

Stop. Think Asbestos. Seek Advice



### Schools constructed before 31 December 2003 may contain asbestos

1. If your school contains asbestos, all works must be assessed to ensure procedures are put in place to prevent the release of asbestos fibres.
2. Make sure contractors outline how this will be achieved and ensure it is detailed in their work plan.
3. Determine if a licenced asbestos removalist is required (see Asbestos information for schools).
4. If an asbestos removalist is not required, ensure safeguards are taken as per *Asbestos information for schools*.

5. Make the *Asbestos information for schools* booklet available to all staff.
6. Regularly inspect the condition of school facilities for damage and potential asbestos exposure (maintain appropriate records).
7. Report damage and asbestos incidents to DoE Manager Repairs and Maintenance on **8901 4928** and your Quality School Systems and Support representative.
8. Monitor all work activities and maintain appropriate records.

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DoE Manager Repairs and Maintenance  
Planning and Infrastructure  
Telephone 8901 4928

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### Actions

1. Clear and secure the room. If external to the building, isolate and barricade the immediate area.
2. Switch off the air-conditioning.
3. Evacuate adjacent rooms served by the same air-conditioning source.
4. Inform staff and students of the incident and precautions /actions to be taken.
5. Inform DoE Manager Repairs and Maintenance on **8901 4928** of the suspected asbestos incident. Provide as much information about the incident as possible.
6. Follow the immediate advice provided by the Manager Repairs and Maintenance.
7. Inform your Quality School Systems and Support representative. They will notify the department's Communications team who will assist with preparing appropriate correspondence about the incident for families and carers.
8. If asbestos exposure is confirmed, complete a DoE WHS online incident report form.

This information is provided to assist principals to commence safe management procedures where an incident has occurred involving the release, or suspected release, of asbestos fibres on school premises.

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Planning and Infrastructure  
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