceiling between classrooms and the roof space. Usually manufactured in 1-metre wide sheets, with nail or fixing points usually recognisable at 1-metre intervals. Also known as Hardifex, Hardiplank and Villaboard, these materials typically contain 10-15% asbestos, most commonly chrysotile, with amosite and crocidolite occasionally used.



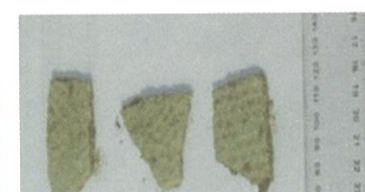
Fibrous cement wall sheeting is occasionally used in older buildings cladding existing walls or used to form partition walls. Usually manufactured in 1-metre wide sheets, with nail or fixing points usually recognisable at 1-metre intervals. Also known as Hardifex, Hardiplank and Villaboard, these materials typically contain 10-15% asbestos, most commonly chrysotile, with amosite and crocidolite occasionally used.



Vinyl floor finishes are very commonly used throughout DoE Facility buildings, usually as small tiles. Sometimes known as Corlon. Generally chrysotile was used as a reinforcing agent between 3-7% for both the vinyl and the reinforced backing of linoleum. Not all vinyl floor tiles contain asbestos and sometimes quantities of asbestos can be too low to detect.



Electrical insulation board is very commonly found on older electrical meter panels or switch/fuse boards. Sometimes labelled as Zelemite, Lebah or Ausbestos and mostly black in colour. These boards are commonly found as a mounting for electrical meters or as a hinged panel mounting for fuses and switchgear. Typically, chrysotile is bonded into the matrix of the material.



Fibrous cement debris. Imported fill materials used in DoE Facility grounds, such as for landscaping or for gravel tracks, have been found to contain fibrous cement board fragments. Occasionally, previous structures with fibrous cement materials that have existed on DoE Facility grounds may have debris buried in the ground after demolition.



Appendix C

Asbestos information sheets

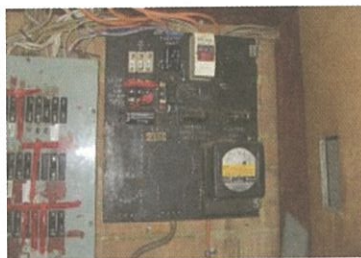


Common types of asbestos containing materials



Asbestos cement

The most commonly used asbestos material. Common types include corrugated roof sheeting, flat panel sheeting used for walls and ceilings, as well as flue pipes and insulation boards. Flat fibre cement sheeting has been used extensively in eaves lining, ceilings, and internal and external wall linings. These materials typically contain chrysotile asbestos, although amosite and crocidolite may have been used, particularly in older materials. The asbestos fibres are held in a cement bound matrix, and therefore have a low potential to be released unless abraded or damaged.



Resinous asbestos insulation board

Typically, these are found as panels behind and/or in front of electric meters and circuits. Chrysotile is the most common asbestos fibre used in these products. The fibres are held in a bonded matrix, and therefore have a low potential to be released unless the material is abraded or damaged.



Vinyl floor tiles

Vinyl materials often can have very small quantities of asbestos fibre (typically less than 7%), and are usually of the chrysotile type. Asbestos contained in the vinyl body of the tile or sheet is held in a stable matrix. The very low rate of wear does not normally give rise to the fibre release that is to pose a significant health risk. Asbestos may be found in the vinyl body of the tile or sheet, as a fibrous backing under the tile or sheet and/or as a fibrous adhesive used to fix the tile.



Sprayed asbestos insulation

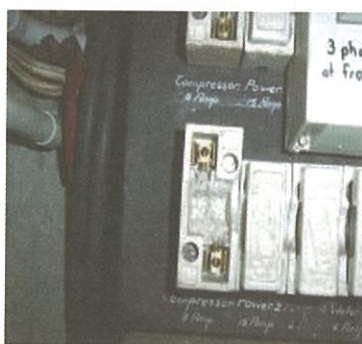
Sometimes referred to as 'limpet.' Sprayed asbestos was applied as a thermal and anti-condensation insulation material on the underside of roofs as well as a fire protection material on steel and concrete reinforced beams and columns, and on the underside of floors. Over-spray of target areas is common. Spray coatings usually contain 55-85% asbestos with one or a combination of chrysotile, amosite and crocidolite. Generally not applied after the 1970s. Sprays have a high potential for fibre release if unsealed.

Common types of asbestos containing materials (continued)



Thermal insulation

Used to insulate pipes, boilers, pressure vessels, calorifiers, etc, and containing between 6 and 85% asbestos content of all types. Often asbestos insulation will be encapsulated with calico and painted, although this type may be easily damaged. Once damage has occurred, the risk of fibre release is high.



Paper / card and textiles

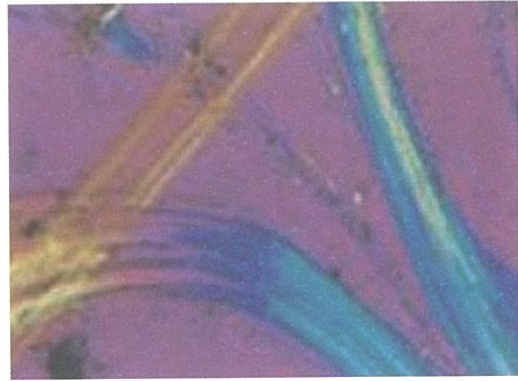
Paper and card products typically contain chrysotile-type asbestos and can be used for electrical / heat insulation of electrical equipment, wiring and plant as well as a lining for other products. These materials, if not encapsulated or bonded, can easily become damaged and release fibres. Asbestos ropes were often used as heat resistant lagging and seals and electrical flash guards in fuses, typically containing chrysotile and/or crocidolite. Cutting of ropes may increase risk of fibre release, along with degradation over time.

Asbestos fibres

Chrysotile: White asbestos fibre. Generally the most commonly used asbestos type. Lowest risk asbestos fibre.

Amosite: Brown asbestos fibre. Frequently used asbestos fibre. Slightly increased health risk than chrysotile.

Crocidolite: Blue asbestos fibre. Not as commonly used. Highest health risks associated with this fibre.



Fibre release

For asbestos containing products to pose a health risk, airborne fibres must be generated either through degradation or high energy mechanical action. The degree of asbestos fibre release, and hence inhalation exposure, is in part dependent upon the matrix material binding the asbestos and its general condition.

Health risks associated with asbestos

The inhalation of airborne asbestos fibres is associated with the development of respiratory diseases. Asbestos related diseases typically do not become apparent until between 20 and 40 years after first exposure.

Asbestosis: Scarring of lung tissue resulting from prolonged inhalation of asbestos fibres. This can result in breathlessness, which may lead to disability and in some cases death.

Lung cancer: Prolonged inhalation of asbestos fibres may increase the risk of developing lung cancer.

Mesothelioma: A cancer of the lining of the chest cavity (pleura) or the lining of the abdominal cavity (peritoneum). Typically only occurs from inhalation of amosite and crocidolite fibres.

Development of asbestos related diseases typically is dependant on a high dose of asbestos inhalation (a function of the extent of fibre and exposure and the period of exposure).

Appendix D

Ground remedial measures and maintenance

DoE facility grounds remedial measures and maintenance techniques

Remedial measure / treatment	Appropriate when:	Maintenance requirements
Grass seeding and/or turfing.	Topsoil has become exposed in an area where asbestos containing materials may be present below clean soil / clean fill. Low traffic areas.	Visual checks to ensure grass cover is adequate at three-monthly intervals. Periodic resting of area may be required.
Topsoil and turfing.	Fill material has become exposed / surface eroded where asbestos containing materials may be present. Low to medium traffic areas.	Visual checks to ensure grass cover is adequate at three-monthly intervals. Periodic resting of area may be required otherwise turf will require re-laying if the surface becomes eroded. Adequate watering during drought periods (this option may not be suitable during periods of extended drought when reservoir levels drop below 40%).
Mulching (may be in conjunction with topsoiling). Locally indigenous plant species can be planted in addition to create a thicker surface layer and to discourage trafficking across the area.	Fill material has become exposed / surface eroded where asbestos containing materials may be present. Low traffic areas.	Visual checks to ensure mulch cover is adequate at three-monthly intervals. Materials should be re-applied if original application becomes displaced or lessens.
Application of geo-fabric and clean fill. Must be used in conjunction with topsoil and turf / seeding or mulching.	Fill materials (containing asbestos) are exposed and high concentrations are expected. Low to medium traffic areas.	As per maintenance requirements for topsoil / turf and mulch. If geo-fabric becomes exposed, clean fill and surface materials must be re-applied. If geo-fabric becomes damaged, consider replacement.
Terracing. Must be used in conjunction with topsoil and turf / seeding or mulching.	Embankments comprising fill materials become eroded, exposing fill and asbestos containing materials.	As per maintenance requirements for topsoil / turf and mulch.
Restricting access using physical barriers, such as fencing, walls, etc. Must be used in conjunction with topsoil and turf / seeding or mulching.	High traffic areas where asbestos containing materials have become exposed (this measure diverts traffic away from the area).	As per maintenance requirements for topsoil / turf and mulch. Ensure that physical barrier integrity is maintained.
Concrete / bitumen encapsulation.	High traffic areas, high risk of exposure to asbestos containing materials in the ground.	Visually inspect periodically to ensure surface is as original application.
Removal of asbestos contaminated fill / soil.	Major works are required in areas that require significant excavations.	N/a – asbestos removed.

Note: Where asbestos remedial measures have been carried out with the exception of removal, excavation works carried out subsequently must be under the authority of a work permit and appropriate PPE and RPE must be worn. Dust suppression must be carried out to avoid potential release of fibres.



Appendix E

Ground remedial measures and maintenance

Safety notices, key points for engaging contractors, local workplace procedure for contractors and demountable checklists

- DN/05/00321 Safety notice no. 10 – mandatory survey portable plug-in kilns may contain asbestos
- DN/06/00362 Use of imported fill on school sites
- DN/07/00356 Safety notice no. 17 – asbestos survey of Department of Education facilities
- Safety alert no. 32 – procedures relating to asbestos during construction work (May 2011)
- DN/12/00505 Safety notice no. 36 – sealant containing asbestos in demountable buildings
- DN/13/00168 Safety notice no. 46 – use of imported fill containing asbestos, on school sites
- Engaging contractors – key points
- Demountable checklists – release / transfer and installation



Memorandum to all principals

Safety Notice No 10 – Mandatory Survey: Portable Plug-in Electric Kilns May Contain Asbestos

Reference: **DN/05/00321**

Date: **9 September 2005**

A small portable plug-in electric kiln used in a secondary school industrial arts area has been found to contain fibrous asbestos lagging. Kilns of this type may have application in secondary school industrial arts, creative arts and possibly science areas and may be present in some primary schools.

The Department of Education and Training requires the identification of all portable electric kilns used in schools to determine the range of models and age of this equipment to facilitate any necessary remedial actions.

This issue does not include any of the larger pottery kilns (70, 140 or 280 litre) which are maintained under the School Building Services and Equipment Maintenance Contract.

Principals are required, as a matter of urgency to:

- Identify whether portable plug-in electric kilns are present in the school (sample photographs are attached). Kilns which are obviously not small portable electric kilns should not be reported.
- Advise no later than Thursday 22nd September 2005 the regional WHS Liaison Manager by Fax or email, using the attached form, detailing the type of kilns in the school. A NIL RETURN is required if no portable kiln is present in the school.

As soon as the collated advice is available, additional information will be provided to schools regarding a state wide remediation action.

Should you wish to discuss this matter further please contact your regional WHS Liaison Manager, or Alan Smith, Manager Compliance and Energy, Asset Management on ph: 9561 8956.

Mike Cush
General Manager, Asset Management

Portable electric kilns



Photograph 01: Kiln with exposed lagging



Photograph 02: SMF lagged kiln



Photograph 03: Two versions of kiln from same manufacturer

**MEMORANDUM TO
ALL PRINCIPALS**

DN/06/00362

USE OF IMPORTED FILL ON SCHOOL SITES

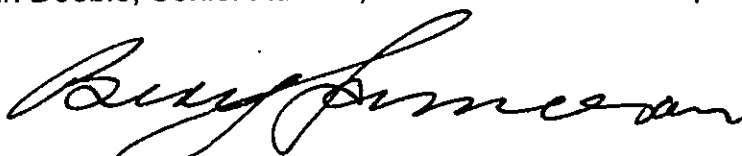
I am aware of a number of cases where building contractors, neighbouring property owners or members of the school community have approached the school principal to obtain permission to dump excavation soil on a school site. This could be presented to the school as an inexpensive way to enhance school facilities.

Excavated soil being provided to schools in this way could contain fibro fragments or other contaminants. The removal of such materials after distribution across a school site is extremely difficult and can only be achieved at a high cost. Visual inspection is not sufficient to identify all contaminants.

School principals must not permit any individual or organisation to dump fill of any type on a school site. Should there be a need to obtain soil or fill materials, the principal should contact their local Regional Asset Management Unit (AMU) for advice regarding suitable sources of supply and any documentation required. The AMU will document the approved arrangements on the school file. If you are purchasing fill, a reputable supplier will provide certification that the fill is clean on request. Alternatively, a report from a qualified Occupational Hygienist should be obtained prior to acceptance of fill from donors.

Should illegally dumped material be identified on a school site, the principal should immediately restrict access to the dumped waste and must not attempt to remove the material. The principal must contact officers in their Regional AMU which will arrange inspections and any necessary testing in conjunction with the Department of Commerce (Commerce). The AMU and Commerce will then arrange for the safe removal of waste materials out of school hours.

Should you require any further advice regarding this matter please contact Alan Smith, Manager, Compliance & Energy on telephone 02 9561 8956 or John Deeble, Senior Advisor, Asset Services on telephone 02 9561 8084.



Beryl Jamieson
GENERAL MANAGER, ASSET MANAGEMENT

MEMORANDUM TO PRINCIPALS,

REGIONAL DIRECTORS and

INSTITUTE DIRECTORS

SAFETY NOTICE No.17

DN/07/00356

Asbestos Survey of Department of Education and Training Facilities.

The Department, under State Procurement Contract 0602390, has recently engaged Noel Arnold and Associates to undertake an asbestos survey of schools and TAFE colleges, to commence during Term 4, 2007.

The Department anticipates that surveys will be completed during May 2008 with the asbestos registers provided to schools and colleges during July 2008. The results of this survey will be used to establish an asbestos register for each school and TAFE college.

All schools and colleges can expect to be surveyed unless, they have previously been surveyed with an asbestos register established or all facilities on site have been constructed after 1989.

Principals and College Directors are requested to:

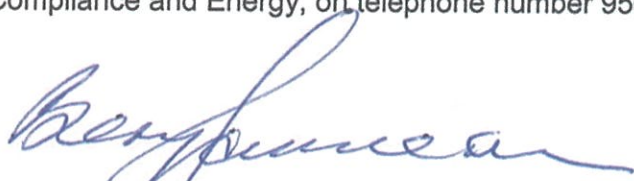
- Respond promptly to enquires from Noel Arnold and Associates when programming the survey of their school/college;
- Facilitate access to sensitive spaces (e.g. student toilet/change facilities) and access to normally locked spaces (e.g. store rooms) to undertake the survey;
- Ensure all school/college staff are aware that contractors from Noel Arnold and Associates are afforded a brief inspection all occupied spaces including those which may be in use for teaching learning purposes; and
- Accommodate variations to the notification periods during the early stages of the survey, i.e. 2 weeks initial notification and 48 hours confirmation will normally apply.

Your support in facilitating this survey is greatly appreciated and feedback to your regional Asset Management Unit, via maintenance review meetings will also be beneficial.

The Department has developed a brochure with information on the contract, the responsibilities of contractors, schools and colleges, and a Site Inspection and Test Report.

The brochure and all other information relating to this contract, is available on the Department's Intranet at: <https://detwww.det.nsw.edu.au/assetmanagement/safecomp/asbefibr/> The Department will also post future updates on the survey here.

If you have any questions regarding the survey please contact Alan Smith, Manager Compliance and Energy, on telephone number 9561 8956 or fax 9561 8438.



Beryl Jamieson
General Manager, Asset Management

16 November 2007



MEMORANDUM TO:

**ASSET MANAGEMENT UNITS
REGIONAL DIRECTORS
INSTITUTE DIRECTORS
SCHOOL EDUCATION DIRECTORS
REGIONAL HR MANAGERS
REGIONAL ASSET MANAGEMENT UNIT MANAGERS
OHS LIAISON MANAGERS
PRINCIPALS
TAFE COLLEGE AND CAMPUS MANAGERS
BER COORDINATORS**

SAFETY ALERT No 32

**PROCEDURES RELATING TO ASBESTOS DURING
CONSTRUCTION WORK**

The Department's [Asbestos Management Plan](#) sets out the requirements for managing asbestos related issues in construction work.

In accordance with the [Asbestos Management Plan](#), all NSW government schools and TAFE colleges and campuses are required to notify their local Asset Management Unit (AMU) of any works to be carried out on their site. This includes work that may disturb asbestos materials.

In accordance with the Department's procedures set out in the [Asbestos Management Plan](#), it is essential that the appropriate action is taken to check for the presence of asbestos in buildings or grounds before construction work begins on Departmental premises.

There are a range of steps that must take place before construction work commences:

- The contractor is inducted onto the site and given a copy of the school's asbestos register and *Asbestos Management Plan*. With respect to the induction of contractors, there are important processes for safety induction in place. Refer to the site [Engaging contractors](#) on the Department's OHS website.
- The contractor understands the procedure in place for reporting unexpected finds of asbestos (refer to Section 5 of the *Asbestos Management Plan, Incident Response and Emergencies*)

- The contractor has consulted the asbestos register to determine whether there are any asbestos containing materials in the vicinity of the work
- A permit to work is issued to the contractor and the contractor has the appropriate licences and approvals
- The work area is effectively barricaded and/or isolated
- Ensure appropriate work methods and control measures of any staff member or contractor working on areas of known asbestos contamination, meets all legislative requirements
- Engaging removal contractors when required in response to emergency situations

For further information, please refer to the *Asbestos Management Plan*.

Asbestos registers have recently been updated to reflect changes that have occurred in recent capital works and any advice regarding the removal and identification of asbestos material that has arisen from maintenance and other activities.

Asset Management Directorate requires that all asbestos related disturbance works involve Public Works to either deliver the works or participate in oversight of any remediation works. This is to ensure all legislative requirements are met and for the necessary documentation to be collected to enable ready update of Asbestos Registers.

The Asset Management website provides further information concerning management of asbestos:

<https://detwww.det.nsw.edu.au/assetmanagement/safecomp/asbestosf.htm>

Please contact your regional Asset Management Unit on telephone **132 779** if you require support and advice when addressing asbestos issues.

Yours sincerely

Peter Riordan
Deputy Director-General
Workforce Management and Systems Improvement
May 2011

SAFETY NOTICE No.36

DN/12/00150

Sealant containing asbestos in Demountable buildings.

The Department of Education and Communities has confirmed that an asbestos containing mastic like sealant has been used in demountable buildings to weather seal glazing, aluminum window frames and wall panels.

An independent health hygienist has inspected the sealant product and has found it to be non-friable and assessed the risk associated with this material as low as it would be quite difficult to liberate asbestos due to the sticky nature of the sealant.

Principals are requested to ensure any contractors working on demountable buildings are made aware of this asbestos affectation. This will ensure contractors implement appropriate Workcover approved procedures when works may disturb this product.

The Department is revising all school asbestos registers to include this product as an asbestos affectation, these will be available to Principals via *AMS on the Web* and the DEC Internet site at:

<https://www.det.nsw.edu.au/about-us/supplying-to-us/asbestos-register/>

Specific advice regarding the product will be added to the Department's Asbestos Management Plan, which is under review with Workcover pending release for implementation for 2013.

Related information, Safety Notice No. 32, Construction Work and Asbestos, was issued in 2011 and can be found at:

https://detwww.det.nsw.edu.au/adminandmanage/ohands/safety_alert/index.htm

Should you require further advice please contact Alan Smith, Manager Compliance and Environment (Ph: 9561 8956) or Amelia Tsang, Compliance and Safety Officer (Ph: 9561 8969) in Asset Management Directorate.



Peter Johnson

R/Deputy Director-General, Corporate Services

10 August 2012

MEMORANDUM TO PRINCIPALS

SAFETY NOTICE No.46

DN/13/00168

Use of imported fill containing asbestos, on school sites

There have been a number of instances in recent years where building contractors, neighbouring property owners or members of the school community have approached a school principal to obtain permission to dump excavated soil or fill on a school site. This is often presented to the school as an inexpensive way to enhance school facilities.

Excavated soil or fill provided to schools in this way may contain fibro (asbestos) fragments, building rubble (glass or ceramic tiles) or other contaminants. The removal of such soil after distribution across the school site is extremely difficult and can only be achieved at a high cost. Visual inspection is usually not sufficient to identify all contaminants.

Recently there have been a number of instances where a school has accepted contaminated soil/fill. In one recent incident, the inspection and clean-up costs of one truckload of 'donated' fill containing fibro fragments was \$15,000. Had this fill been distributed across a wide area the remediation costs could have been many times greater.

Principals must not permit any individual or organisation to dump soil or fill of any type on a school site. Should there be a need to obtain soil or fill material, the principal should contact their local Asset Management Unit (AMU) on 132 779 for advice on a suitable source of supply and the necessary documentation to ensure that it is clean. The AMU will document this on the school file. If you are purchasing fill, a reputable supplier will provide certification that the fill is clean, on request. This certification must be retained by the school.

If a Principal accepts soil or fill from a donor, the Principal must ensure that a material testing report from a qualified Occupational Hygienist is obtained certifying the soil or fill as clean, prior to the soil or fill being accepted. This certification must be provided to the AMU for attachment to the school file, prior to the soil or fill being placed on the school site.

Should any material be dumped on a school site without the authorisation of the Principal, the Principal must follow the Department's Asbestos Management Plan (Section 6.2.1). This requires Principals to restrict access to the dumped waste immediately and not attempt to remove the material. The incident must be reported to the AMU, after which Public Works will arrange for removal of the material out of school hours.

All future contaminated fill delivered to a school site may be reported to the Environment Protection Authority as an illegal activity under the *Environmental Planning and Assessment Act 1979*. In addition, the school will be required to contribute to clean-up/remediation costs.

Should you wish to discuss this matter further please contact: Paras Doshi, Compliance and Safety Officer on Ph: 9561 8969 or Alan Smith, Manager Environment and Compliance, on Ph: 9561 8956.

Endorsed Alan 25/10/13

Anthony Perrrau
General Manager, Asset Management Directorate
25 October 2013

Engaging contractors

Under WHS legislation, the obligation to ensure health and safety extends not only to staff and students, but to all workplace visitors, including contractors.

Providing a Work Health and Safety (WHS) induction for all new employees and others undertaking work is a legislative requirement for all departmental workplaces. For detailed information, please check WHS Directorate's Induction link on intranet:

[detwww.det.nsw.edu.au/
workhealthandsafety/induction](http://detwww.det.nsw.edu.au/workhealthandsafety/induction)

Contractors are often used to carry out maintenance and repair work on Departmental premises. The risk associated with such activities can be high, so particular attention must be paid to health and safety.

To assist Departmental workplace managers, the Department of Public Works and Services (DPWS) addresses WHS requirements in the specifications for all major and minor capital works, as well as maintenance contracts. This includes the:

- [Facilities Management Manual](#)
- For Schools:
 - [Quick Reference Guide to School Maintenance and Cleaning Contracts](#)
 - [Principals' A-Z Guide to School Maintenance and Cleaning 2011-2016](#)
 - [Participant's Guide for School Principals: New Maintenance and Cleaning Contracts](#)

The detailed information on Facilities Management contract is available at:

[detwww.det.nsw.edu.au/assetmanagement/
maintain/asset_maintenance_contracts.htm](http://detwww.det.nsw.edu.au/assetmanagement/maintain/asset_maintenance_contracts.htm)

Using independent (non-Department of Public Works approved) contractors places the responsibility for overall safety, supervision and ensuring legislative and Departmental requirements are met, on the workplace manager.

Key points for engaging contractors:

Workplace managers should:

- Wherever possible, use government contractors who comply with legislative and Departmental requirements eg maintenance and cleaning contractors.
- Follow Departmental procedures for engaging contractors. See [WHS Induction](#).
- Rigorously check independent contractors to ensure safety obligations are met. Contractors must be suitably licensed and trained to undertake the work required and be able to provide relevant safety and insurance documentation prior to work commencing.
- Ensure that all contractors report to the workplace manager or their delegate on arrival.
- Provide contractors with a site specific induction. Include information on local conditions which may impact on safety, as per the above safety procedures.
- Inform staff, students and visitors of safety procedures while work is in progress.
- Provide opportunities for ongoing consultation and review of safety matters with contractors.
- Monitor contractor performance and raise any safety concerns with the contractor, and where relevant, with the Department of Public Works (DPWS) supervisor.

Further information:

- [Asset Management Directorate – Asbestos Fibro Link on DoE Intranet](#)
- [Work Health and Safety Directorate – Induction](#)

Reference: **Work Health and Safety Directorate & Asset Management Directorate Intranet.**

Date: **1st February 2015**

DET Demountable release / transfer checklist

Demountable serial number:

Current Location:

Date:

Check carried out by:

AMS: Asbestos Present? Yes ☐ No ☐

If No, no further action is necessary
(information is held by DET AMU)

Release – Please check each item below and tick box as applicable.

Mark any defects on a plan/drawing of the unit and attach to this checklist.

Element	Condition	Action
1. Ceiling Sheet (containing asbestos)	<div><div></div><div></div><div></div></div> <div>Good condition</div> <div><div></div><div></div><div></div></div> <div>Small cracks (corners)</div> <div><div></div><div></div><div></div></div> <div>Large cracks & loose sheets, holes effecting stability</div>	<div><div></div><div></div><div></div></div> <div>No action required</div> <div><div></div><div></div><div></div></div> <div>Stabilise crack and repair on installation, refer to Demountable Remediation Guidance 01</div> <div><div></div><div></div><div></div></div> <div>Remove sheet, reinstate on installation, refer to Demountable Remediation Guidance 02</div>
2. Wall Sheeting (containing asbestos)	<div><div></div><div></div><div></div></div> <div>Good condition</div> <div><div></div><div></div><div></div></div> <div>Small cracks</div> <div><div></div><div></div><div></div></div> <div>Large cracks & loose sheets, holes, effecting stability</div>	<div><div></div><div></div><div></div></div> <div>No action required</div> <div><div></div><div></div><div></div></div> <div>Stabilise crack and repair on installation, refer to Demountable Remediation Guidance 04</div> <div><div></div><div></div><div></div></div> <div>Remove sheet, reinstate at installation, refer to Demountable Remediation Guidance 03</div>
3. Entry steps and landing (containing asbestos)	<div><div></div><div></div><div></div></div> <div>Good condition</div> <div><div></div><div></div><div></div></div> <div>Small amounts of wear/ small cracks</div> <div><div></div><div></div><div></div></div> <div>Large amounts of wear/ large cracks effecting stability</div>	<div><div></div><div></div><div></div></div> <div>No action required</div> <div><div></div><div></div><div></div></div> <div>Stabilise damage panel and repair on installation, refer to Demountable Remediation Guidance 05</div> <div><div></div><div></div><div></div></div> <div>Remove sheet, reinstate at installation, refer to Demountable Remediation Guidance 05</div>
4. External eaves (containing asbestos)	<div><div></div><div></div><div></div></div> <div>Good condition</div> <div><div></div><div></div><div></div></div> <div>Small cracks</div> <div><div></div><div></div><div></div></div> <div>Large cracks & loose sheets, holes, effecting stability</div>	<div><div></div><div></div><div></div></div> <div>No action required</div> <div><div></div><div></div><div></div></div> <div>Stabilise crack and repair on installation, refer to Demountable Remediation Guidance 06</div> <div><div></div><div></div><div></div></div> <div>Remove sheet, reinstate at installation, refer to Demountable Remediation Guidance 06</div>

Installation (if not proceeding to storage on off-site maintenance)

New location:

Date:

Check carried out by:

Installation – Please check each item below and tick box as applicable. Refer to plan/drawing of the unit (see above) attached to this checklist.

Element	Condition	Action
1. Ceiling Sheet (containing asbestos)	<div><div></div><div></div><div></div></div> <div>Good condition</div> <div><div></div><div></div><div></div></div> <div>Small cracks (corners)</div> <div><div></div><div></div><div></div></div> <div>Large cracks & loose sheets, holes effecting stability</div>	<div><div></div><div></div><div></div></div> <div>No action required</div> <div><div></div><div></div><div></div></div> <div>Stabilise crack and repair on installation, refer to Demountable Remediation Guidance 01</div> <div><div></div><div></div><div></div></div> <div>Remove sheet, reinstate on installation, refer to Demountable Remediation Guidance 02</div>
2. Wall Sheeting (containing asbestos)	<div><div></div><div></div><div></div></div> <div>Good condition</div> <div><div></div><div></div><div></div></div> <div>Small cracks</div> <div><div></div><div></div><div></div></div> <div>Large cracks & loose sheets, holes, effecting stability</div>	<div><div></div><div></div><div></div></div> <div>No action required</div> <div><div></div><div></div><div></div></div> <div>Stabilise crack and repair on installation, refer to Demountable Remediation Guidance 04</div> <div><div></div><div></div><div></div></div> <div>Remove sheet, reinstate at installation, refer to Demountable Remediation Guidance 03</div>
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4. External eaves (containing asbestos)	<div><div></div><div></div><div></div></div> <div>Good condition</div> <div><div></div><div></div><div></div></div> <div>Small cracks</div> <div><div></div><div></div><div></div></div> <div>Large cracks & loose sheets, holes, effecting stability</div>	<div><div></div><div></div><div></div></div> <div>No action required</div> <div><div></div><div></div><div></div></div> <div>Stabilise crack and repair on installation, refer to Demountable Remediation Guidance 06</div> <div><div></div><div></div><div></div></div> <div>Remove sheet, reinstate at installation, refer to Demountable Remediation Guidance 06</div>

Appendix F

Communication strategy – brochure

'What you need to know about asbestos containing materials'

WHAT YOU NEED TO KNOW ABOUT ASBESTOS CONTAINING MATERIALS IN NSW GOVERNMENT SCHOOLS

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Introduction

The health, safety and well-being of students and staff is the highest priority of the NSW Department of Education (DoE). This commitment includes ensuring that any asbestos containing materials found in NSW Government schools and other facilities is managed in such a way as to minimise the risk to students, staff, contractors, parents and other visitors to the site.

Asbestos can be found throughout our society. Thousands of Australian businesses, homes and public buildings such as hospitals and schools were built using asbestos containing materials in the roof, floors and walls or have asbestos in insulation and ceilings.

The fact that asbestos fibres can cause asbestos related diseases such as lung cancer and mesothelioma often causes anxiety if people suspect that their home, school or office has asbestos containing materials. However, studies have shown that these products, if in sound condition and left undisturbed, do not pose a significant health risk.

Health problems usually occur when people are unaware of the hazards of working with asbestos containing materials. DoE has therefore implemented processes to ensure that all potential asbestos hazards are appropriately controlled and that asbestos containing materials that have deteriorated and therefore represents a health hazard are immediately removed from NSW Government schools.

This document is designed to help students, staff, parents and the community answer questions and learn the facts about asbestos in NSW Government schools. An awareness and understanding of these issues is essential to ensure that potential asbestos risks are quickly reported and managed, and that students, staff and visitors to the site are protected from possible exposure to asbestos.

Dr Michele Bruniges

Director-General of Education

The asbestos issue

What is asbestos and where is it found?

Asbestos is a mineral found in certain types of rock formations. When mined and processed, it takes the form of very small fibres which are usually invisible to the naked eye.

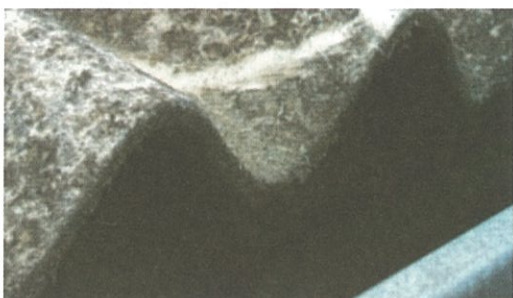


Asbestos became a popular commercial product because it is strong, won't burn, resists corrosion, and insulates well. It was used in around 3,000 products manufactured worldwide, most commonly in the construction, car manufacturing and textile industries.

Between the 1940s until the late 1980s asbestos was widely used in domestic, commercial and government buildings in Australia as 'fibro' wall and ceiling sheeting, 'super six' roofing sheeting, floor and ceiling tiles, as an insulator around pipes or sprayed in buildings, and as a fire retardant. Asbestos is sometimes found in unauthorised material such as fill on school sites.

Bonded (non-friable) and Friable Asbestos

Bonded (non-friable) asbestos containing materials are those where the asbestos fibres are bonded into the matrix eg fibro and which cannot be crushed by hand when dry. Most of the asbestos found in NSW schools, colleges and homes is bonded. Organisations like NSW Health advise that these materials, if left undisturbed and in a reasonable condition, are not a significant health risk.



Friable Asbestos is asbestos fibres or material that contains asbestos and can be pulverized under hand pressure. Friable (loosely bound) asbestos is more hazardous than bonded (non-friable) asbestos, as the fibres can more easily become airborne, presenting a greater risk of them being inhaled. Millboard, pipe and boiler lagging are examples of friable asbestos. Asbestos cement product which has been damaged so that it can be crushed by hand is also considered as friable asbestos.

When is asbestos a problem?

The presence of asbestos containing material at a school does not automatically mean that health is at risk. The potential risk is dependent upon how the asbestos containing material is managed and whether it is bonded (non-friable) or friable.

Asbestos becomes a health risk when a large amount of asbestos fibres are released into the air and inhaled. Health problems usually occur when people are unaware of the hazards of working with asbestos containing materials. It is therefore important that any work undertaken with materials containing asbestos is done in a manner that ensures minimal release of dust or small particles.

If safety guidelines are followed, asbestos containing materials should not be a problem.

I think I have found some asbestos – what happens next?

If you identify a possible asbestos hazard at your school:

- Do not panic – asbestos that is properly managed represents a very low health risk. Immediately advise the School Principal; and
- Comply with all asbestos management requirements at the site.

The school principal will:

- See if the material has already been identified in the asbestos register;
- Isolate the immediate area where the material has not previously been identified or where the condition of the material has deteriorated;

- Not attempt to dispose of or remove any material; and
- Contact the DoE Regional Asset Management Unit on 132 779 as soon as possible.

The regional asset management unit will:

- Arrange inspections and testing if necessary;
- Arrange treatment or removal of material if required; and
- Advise when the area can be returned to normal use.

Management of asbestos containing materials

How does DoE manage asbestos containing materials?

DoE ensures that asbestos containing materials are managed in a way that provides the maximum safety to students, staff and visitors to the site. The process followed by DoE includes:

- Making School Principals aware of the requirements for managing asbestos;
- Assessing facilities to ascertain the presence or absence of asbestos;
- Developing and maintaining a register containing the location or suspected location of asbestos at each site;
- Assessing the potential health risks of asbestos containing materials;
- Removing or controlling asbestos containing materials that pose an immediate health risk;
- Ensuring asbestos removalists and maintenance workers are suitably qualified and protected;
- Regularly reviewing and monitoring identified areas to ensure they are in good condition and do not pose an immediate health risk;
- Schools are required to obtain the approval of the Regional Asset Management Unit before undertaking any building work on the site; and

- Within funding constraints, continually working towards asbestos free facilities.

What has DoE done so far?

- DoE has an asbestos management plan which details how it manages asbestos in its facilities and documents the procedures which are followed to minimise the risk of exposure to asbestos of all students, staff and other visitors to the site;
- Visual inspections and testing are undertaken immediately where possible asbestos hazards are identified at a school;
- Inspections of all DoE facilities been completed. A register of areas containing asbestos has been provided to each facility;
- Where there is a risk to health from exposure DoE takes action to encapsulate, enclose or remove the asbestos containing material (see page 7);
- All known hazardous, friable asbestos containing materials have already been removed from schools in previous programs; and
- Schools are provided with advice on how to maintain gardens, grounds and other facilities which have been treated for asbestos containing materials.

What are the methods of controlling asbestos hazards?

DoE has a number of options to control asbestos hazards. It is important to understand that the immediate removal of asbestos containing materials may not be necessary or even the most appropriate action. In some instances the removal process may prove more hazardous than other options as it may increase the risk of fibres being released into the air.

Depending on the particular circumstances and condition of the asbestos containing material DoE will utilise one of the following four options:

Remove

DoE will remove any unstable asbestos containing materials under controlled conditions to ensure the health and safety of all persons at the site.

Leave and monitor

DoE will firstly look to leave and monitor stable asbestos containing materials that are not prone to damage.

Encapsulate or seal

The second option is to encapsulate or seal (ie. paint or coat) stable asbestos containing material that may be prone to damage and therefore need to be protected.

Enclose

DoE may enclose stable asbestos containing material that may be prone to damage but where encapsulating or sealing does not provide sufficient protection or may disturb asbestos fibres.



What are the schools responsibilities?

The main responsibility of the school is to ensure the health and safety of its students, staff and visitors to the site including parents, tradespeople and contractors.

To achieve this, the school principal must:

- Read and comply with all instructions and information provided on asbestos issues
- Provide information to students, staff and parents on the management and control of asbestos in NSW Government schools
- Ensure that contractors appointed by the school to work on or near asbestos containing materials are working in a safe manner (see Page 9)
- Stop any work on or near asbestos containing materials where unsafe practices appear to be happening
- Contact the Regional Asset Management Unit on 132-779 if they have any concerns or require assistance in the management of asbestos, and
- Maintain gardens, grounds and other facilities that have been treated for asbestos or left in-situ in the manner advised by the Asset Management Unit or Contractor.

Staff also have responsibilities including:

- Informing the School Principal if they identify any potential asbestos containing material
- Taking reasonable care to ensure the health and safety of themselves and others under their supervision, and
- Complying with all asbestos management requirements at the site.

How do I know if work on or near asbestos containing materials is being done safely?

Building work done on or near asbestos containing materials will be closely supervised by the Facilities Maintenance Contractor, the Department of Public Works and Services or the Regional Asset Management Unit.

If the work is being undertaken in a safe manner:

- The Contractor will have been inducted onto the site and been given a copy of the Asbestos Register and Asbestos Management Plan
- The Contractor will have consulted the Asbestos Register to determine if there are any asbestos containing materials in the vicinity of the work

- A Permit to Work will have been issued to the Contractor
- The Contractor will have the appropriate licences and approvals (see Page 10)
- The Contractor will have prepared Safe Work method statements
- The work area will be effectively barricaded and / or isolated
- Warning signs will be erected
- Air-conditioning units in adjacent areas will be switched off and vents sealed
- Dust generated from the work will be contained within the immediate area
- Breathing protection devices, disposable coveralls and other necessary personal protective equipment will be worn
- Drop sheets will be used to gather work generated asbestos waste
- Asbestos material which is to be removed will be placed in heavy duty stiff plastic bags, and
- Asbestos disposal bins will be lined with plastic.

What licences and approvals should the contractor completing the works have?

The following environmental approvals and licenses are required for asbestos work and disposal:

- Contractors who remove, repair or disturb areas of 10m² or more of bonded (non-friable) asbestos must hold a bonded (non-friable) or a friable asbestos licence or a demolition licence issued by WorkCover NSW
- Contractors who remove, repair or disturb friable asbestos material must hold a friable asbestos removal licence issued by WorkCover NSW
- Friable asbestos work must have a permit issued by WorkCover NSW specific for the project undertaken
- WorkCover NSW must be notified at least five days prior to the commencement of work when 10m² or more of bonded (non-friable) asbestos containing materials are removed

- The facility that is to receive asbestos waste material must be licensed by the EPA to receive that material, and
- Contractors must hold insurance appropriate for the asbestos work that is to be carried out.

What do I do if it appears unsafe practices are occurring?

If you see any practices that appear to be unsafe you should advise the School Principal who will contact the Regional Asset Management Unit if required.

The School Principal has the right to stop the work, pending advice from the Asset Management Unit, where they have serious concerns about health and safety.

Work should also be stopped and the Regional Asset Management Unit contacted in all instances where a Contractor finds or suspects the presence of asbestos containing materials when undertaking building or maintenance work at the site.

Where can I get more information?

If you have any further queries you should contact the School Principal. This person will know the most about the asbestos situation at the school and should be able to answer most of your questions relating to the management and control of asbestos at the site. The Principal can seek further advice and support at any time from the Regional Asset Management Unit.

In addition, general information is available on a number of government websites. This information is useful not only for the management of asbestos in schools but also for the many homes and offices which contain asbestos throughout NSW and Australia.

Department of Education Intranet

Asbestos Management Plan

detwww.det.nsw.edu.au/assetmanagement/safecomp/asbestosf.htm

Work, Health and Safety (WHS)

detwww.det.nsw.edu.au/workhealthandsafety

Control and Management of Asbestos in the workplace

detwww.det.nsw.edu.au/workhealthandsafety/esafety-program

Other government websites

NSW Government, *Fibro and Asbestos – A Renovator and Homeowner’s Guide*

www.balranald.nsw.gov.au/wp-content/uploads/2014/04/asbestos-fibro-renovator-and-homeowners-guide.pdf

NSW Government, *Fibro and Asbestos – First Steps Checklist*

www.cbcinspections.com.au/Files/ASBESTOS.pdf

NSW Environment Protection Authority (EPA), *Asbestos Waste Monitoring*

<http://www.epa.nsw.gov.au/wasteregulation/asbestos-monitor.htm>

WorkCover Authority of NSW, *Asbestos*

www.workcover.nsw.gov.au/newlegislation2012/health-and-safety-topics/asbestos/Pages/default.aspx

WorkCover Authority of NSW, *Heads of Asbestos Coordination Authorities (HACA)*

www.workcover.nsw.gov.au/health-and-safety/safety-topics-a-z/asbestos/heads-of-asbestos-coordination-authorities-haca

NSW Health, *Asbestos and Health Risks*

www.health.nsw.gov.au/environment/factsheets/Pages/asbestos-and-health-risks.aspx

NSW Health, *DIY Safe*

www.health.nsw.gov.au/environment/diy/Pages/default.aspx

NSW Health, *DIY Safe Dust and Fume Hazard*

www.health.nsw.gov.au/environment/diy/Documents/diysafely.pdf

Department of Health, enHealth Document, *Asbestos – A Guide for Household and the General Public*

[www.health.gov.au/internet/publications/publishing.nsf/Content/CA2578620005D57ACA2579FB0008A15F/\\$File/asbestos-feb13.pdf](http://www.health.gov.au/internet/publications/publishing.nsf/Content/CA2578620005D57ACA2579FB0008A15F/$File/asbestos-feb13.pdf)

Department of Health, enHealth Document, *Management of asbestos in the non-occupational environment*

www.health.gov.au/internet/main/publishing.nsf/Content/ohp-enhealth-asbestos-cnt.htm

Asbestos related laws and codes of practice in NSW

Legislation

Work Health and Safety Regulation 2011

www.legislation.nsw.gov.au/maintop/view/inforce/subordleg+674+2011+cd+0+N

Protection of the Environment Operations (Waste) Regulation 2005

www.legislation.nsw.gov.au/inforcepdf/2005-497.pdf?id=15937bef-eef8-c8ed-d2c1-dd4c148cc79c

WorkCover authority of NSW codes of practice / SafeWork Australia resources

How to Safely Remove Asbestos

www.workcover.nsw.gov.au/_data/assets/pdf_file/0016/15217/how-to-safely-remove-asbestos-code-of-practice-3561.pdf

How to Manage and Control Asbestos in the Workplace

www.workcover.nsw.gov.au/_data/assets/pdf_file/0015/15216/how-to-manage-control-asbestos-workplace-code-of-practice-3560.pdf

Guide to Working with Asbestos

www.workcover.nsw.gov.au/health-and-safety/safety-topics-a-z/asbestos/asbestos-training

Heads of Asbestos Coordination Authorities (HACA) – Asbestos Resources

www.workcover.nsw.gov.au/health-and-safety/safety-topics-a-z/asbestos/heads-of-asbestos-coordination-authorities-haca

Appendix G

DoE hazardous materials (asbestos) register update

- Asbestos register
 - Example flow chart/s for updating register
 - Asbestos register review tool (ARRT) – operation manual
- Asbestos register – FMweb update procedure



Example flowcharts for updating of register

This section of AMP illustrates the involvement of the hygienist (asbestos assessor) and the updating of the asbestos records in the Asset Management System (AMS).

The following flowchart is provided as an example and explains maintenance of an asbestos register via a panel hygienist and their subsequent use of the Asbestos Register Review Tool (ARRT) prior to a project commencing. It does not aim to show all stakeholders and steps.

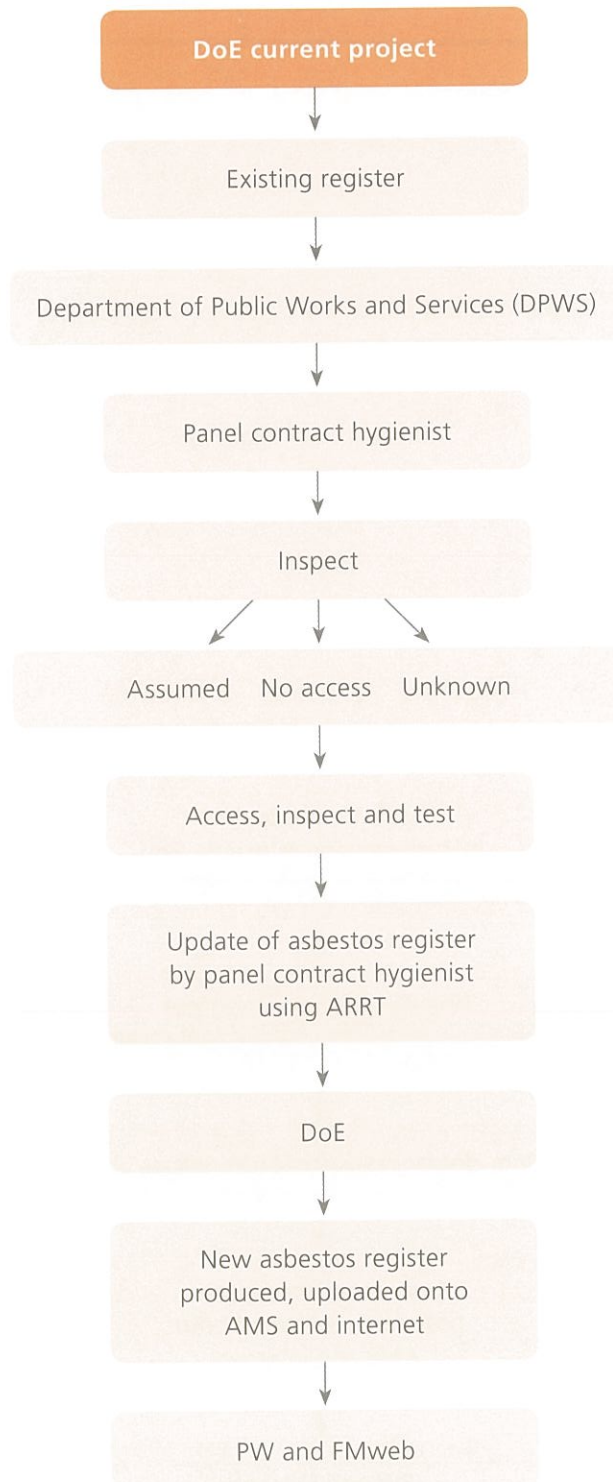


Figure G.1: Example flow chart – updating of register by panel contract hygienist

The following flowchart is provided as an example and explains maintenance of an asbestos register via a panel hygienist, their involvement in asbestos management during a project and their subsequent use of the Asbestos Register Review Tool (ARRT). It does not aim to show all stakeholders and steps.

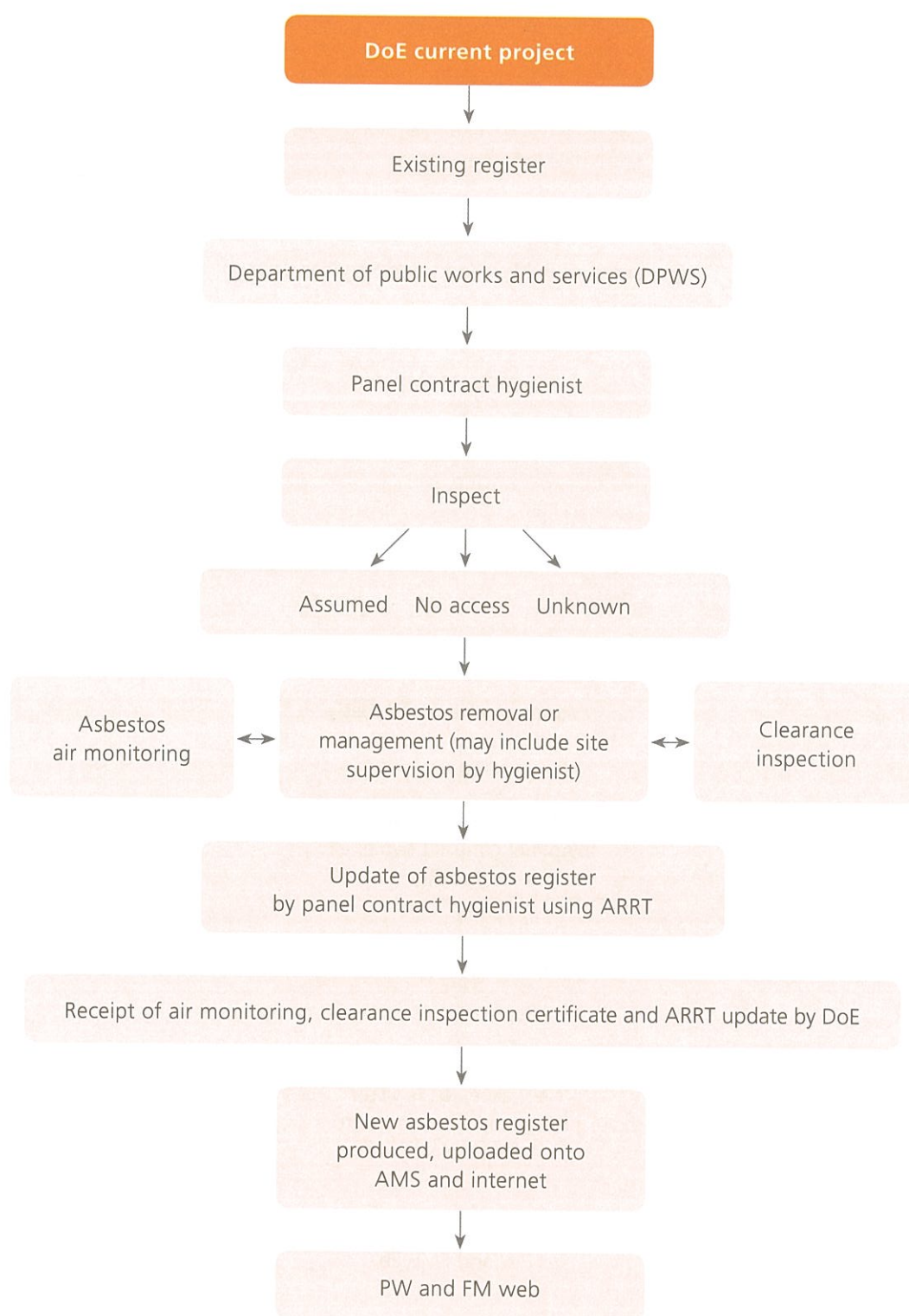
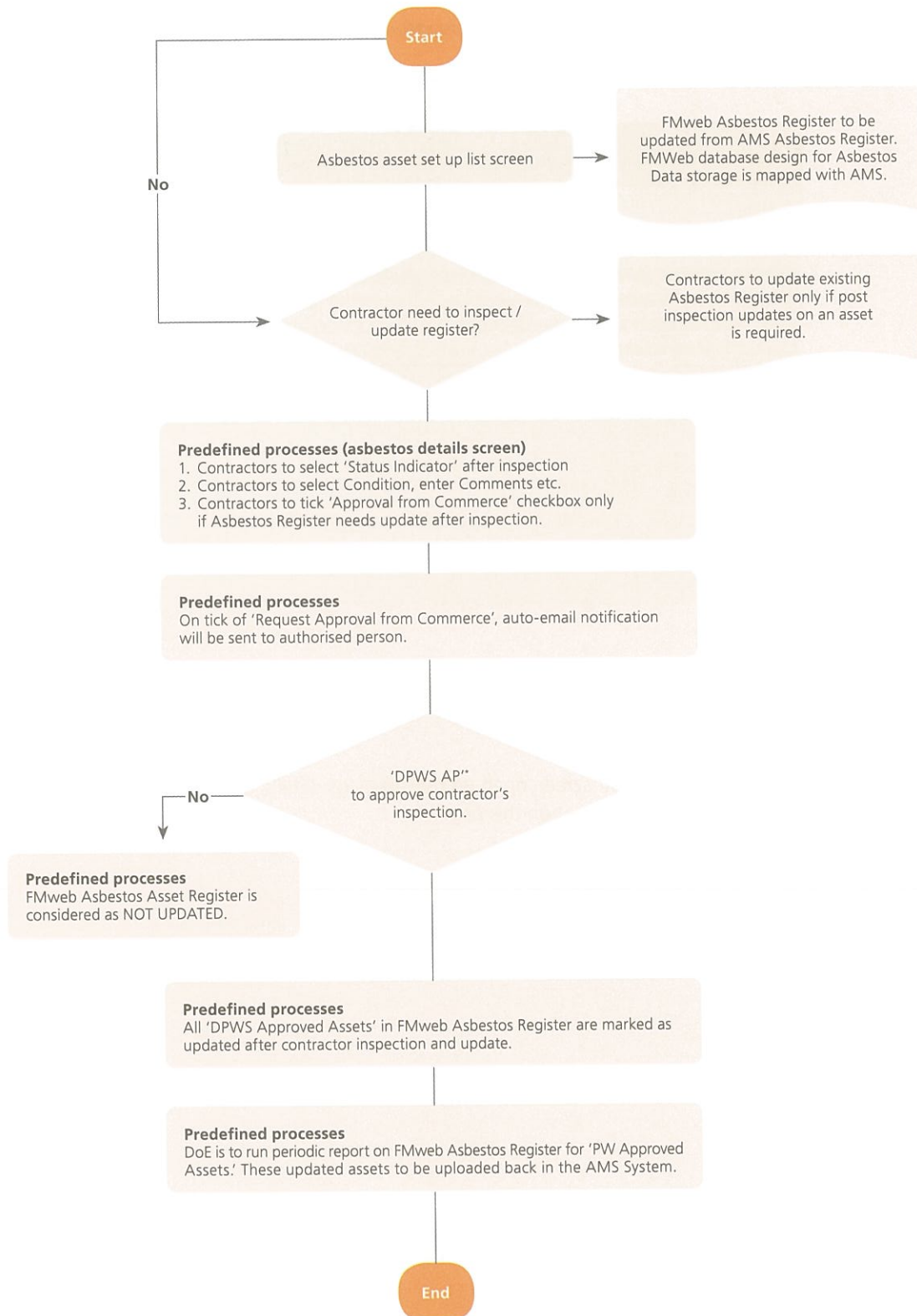


Figure G.2: Example flow chart – updating of register by panel contract hygienist (with project involvement)

Asbestos register – update procedure for FMWEB

This section of AMP illustrates the procedure of updating the asbestos records in the FMweb program. The following flowchart explains maintenance of asbestos asset registers in FMweb.

Maintenance of asbestos asset register in FMweb



*DPWS AP – Department of Public Works and Services Authorised Person

Asbestos list screen in FMweb:

- Log in using user name and password in FMweb.
- Click on 'Register' >> 'Asbestos list' from FMWeb main menu to go to the asbestos list screen.
- Asbestos asset list screen shows important fields like asbestos asset ID, AMS ID, property name, building, room, element and status details for the selected property and building.
- To get the asbestos asset list, user must select property and building.

ID	AMS ID	Property	Building	Room	Element Description	Status
30	1002_806	Abertree PS	B00A	R0014	Ceiling Coverings: External	Tested
28	1002_802	Abertree PS	B00A	R0014	Various	Tested
29	1002_804	Abertree PS	B00A	R0015	Floor Coverings: External & Internal	No Asbestos Detected (NAD)
25	1002_800	Abertree PS	B00A	R0014	Floor Coverings: External & Internal	No Asbestos Detected (NAD)
26	1002_800	Abertree PS	B00A	R0015	Floor Coverings: External & Internal	No Asbestos Detected (NAD)
27	1002_798	Abertree PS	B00A	R0015	Floor Coverings: External & Internal	No Asbestos Detected (NAD)
24	1002_798	Abertree PS	B00A	R0016	Floor Coverings: External & Internal	No Asbestos Detected (NAD)
21	1002_792	Abertree PS	B00A	R0016	Floor Coverings: External & Internal	Tested
22	1002_791	Abertree PS	B00A	R0015	Various	Tested

- Edit' button on the 'asbestos list' screen open up the 'asbestos details' screen. Users can modify the details of recorded asbestos asset on this page.

Asbestos details screen:

- Asbestos asset can only be recorded at the element level. Elements drop down list shows all the valid elements for selection.
- 'Location' is a free text box where multiple locations can be entered for a single asbestos asset recorded against element.
- 'Extent' is a free text where users can enter measurements of the assessed asbestos.
- 'Description' is a 500 character long free text where user can enter asbestos description and other details.
- 'Material condition' is a drop down box with the condition options.
- 'Risk status' is drop down box to mark the asbestos condition risk as high, medium or low.
- 'Control priority' is drop down to select priority ranking as high, medium or low.
- 'Status' drop down box allows users to select appropriate status based on the survey result. Contractors should update Asbestos asset status periodically. The status indicator have below 3 options:
 - a. Assumed asbestos
 - b. Tested
 - c. No asbestos detected (NAD)
- 'Comments' is a 500 character free text box where user can enter notes with respect to the periodic assessment of asbestos asset.
- Asbestos details screen is updated to provide an option for contractor to send an approval request to public works authorised person (AP), once inspection is carried out at the site.
- Once contractor tick 'request change certification' checkbox and save the record, auto-email notification will be sent to Public Works AP to inspect and action this item in FMweb.
- New 'authorised person review and approval' panel is added on asbestos details screen in FMweb where PW AP can tick on 'AP approval' check box and add comments in 'notes' text box.

FMweb reports:

- FMweb has reporting facility to generate ad-hoc reports on Asbestos Asset Register maintenance.

NSW Finance & Services **FM Web** Facilities Management online Choose your Agency / Contract: FMWeb2011 Training - 1001650

ASBESTOS MAINTENANCE CONTRACT Home Maintenance Finance Insurance Services Register Reports Setup Log Off User Logged in: commerce

AdHoc Reports for Agency: FMWeb2011 Training

Select fields from the 'Fields Available' list to include on the report selected, and add any filtering and sorting options you wish prior to clicking the 'Generate Report' button to produce the report. Please note that if you've arrived on this screen via the browser's BACK button, please refresh the screen to make sure the fields are updated for all reports shown.

To save a report, first set-up your report by selecting fields and filtering/sorting options, then change the name within the 'Report Description' field to the name that you want your report to be. Then, click the 'Save Report' button prior to generating the report. Note that the report will automatically delete any other report with the same name you've selected. Once you've saved a report(s), select the report from the dropdown list, then click 'Open Report'. You may then generate the report. You can also choose to save a report to all contracts. Those reports in the Saved Reports list with a * at the beginning of their name are available for all contracts.

FM Reports: Your Saved Reports --Please Select-- Open Report Delete Report Save Report Generate Report

NOTE: Always use "Filter Reports" options New Recorded Date, Financial Year etc. to generate reports weekly

Report Name:

No. of Records Per Page:

Report Description / Name:

Add Fields to View (Mandatory):

Fields Available	Fields To Include on Report
Asbestos Asset ID	
Asbestos Description	
School ID	
Building	
Room	
Element	
Asbestos ID	
Location	
Status	
Contractor Comments	
Comments	
Status	
Risk Status	
Material Condition	
Control Priority	

Filter Reports (Optional):

Sort Report By (Optional):