9.1 Introduction

This asbestos incident procedures section aims to set out the steps to be taken for asbestos management when suspected ACMs have been found in DoE Facility grounds and buildings / facilities. While every effort has been made to include all relevant content, each page is to be used as a guide only, and is to be read in conjunction with the remainder of this AMP and relevant applicable guidance and standards.

A number of scenarios have been included based on real situations and strategies. These scenarios are situations that may potentially arise when suspected ACMs are found (and that have not been previously identified in the on-site hazardous materials register (asbestos). The management procedures described are based on the general management set out in Section 2.

When asbestos has been identified / suspected the on-site hazardous materials (asbestos) register should be immediately updated to include such materials. Where asbestos has been removed or remediated, the on-site hazardous materials (asbestos) register should be updated accordingly.

All DoE asbestos registers and this AMP are available to the community generally via the internet at www.dec.nsw.gov.au/about-us/supplying-to-us/asbestos-register, with the most up-to-date information available internally on the DoE Asset Management System (AMS).

Where asbestos management as set out in this plan requires the labelling of in-situ asbestos that can be safely managed in the DoE Facility or disposal of waste ACMs, please refer to Section 3.6.2 Labelling and Section 7.4, Asbestos Waste Management.

9.1.1 ACM in DoE Facility grounds

Illegal dumping of suspected asbestos waste

Due to the high costs associated with the disposal of asbestos waste, on rare occasions this waste is illegally dumped. Dumped ACM can be mixed with general builders' waste, which may include rubble and spoil. It is not unknown for individuals and companies to dispose of building waste, including asbestos waste, on DoE Facility grounds. This section sets out the procedures to follow in response to a dumping incident.

Single source at surface

When ACM, such as fibrous cement sheeting or other material types, have been found at the surface of DoE Facility grounds over a small area, this is usually due to demolition of a structure containing asbestos such as a building or fence where waste asbestos has been left at the surface or buried instead of being properly disposed of. This section sets out the procedures to follow in response to the finding of such materials.

Extensive surface contamination

ACM, typically as fibrous cement sheeting, has been found over a wide area of DoE Facility grounds. This can be as a result of imported waste materials used for landscaping or from demolition of domestic dwellings previously found on the site, with fibrous cement fragments becoming exposed over time due to surface erosion and soil dynamics, or due to demolition of structures containing ACM (as above). This section describes management of extensive surface contamination.

Fill materials

Fill material has been widely used in DoE Facilities, typically for landscaping / levelling purposes. Fill may also be present in building footprints. Fill generally comprises builders' rubble, typically bricks, although older fill often contains waste fibrous cement materials in addition to other building materials. Fill may also be generated on-site to build up depressions or level grounds. This section describes procedures to follow where fill materials have been found within DoE Facility grounds.

Fill material is not to be imported onto any DoE Facility unless appropriately certified.

In-ground asbestos cement pipes

It is possible that asbestos cement drainage pipes may be present in-situ within the ground at DoE Facilities. While such materials remain buried and in operation, they represent a low risk. Redundant piping may also be present, which represents a low risk if still buried or intact.

9.1.2 Facilities and buildings

Sub-floor of buildings

DoE Facility buildings that have cavities below (typically demountable or older style buildings)

present storage opportunities for waste or spare materials. This can include asbestos building materials, such as Super Six roofing or fibrous cement sheeting. Fibrous cement packing may also be present between piers and the building. Fill materials or demolition waste containing fragments of fibrous cement materials may also be present below demountable buildings and as such require action to remove materials / remediate the area. This section describes management of ACMs that may be found below buildings.

Ceiling or roof space within buildings

DoE Facility buildings that have ceiling or roof space (typically older style buildings) present storage opportunities for waste or spare materials. This can include asbestos building materials, such as Super Six roofing, fibrous cement sheeting or roofing tiles. Fibrous cement packing may also be present between framework and the building. This section describes management of ACMs that may be found within these spaces within buildings.

Appliances and furniture

A number of electrical / heating appliances and furniture have been installed at DoE Facilities that are likely to contain ACMs. These include but are not limited to 'Thermacon' heaters, air-conditioning units and hot metal workbenches. While such appliances and fixtures remain operational in good condition, the risks are controlled; however they should be properly maintained. This section describes day-to-day management of these appliances and fixtures.

Building materials – no damage

Asbestos containing materials are a common building product within structures. Providing that these materials are in a good condition and are not disturbed, they present a negligible risk of exposure and a low health risk. This section describes management of in-situ ACMs that do not require immediate attention.

Building materials – damaged

Damage occurring to ACMs in buildings may cause an increase in the risk of asbestos fibre release. Materials becoming degraded over time may also cause an increase in the risk of asbestos fibre release. Minor surface scratches may not require emergency response actions, rather a repair to the surface coating, although more extensive damage will usually require emergency responses such as restricting access and material removal. This section describes management of in-situ ACMs that may require immediate attention.

Non-friable ACMs to be disturbed by works

There may be occasions where essential maintenance or minor refurbishment work is required where ACMs are present and where work carried out will involve disturbance to these materials. This section describes steps to be taken where work may disturb ACMs or where full removal may be required.

Friable asbestos building materials

A small proportion of facilities may contain friable asbestos insulation materials such as pipe lagging and fire rated spray coatings to metal supports such as roof girders. Friable asbestos typically represents the highest risk to health, although pipe insulation will usually be sealed with a calico type wrap. Where friable asbestos is exposed or loose sprayed, immediate measures are required in order to control the risk. This section describes management of in-situ friable ACMs.

Please note that friable asbestos may only be removed by contractors licensed by WorkCover NSW to remove friable asbestos. Contractors will also be required to apply to WorkCover NSW prior to friable asbestos removal for a work site specific work permit. Please also note that DoE requires that all asbestos works undertaken on DoE Facilities be supervised by an agent of DoE such as DPWS. On some projects on-site supervision and provision of on-site laboratory (asbestos air monitoring services) may be required to be provided by a member of the DoE hygienist panel.

Fire damaged buildings

Where DoE Facility buildings become damaged or destroyed by fire, it is possible that ACMs may also have become damaged. Once ACMs become damaged by fire, there is a significantly elevated potential for fibre release. As such, it is important in all circumstances to restrict access well away from fire damaged buildings in case ACMs are present and have become damaged. This section describes the management of fire damaged buildings with respect to asbestos.

Fire damaged asbestos will also likely to be classified as friable, and as such will require removal by a licensed friable asbestos removal contractor.

Air handling units

A small number of DoE Facilities may operate Air handling units containing asbestos cement sheet internal duct lining and/or asbestos millboard within heater banks. Where asbestos cement sheeting is damaged or is likely to become disturbed, units must be sealed off and all ACMs removed. Where asbestos cement sheeting is undamaged, appropriate measures should be undertaken to ensure all surfaces are completely sealed. Where asbestos cement sheet materials are to remain, a risk assessment involving air monitoring must be carried out under full operating conditions to determine whether or not fibres are being released. If asbestos millboard products have been identified or are suspected, these should be removed immediately.

Removal of asbestos from within air handling units will require removal by a Class A licensed friable asbestos removal contractor.

Asbestos containing mastic

Asbestos containing mastic can be found in old style demountables with DPWS Suite 2 aluminium framed windows in the following locations:

- Within the window frame where the glass pane is fixed to the external aluminium frame
- On the window frame where the window is fixed to the demountable steel frame (not consistent)
- On the frame of the plywood and aluminium wall panels where the panel is fixed to the demountable steel frame (not consistent).

It is anticipated that repair works will only be undertaken to the glass pane of the demountable. It is also understood that the asbestos mastic in its current form is enclosed and is deemed to be stable. This section describes management of in-situ asbestos containing mastic.

In addition a Window Asbestos Mastic Procedure has been prepared to provide a procedure for the safe removal of small sections of asbestos putty while repairing a window. Please refer to Appendix H.

Asbestos containing putty

Windows within school buildings may contain asbestos containing putty.

Typically this putty can be identified at the following locations:

- Within the window frame where the glass pane is fixed to the external window frame
- On the window frame where the window is fixed to the building brick or timber work.

It is anticipated that repair works will only be undertaken to the glass pane of the window. This section describes management of in-situ asbestos containing putty.

In addition a Window Asbestos Putty Procedure has been prepared to provide a procedure for the safe removal of small sections of asbestos putty while repairing a window. Please refer to Appendix H.

Accidental disturbance by maintenance / contractor / capital works

Damage occurring to ACMs in buildings may cause an increase in the risk of asbestos fibre release. Minor surface scratches may not require emergency response actions, rather a repair to the surface coating, although more extensive damage will usually require emergency responses such as restricting access and material removal. This section describes management of in-situ ACMs that may require immediate attention.

It is essential that site managers have site asbestos registers checked before undertaking any disturbance within facilities.

In the event that a maintenance contractor were to disturb asbestos after checking the asbestos register and undertaking all necessary precaution, the site manager would be required to:

- Isolate the area
- Not attempt to move / dispose of material
- Immediately advise the Asset Management Unit on 132 779, who will arrange support to the school from the school facilities maintenance contractor or a hygienist from the panel contract.

Accidental disturbance by school based person or GA

Damage occurring to ACMs in buildings may cause an increase in the risk of asbestos fibre release. Minor surface scratches may not require emergency response actions, rather a repair to the surface coating, although more extensive damage will usually require emergency responses such as restricting access and material removal. This section describes management of in-situ ACMs that may require immediate attention.

DoE does not require or support any staff, students or visitors to its sites to undertake any asbestos works. It is essential that site managers have site asbestos registers checked before undertaking any disturbance within facilities. DoE has an existing requirement (Safety Alert No 32) that requires DPWS to deliver or participate in the oversight of any remediation works. It should be noted that DPWS is involved in all DoE capital works, school maintenance works and the panel contract for hygienist services. Site managers are not permitted to undertake asbestos works, including licensed asbestos contractors, without the participation of DPWS.

In the event that a school based person were to disturb asbestos after checking the asbestos register and undertaking all necessary precaution, the site manager would be required to:

- Isolate the area
- Not attempt to move / dispose of material
- Immediately advise the Asset Management Unit on 132 779, who will arrange support to the school from the school facilities maintenance contractor or a hygienist from the panel contract.

9.2 Procedures for ACM in DoE Facility grounds

The following procedures are set out as a guide to follow where suspected ACMs have been found at the surface of DoE Facility grounds.

The following key describes the colour coding of the flow arrows in each procedure:

Flow arrow	Description
	Suspected or identified ACM
	Non ACM
	Area cleared of ACM
	ACMs suspected or identified by periodic re-inspections

It should be noted that WorkCover NSW How to Safely Remove Asbestos: Code of Practice states that:

Removal of asbestos from contaminated soil will require a Class A licensed asbestos removalist for any friable asbestos to be removed, and a Class A or a Class B licensed asbestos removalist if more than 10 m² of non-friable asbestos is to be removed. A person who does not have a licence can remove 10 m² or less of non-friable asbestos as long as the person is trained (Clause 445). Where there is uncertainty as to whether the amount of non-friable asbestos is more or less than 10 m², a Class A or Class B licensed asbestos removalist should be engaged.

Taking the above into consideration it is a DoE policy to engage a friable licensed asbestos removal contractor (Class A) as best practice for all occurrences of asbestos contaminated soil. The contractor will be engaged from a panel approved by DoE and all engagements will be to WorkCover NSW guidelines and following the advice of a WorkCover NSW licensed asbestos assessor who is also a hygienist engaged from the DoE hygienist panel.

9.2.1 Dumping of suspected asbestos waste

Event

Waste materials discovered dumped on school grounds.

Example

Pile of builders' rubble, spoil, vegetation and asbestos cement 'Super Six' roofing sheets found dumped on the grounds of a school.

Asbestos materials

Waste found to contain suspected ACMs.

1. Immediately restrict access to vicinity of dumped waste. Do not attempt to dispose of / move waste.
2. Contact DoE AMU on 132 779 as soon as possible and DoE School Security Unit on 1300 880 021.
3. Contact local police station to investigate source of dumping.
4. DoE and DPWS will arrange inspections and testing if necessary by consultant from DoE hygienist panel.
5. DoE and DPWS to arrange removal of waste out of school hours.

Return area to normal use.

Non-asbestos materials

Waste found not to contain suspected ACMs.

Contact local police station and DoE School Security Unit on 1300 880 021 to report the dumping.

Contact AMC to arrange appropriate disposal if required.

Return area to normal use.

9.2.2 Single source ACM at surface

Event

Suspected single fragment or small number of suspected ACMs observed at a single location.

Example

Fibrous cement sheet debris remaining from builders' waste of recently demolished building / structure.

1. Restrict access to area immediately.
2. Do not attempt to dispose of / move material.

Non-asbestos materials

Return area to normal use.
No further action required.

3. Contact DoE AMU on 132 779 as soon as practicable.
4. DoE and DPWS will arrange inspections and testing if necessary by consultant from DoE hygienist panel.
5. DoE and DPWS to arrange removal of ACMs.

Return area to normal use

Specific maintenance required for the affected area may include additional watering; ensuring that excessive wear / erosion does not occur; and undertaking top-dressing / turfing.

Visual inspections of area to be carried out at three-monthly intervals, after a period of prolonged heavy rain, whenever damage or disturbance to remedial measures has been reported and whenever a suspected asbestos material has been found.

If no suspected asbestos materials are found, continue with normal use. If suspected asbestos materials are found, contact DoE AMU on 132 779 and return to point 1.

9.2.3 Extensive surface contamination

Event

Numerous fragments of suspected asbestos materials observed over a wide area.

Example

Fibrous cement sheet fragments observed at surface of playing field / school grounds.

1. Restrict access to area immediately.
2. Do not attempt to dispose of / move material.
3. Contact DoE AMU on 132 779 as soon as practicable.
4. DoE and DPWS will arrange inspections and testing if necessary by consultant from DoE hygienist panel.
5. DoE and DPWS to arrange removal of ACMs / remediation of site.

Non-asbestos materials

Return area to normal use.
No further action required.

Return area to normal use

Area to be entered into hazardous materials (asbestos) register.

Visual inspections of area remediated to be carried out at three-monthly intervals, after a period of prolonged heavy rain, whenever damage or disturbance to remedial measures has been reported and whenever a suspected asbestos material has been found.

If no suspected asbestos materials are found, continue with normal use. If suspected asbestos materials are found, contact DoE AMU on 132 779 and return to point 1.

9.2.4 Evidence of suspected ACMs within fill materials

Event

Fill materials revealed, containing possible ACMs.

Example

Erosion of a school field has revealed evidence of fill materials used for landscaping purposes. Fill typically has been found to consist of building rubble, including fibrous cement sheet materials as well as sand, soil and gravel.

1. Restrict access to area immediately.
2. Do not attempt to dispose of / move material.
3. Contact DoE AMU on 132 779 as soon as practicable.
4. DoE and DPWS will arrange inspections and testing if necessary by consultant from DoE hygienist panel.
5. DoE and DPWS to arrange removal of ACMs / remediation of site.

Non-asbestos materials

Return area to normal use.

There remains the possibility that ACMs may be buried further down within the fill. Inspections should be carried out once per year to visually check for further fragments.

If suspected ACMs are found, contact DoE AMU on 132 779 and return to point 1.

Asbestos removed / area remediated

Return area to use. Area to be entered into hazardous materials (asbestos) register.

Visual inspections of area remediated to be carried out at three-monthly intervals, after a period of prolonged heavy rain, whenever damage or disturbance to remedial measures has been reported and whenever a suspected asbestos material has been found.

If no suspected asbestos materials are found, continue with normal use. If suspected asbestos materials are found, contact DoE AMU on 132 779 and return to point 1.

Specific maintenance will be related to the extent and nature of the remediation undertaken. Where surface materials have been applied (eg turf, topsoil, mulch) these must be maintained as per the original application.

9.2.5 In-ground asbestos cement pipes

Event

Asbestos cement piping is found or suspected to be present within the ground.

Example

Excavation activities have uncovered buried redundant or in-use asbestos cement piping.

Maintenance is carried out on piping that is suspected to contain asbestos.

1. Restrict access to area immediately.
2. Do not attempt to move / work on piping.
3. Contact DoE AMU on 132 779 as soon as practicable.
4. DoE and DPWS will arrange inspections and testing if necessary by consultant from DoE hygienist panel.

Is piping damaged / deteriorated or requires replacing?

Yes →

Piping to be removed

DoE/DPWS is to engage a consultant from the DoE hygienist panel and a licensed asbestos removal contractor to remove all damaged and/or redundant piping. It is DoE policy to engage a friable licensed asbestos removal contractor as best practice for all occurrences of asbestos in soil.

Return area to normal use.

No

Piping to remain in-situ

1. Ensure that all piping is not damaged and no debris is present. Any damaged piping and debris must be removed.
2. Piping must be adequately buried and have a surface layer of grass / vegetation or a sealing layer such as concrete, ensuring that the soil does not become eroded and leave any sections of the pipe exposed.
3. Enter pipe into hazardous materials (asbestos) register.
4. Return area to normal use.
5. Inspect surface level periodically to ensure that damage has not occurred. If damage has occurred, contact DoE AMU on 132 779 for advice and return to point 5.

9.3 Procedures for ACMs in buildings

The following procedures are set out as a guide to follow where suspected ACMs have been found within or around DoE Facility buildings and facilities.

It should be noted that WorkCover NSW define asbestos that has been subjected to hail damage where abrasion has occurred and asbestos that has been demolished without proper removal as friable asbestos. Removal of such materials should be carried out by contractors licensed by WorkCover NSW to remove friable asbestos. Contractors will also be required to apply to WorkCover prior to friable removal for a site specific work permit.

Flow arrow	Description
	Suspected or identified ACMs
	Non-asbestos material or area cleared of AMC
	ACMs suspected or identified by periodic re-inspections. ACMs found to have deteriorated after periodic re-inspections.

9.3.1 ACMs accessible below buildings

Event

Suspected ACMs observed below a building / facility.

Example

Maintenance work below a demountable classroom has revealed a stack of stored fibrous cement roofing sheeting. Overland flow channelled below a demountable has eroded the surface and revealed fibrous cement materials at the surface.

Asbestos cement packing is suspected within the demountable piers.

1. Restrict access to area immediately.
2. Do not attempt to dispose of / move material.
3. Contact DoE AMU on 132 779 as soon as practicable.
4. AMU and DPWS will arrange inspections and testing if necessary by consultant from DoE hygienist panel.
5. AMU and DPWS to arrange removal of waste material.

1. Restrict access to area immediately.
2. Do not attempt to dispose of / move material.
3. Contact DoE AMU on 132 779 as soon as practicable.
4. AMU and DPWS will arrange inspections and testing if necessary by consultant from DoE hygienist panel.
5. AMU and DPWS to arrange removal of ACMs. Materials not removed to be entered into hazardous materials (asbestos) register.

Non-asbestos materials

Return area to normal use. No further action required.

Return area to use

Visual inspections of area remediated to be carried out at three-monthly intervals, after a period of prolonged heavy rain, whenever damage or disturbance to remedial measures has been reported and whenever a suspected asbestos material has been found.

If no suspected asbestos materials are found, continue with normal use. If suspected asbestos materials are found, contact DoE AMU on 132 779 and return to point 1.

9.3.2 ACM accessible within ceiling or roof space of buildings

Event

ACMs is found or suspected to be present within ceiling / roof cavities.

Example

Maintenance activities have uncovered old asbestos cement sheets. Dust is found to contain asbestos fibres.

Building rubble, including fibrous cement sheet materials as well as sand, soil and gravel.

1. Restrict access and stop work in area immediately.
2. Contact DoE AMU on 132 779 as soon as practicable.
3. AMU and DPWS will arrange inspections and testing if necessary by consultant from DoE hygienist panel.

Does ceiling space contain asbestos containing materials and/or contaminated dust?

Yes →

ACMs to be removed

AMU and DPWS are to engage a consultant from the DoE hygienist panel and a licensed asbestos removal contractor to remove all damaged and/or redundant ACM. It is DoE's policy to engage a friable licensed asbestos removal contractor as best practice.

Return area to normal use.

No

Area cleared

Return area to normal use.

9.3.3 Appliances and furniture containing ACM

Event

Thermacon Heating unit present within school (these units may contain flexible woven asbestos sheeting within the unit). Note: loose insulation materials found near the top of the unit are likely to be non-asbestos.

Hot metal workbench present within school (such benches may have an asbestos cement work surface).

Ovens present within school (on rare occasions, asbestos materials may be within the oven).

Unit damaged / broken

1. Restrict access to area as soon as possible.
2. Is damage to exterior panels only?

Broken panels

1. Contact GA / AMU to repair / replace panels as soon as possible.
2. Can panels be repaired / replaced?

Unit damaged / broken / cannot be repaired

1. Contact DoE AMU on 132 779 as soon as practicable.
2. AMU to arrange inspection and removal, appropriate disposal and replacement of unit if found to contain asbestos.

Unit repaired

Return area to normal use. Return unit to operational status.

Ensure that covering panels are maintained.

Enter unit into hazardous materials (asbestos) register.

Unit removed

Return area to normal use.

No further action required.

9.3.4 Non-friable ACM in buildings – no damage

Event

ACMs identified or suspected within a building or facility.

Example

Building inspection has identified an ACMs within a school building.

Maintenance work has identified a suspected asbestos material.

A. Is the asbestos material within an air duct?

Yes →

Asbestos within air ducts

Contact DoE AMU on 132779 to arrange immediate assessment and to engage consultant from DoE hygienist panel.

No ↓

B. Is the asbestos material vinyl sheeting / floor tiles?

Yes →

Vinyl sheeting and floor tiles

Enter material into hazardous materials (asbestos) register. Re-inspect by AMU to assess condition. If condition found to have deteriorated, follow procedure 9.3.5.

No ↓

C. Does the asbestos material have any unsealed exposed (eg unpainted) surfaces?

Yes →

Unsealed asbestos materials
Occasionally found within sheds, garages, etc

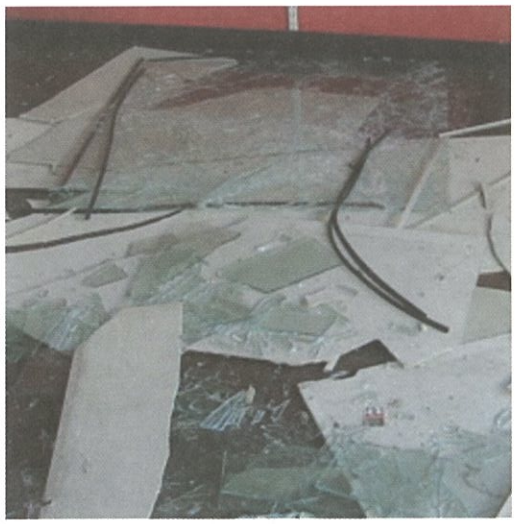
1. Ensure all exposed surfaces are appropriately sealed (eg with paint) or encapsulated (eg with boxing) for all materials except asbestos roof materials – these should not be sealed. Enter material into hazardous materials (asbestos) register.
2. Re-inspect by AMU (typically every 12 months).
3. If condition found to have deteriorated, follow procedure 9.3.5.
4. If material is likely to be disturbed (eg by school occupants), re-inspect at least every six months. Consider full removal of asbestos material if disturbance may damage surfaces.

No →

Sealed / encapsulated non-friable asbestos materials
Commonly found as ceiling and wall panels and eave linings.

1. Re-inspect by AMU to assess condition. Enter material into hazardous materials (asbestos) register.
2. If condition found to have deteriorated, follow procedure 9.3.5.
3. If material is likely to be disturbed (eg by school occupants), re-inspect at least every six months by school. Consider full removal of asbestos material if disturbance may damage surfaces.

9.3.5 Non-friable ACM in buildings – damaged



Event

Damaged ACMs identified or suspected within a building or facility.

Example

Building inspection has identified a damaged ACMs within a school building.

An incident has resulted in the damage of a known or suspected ACMs.

Asbestos debris found within roof space due to contractors not disposing of waste roof materials.

Is the damage a surface scratch?

Minor surface damage

Engage GA or AMU to seal surface scratch with appropriate substance such as paint. Enter material into hazardous materials (asbestos) register.

Return area to normal use and re-inspect to assess condition. Follow procedure 9.3.4.

If structural damage has occurred, start at point 1.

Structural damage

1. Restrict access to area immediately.
2. Do not attempt to move / dispose of material.
3. Contact DoE AMU on 132 779.
4. AMU and DPWS will arrange inspections and testing if necessary by consultant from DoE hygienist panel.
5. AMU and DPWS to arrange removal or repair as deemed necessary.
6. AMU and DPWS to arrange clearances if necessary.

Non-asbestos material

Return area to normal use.

No further action required.

Asbestos removed

Return area to normal use.

Asbestos repaired

Return area to normal use and re-inspect. If condition is found to have deteriorated, contact DoE AMU on 132 779 and return to point 1.

9.3.6 Non-friable ACM to be disturbed by works

Event

Work is required that will disturb an ACMs.

Example

Installation of new equipment requires drilling into an ACMs.

An asbestos workbench requires repair.

Refurbishment requires asbestos walls to be replaced.

Check hazardous materials (asbestos) register prior to works being undertaken. Does the work involve disturbing / working on or near an ACMs?

No → Work may be undertaken. If any doubt as to the nature of the material, contact DoE AMU on 132 779 to arrange inspection.

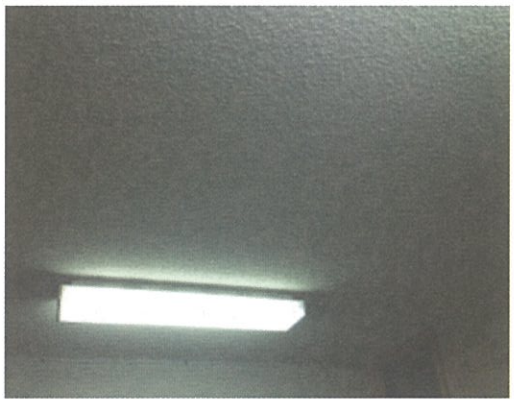
Yes

Contact DoE AMU on 132 779 for advice.

All works to be supervised by DPWS or AMU as directed by DoE. Do not undertake works without supervision, no matter how small the project is.

DoE will instruct on method of work or whether ACM should be removed prior to work commencing.

9.3.7 Asbestos containing sprayed vermiculite ceiling coating



Event

Work is required that will disturb a vermiculite ceiling coating.

Example

Installation of new equipment requires drilling into a vermiculite ceiling coating.

↓

Check hazardous materials (asbestos) register prior to works being undertaken. Does the work involve disturbing / working on or near an ACM?

No → Work may be undertaken. If any doubt as to the nature of the material, contact DoE AMU on 132 779 to arrange inspection.

↓ **Yes**

Contact DoE AMU on 132 779 for advice.

↓

All works to be supervised by DPWS or AMU as directed by DoE. Do not undertake works without supervision, no matter how small the project is.

DoE will instruct on method of work or whether ACMs should be removed prior to work commencing.

9.3.8 Friable ACM within buildings

Event

Friable ACMs found within school building.

Example

Maintenance work has encountered friable asbestos insulation to girders in roof.

Damage has occurred to pipes revealing friable asbestos lagging.

1. Immediately restrict access to area.
2. Do not attempt to move or dispose of material.
3. Contact DoE AMU on 132 779 immediately.
4. AMU and DPWS to arrange inspections and testing if necessary by consultant from DoE hygienist panel.
5. AMU and DPWS to arrange appropriate removal or management of ACMs.

Non-asbestos material

Return area to normal use.

Asbestos adequately encapsulated

1. Label material as potentially containing asbestos. Enter material into hazardous materials (asbestos) register.
2. Ensure material is not disturbed.
3. Arrange for AMU to re-inspect at least every year to assess condition. If condition found to have deteriorated, follow from point 1.

Asbestos to be removed

Friable asbestos removed by a WorkCover NSW licensed contractor.

Consultant from DoE hygienist panel clears area to be returned to use.

Asbestos removed and area cleared

Return area to normal use.

9.3.9 Fire damaged buildings containing ACM

Event

Fire has damaged confirmed or suspected ACMs.

Example

Arsonists have set fire to a demountable school building. The building is known to contain asbestos cement eave linings panels.

Fire has gutted part of a school building. The nature of materials present is unknown.

↓

Emergency services response

↓

Building released by emergency services (fire brigade / police).

↓

1. Access to area restricted by DPWS / AMU. Commonly isolation fence installed.
2. Do not attempt to access the area under any circumstances.
3. Contact DoE AMU on 132 779 immediately if not previously advised.

↓

4. AMU and DPWS to arrange inspections and testing as required for hazardous substances by consultant from DoE hygienist panel.

→

ACM found or suspected

5. DPWS to arrange for asbestos removal. This may require structural improvements to allow safe access to damaged structures. Air monitoring to be carried out by a consultant from DoE hygienist panel.
6. Consultant from DoE panel to provide clearance certificates to DoE upon successful completion of asbestos removal works.
7. DPWS to arrange for demolition or repair of building.

↓

No ACMs found

DPWS to arrange for demolition or repair of building.

9.3.10 Air handling units containing ACM

Event

Asbestos cement materials used in air-handling units.

Example

Asbestos cement sheet panels lining internal ducting of air-conditioning system.

Asbestos cement sheet panels lining internal ducting of air-movement system.

Asbestos millboard suspected within heater banks of Air handling system.

Are asbestos millboard materials present?

Yes → **Millboard products identified**

Unknown

1. Contact DoE AMU on 132 779 immediately.
2. AMU and DPWS to arrange inspections and testing if necessary by consultant from DoE hygienist panel.
3. AMU and DPWS to provide appropriate management of ACMs. This may involve removal or leaving materials in-situ with monitoring.

Asbestos removed and system cleared

Air handling system may be returned to use.

Asbestos retained

Air handling system may be returned to use providing that ongoing monitoring is carried out as recommended by competent person or asbestos assessor clears area to be returned to use.

1. Do not operate air-handling system.
2. Contact DoE AMU on 132 779 immediately.
3. AMU and DPWS to arrange inspections and testing by consultant from DoE hygienist panel. AMU and DPWS to arrange appropriate removal or management of ACMs.

Asbestos to be removed

Friable asbestos removed by licensed contractor.

Consultant from DoE hygienist panel clears area to be returned to use.

Clearance Certificates to be provided to DoE.

Asbestos removed and system cleared

Air handling system may be returned to use.

9.3.11 Asbestos containing chalk boards

Event

Asbestos containing chalk board in operation within teaching room.

Such chalk boards comprise asbestos cement sheeting with a paint coating forming the writing surface.

Board damaged or paint surface deteriorating

Do not use chalk board.

Chalk board in good condition

Board is intact with no visible damage and painted surface in good condition. (ie. no peeling or flaking).

Board damaged

1. Contact DoE AMU on 132 779 as soon as practicable.
2. AMU to arrange inspection and removal, appropriate disposal and replacement of board if found to contain asbestos.

Paint surface deteriorating

Recoat as soon as possible.

Return board to use.

Leave and maintain

Enter material into hazardous materials (asbestos) register.

If condition found to have deteriorated, follow damaged procedures.

If material is likely to be disturbed (eg by school occupants), re-inspect at least every six months by school. Consider full removal of asbestos material if disturbance may damage surfaces.

Asbestos detected

Yes → **Board can be repaired**

Yes

Asbestos board removed

Return area to normal use.

No further action required.

9.3.12 Asbestos containing mastic

Event

The mastic is found within the window frame where the glass pane is fixed to the external aluminium frame, in an old style demountable.

The mastic is found on the window frame or on the frame of the plywood and aluminium wall panels where the panel is fixed to the demountable steel frame (not consistent).

Mastic deteriorating / damaged

Restrict access to area as soon as possible.

Mastic damaged

1. Contact DoE AMU on 132 779 as soon as practicable.
2. AMU to arrange inspection and removal, appropriate disposal and replacement of board if found to contain asbestos.

Asbestos detected

Yes

Asbestos mastic removed

Return area to normal use.

No further action required.

Mastic in good condition

Putty is intact with no visible damage and painted surface (if it exists) in good condition. (ie no peeling or flaking).

Leave and maintain

Enter material into hazardous materials (asbestos) register.

If condition found to have deteriorated, follow procedures as per window asbestos mastic procedure, Appendix H.

If material is likely to be disturbed (eg due to works on glass panes or window frames), re-inspect at least every six months by school. Consider full removal of asbestos material if disturbance may damage surfaces.

No → **Mastic can be repaired / sealed**

9.3.13 Asbestos containing putty

Event

Window frame to where glass is fixed to the external window frame contains putty.

Putty is present on the window frame where the window is fixed to the building brick or timber work.

Putty deteriorating / damaged

Restrict access to area as soon as possible.

Putty damaged

1. Contact DoE AMU on 132 779 as soon as practicable.
2. AMU to arrange inspection and removal, appropriate disposal and replacement of board if found to contain asbestos.

Asbestos detected

Yes

Asbestos putty removed

Return area to normal use.

No further action required.

Putty in good condition

Putty is intact with no visible damage and painted surface (if it exists) in good condition (ie no peeling or flaking).

Leave and maintain

Enter material into hazardous materials (asbestos) register.

If condition found to have deteriorated, follow procedures as per window asbestos mastic procedure, Appendix H.

If material is likely to be disturbed (eg due to works on glass panes or window frames), re-inspect at least every six months by school. Consider full removal of asbestos material if disturbance may damage surfaces.

No →

Putty can be repaired / sealed

9.3.14 Accidental disturbance of ACM by maintenance / contractor / capital works

Event

Asbestos or suspected ACMs is damaged by contractor or other non-school based person due to maintenance works or general housekeeping.

Example

Work is undertaken before the register is checked and without sampling, resulting in damage to what is later identified to be asbestos containing vinyl wall lining.

Structural damage

1. Restrict access to area immediately.
2. Do not attempt to move / dispose of material.
3. Inform relevant school personnel.
4. Contact DoE AMU on 132 779.
5. AMU and DPWS will arrange inspections and testing if necessary by consultant from DoE hygienist panel.
6. AMU and DPWS to arrange removal or repair as deemed necessary.
7. AMU and DPWS to arrange clearances if necessary.

Non-asbestos material

Return area to normal use / next stage of works.

No further action required.

Asbestos removed

Return area to normal use.

Asbestos repaired

Return area to normal use and re-inspect. If condition is found to have deteriorated, contact DoE AMU on 132 779 and return to point 1.

9.3.15 Accidental disturbance of ACM by school based personnel

Event

ACMs or suspected ACMs is disturbed by school based personnel due to maintenance works or general housekeeping.

Example

Work is undertaken around ceiling cavity without prior checking of asbestos register, resulting in disturbance to fibrous cement sheeting.

Structural damage

1. Restrict access to area immediately.
2. Do not attempt to paint / move / dispose of material.
3. Contact DoE AMU on 132 779.
4. AMU and DPWS will arrange inspections and testing if necessary by consultant from DoE hygienist panel.
5. AMU and DPWS to arrange removal or repair as deemed necessary.
6. AMU and DPWS to arrange clearances if necessary.

Non-asbestos material

Return area to normal use / next stage of works.

No further action required.

Minor surface damage

Engage GA or AMU to seal surface scratch with appropriate substance such as paint. Enter material into hazardous materials (asbestos) register.

Return area to normal use and re-inspect to assess condition. Follow procedure 9.3.4.

If structural damage has occurred, start at point 1.

Asbestos repaired

Return area to normal use and re-inspect. If condition is found to have deteriorated, contact DoE AMU on 132 779 and return to point 1.

Asbestos removed

Return area to normal use.

10. Frequently asked questions (FAQs)

(These frequently asked questions and answers have been prepared in terms of queries of the school principals. All scenarios in the questions are purely examples.)

A school's general assistant, while undertaking a small material task, has accidentally disturbed what appears to be fibro. What should be done?

Follow the steps mentioned below:

- Stop working immediately and isolate the immediate area. Check to see if the material is identified in the school's asbestos register.
- Contact the Asset Management Unit (AMU) on 132 779 to seek advice.

For more information, check the DoE's Asset Management Plan Appendix 'F' – Communications Strategy regarding the brochure 'What You Need to Know About Asbestos containing Materials.'

A member of teaching staff requested students to remove loose vinyl tiles in the foyer area of the school as part of an activity. The tiles were subsequently found in the asbestos register to be positive for asbestos. What should be done?

- Stop working immediately and isolate the immediate area.
- Make sure all those involved in the removal of the tiles have undertaken basic personal Decontamination.
- Contact AMU on 132 779 to seek advice.

Along with above steps, check the DoE's Asset Management Plan Appendix 'F' – Communications Strategy regarding the brochure 'What You Need to Know About Asbestos Containing Materials'.

A member of the school staff may have been exposed to asbestos, and has made a complaint about skin and eye irritation. What should be done?

Irritation of eyes and skin is not caused by exposure to asbestos. However, if there is a concern regarding respiratory damage, the teacher should contact their own doctor and the AMU on 132 779. In addition, Work Health and Safety Directorate may be contacted for advice.

How will a school know if buildings contain asbestos?

Please check the asbestos register of the school for identified asbestos containing materials. If a register does not exist, contact the AMU on 132 779 and they will contact a panel contractor to conduct sample tests or asbestos surveys, depending on what's required.

If ever in doubt about whether or not an asset is positive for asbestos, assume asbestos is present and take the necessary precautions by following the steps above and contacting the AMU to seek advice.

Someone has dumped materials that could potentially contain asbestos by the school's footpath. What should be done?

Areas outside school property are a council issue. Contact the local council and inform them of the incident.

Also contact the AMU on 132 779 and inform them of the incident so they can follow up with the council regarding the matter.

For more information, check the DoE's Asset Management Plan Appendix 'F' – Communications Strategy regarding the brochure 'What You Need to Know About Asbestos containing Materials'.

Where can I get a guide to asbestos removal?

Please check the DoE's Asset Management Plan Appendix 'F' – Communications Strategy regarding 'What You Need to Know About Asbestos Containing Materials.' The last section is about where you can get more information.

How does a school find a WorkCover NSW licensed contractor?

Schools do not need to conduct any asbestos works themselves. Consequently, schools do not need to search for any WorkCover NSW licensed contractor themselves.

It is essential that site managers have site asbestos registers checked before undertaking any work that could potentially disturb ACMs within the school's facilities.

In the case of any asbestos related work, the school must contact the AMU on 132 779.

It should be noted that DPWS is involved in all DoE capital works, school maintenance works and the panel contract for hygienist (asbestos assessor) services.

For more information, please read DoE's Asbestos Management Plan.

How can I be sure, as a principal, that the removal of asbestos on a school site has been conducted in a safe manner?

Ensure that the following steps have been taken by a WorkCover NSW licensed contractor while removing fibro sheeting:

- They have received a permit (refer to Appendix A) to commence works from DoE
- They have received a permit from WorkCover NSW relevant to the type of asbestos works to be carried out.

In general, the contractor is to:

- Not use power tools. Asbestos fibres can be released if power tools are used for anything other than the removal of screws.
- Wear an Australian Standards Protection Level 2 (P2) minimum half face disposable mask and disposable coveralls. These are generally available from hardware suppliers. Non-Australian Standards certified masks should not be used where asbestos is present.
- Wet down fibro sheets to reduce dust generation and movement.
- Take the fibro sheets off whole (again, not using power tools as this may create dust).
- Seal fibro sheets in construction grade plastic (this should be 200 microns thick) and dispose of as asbestos waste.

Should the asbestos be in powder form or if it can be crumbled, pulverised or reduced to powder by hand pressure when dry, then an asbestos removal contractor with an AS1 Licence is required for its removal.

Contact the AMU on 132 779 and seek further advice on appropriate removal of asbestos on school sites.

For more information, check the DoE's Asset Management Plan Appendix 'F' – Communications Strategy regarding the brochure 'What You Need to Know About Asbestos Containing Materials'.

As a principal, I have concerns about the neighbours (or a contractor working for them) taking down a shed and demolishing a house and generating dust. Are they doing it safely?

Your neighbour, or their contractor, should be:

- Wearing personal protective equipment (PPE)
- Taking the sheets off whole and not using power tools to minimise dust
- Not working on windy days
- Wetting down the sheets
- Putting them in a plastic lined skip.

If you are worried that they are not doing things safely, contact the AMU on 132 779 immediately.

How do schools know if a neighbour's fibro shed or other building has asbestos in it?

First of all, schools need to identify whether the property is adjoining or not to the school property. If the property is adjoined, then contact the local council and also inform the AMU on 132 779 to seek advice. The AMU will arrange for a sample test by a consultant from the DoE's hygienist panel.

For further information, check the DoE's Asset Management Plan Appendix 'F' – Communications Strategy regarding the brochure 'What You Need to Know About Asbestos Containing Materials'.