**Asbestos Management Plan (Principals)**

The responsibilities of the DoE facility Manager (e.g. Principal) include:

1. Ensuring asbestos situations are safely controlled, including contractor inductions where appropriate.
2. Ensuring that employees, contractors, consultants, external users and other visitors have been suitably informed about the presence of asbestos on the site, the potential risk associated with asbestos, the precautions and management procedures to be adopted and are referred to the onsite asbestos register. The Principal is to let all users of the site know that information is also available on the internet.
3. Ensuring staff, student and visitor concerns about asbestos are dealt with in a satisfactory and timely manner, with support from AMU as required.
4. Entering any observations of potential asbestos containing materials directly into the Asset Management System.
5. Issuing permits to work where asbestos containing materials may be disturbed or impacted upon.
6. Maintaining a register of all permits to work involving asbestos containing materials that have been issued or cancelled.
7. Ensuring that the use of the DoE panel contract is mandated for all asbestos disturbances, including those undertaken by schools under the control of the FM.

**DoE Staff and Volunteers Responsibilities**

1. Informing the site manager (Principal) of the presence of any previously unknown or suspected asbestos hazard. This may require reference to the onsite asbestos register.
2. Complying with the Departments Facility Asbestos Management Plan to ensure staff and students are not at risk of exposure to airborne asbestos fibres.