

Asbestos Management

Schools are responsible for ensuring that asbestos-containing material (ACM) in their school buildings is maintained and that detail of any work involving asbestos is noted in their school Asbestos Register.

The Department of Education uses an independent company to manage Asbestos Registers for all schools, it is called the OCTFOLIO Asbestos Management Portal. The portal can be accessed via the Education intranet.

Asbestos containing material is classified into two categories, friable asbestos and non-friable asbestos.

- Friable asbestos means material containing asbestos that can be crumbled, pulverised or reduced to a powder by hand pressure when dry.
- Non-friable asbestos means material containing asbestos that is not friable, including material containing asbestos fibres reinforced with a bonding component.

Most asbestos at NT schools is of the non-friable category.

ACCESS TO RELEVANT INFORMATION FOR SCHOOLS

As well as access to the OCTFOLIO Asbestos Management Portal the following documents can be found in the Education Document Centre > Planning and Infrastructure>Property and Building Works.

- Asbestos Flier for Schools
- Asbestos information for Schools
- Presentation for School Staff
- Presentation for School Students

RELEVANT STANDARDS/STATUTORY REQUIREMENTS

- Under the Work Health and Safety (National Uniform Legislation) Act schools have a duty of care to ensure that the school is safe and that the safety of all persons within the school are not affected by the condition of the school or any work being carried out at the school.
- Chapter 3 of the Work Health and Safety (National Uniform Legislation) Regulations sets out the general obligations in relation to the management of workplace hazards. Chapter 8 of the regulations sets out specific requirements that must be complied with when working with asbestos:

- Regulation 452 requires that before a building or structure is demolished the person with management or control of the workplace, or of the structure or plant, must ensure (a) that all asbestos is likely to be disturbed by demolition or refurbishment is identified; and (b) so far as is reasonably practicable, that the asbestos is removed before the demolition is commenced.
 - Part 8.5 outlines the health monitoring, training and control on use of certain equipment requirements that must be complied with when working with asbestos
 - Part 8.7 outlines the requirements that must be complied with when removing asbestos.
 - Regulation 458 – Licence required to perform certain work – details the type of work involving the removal of asbestos that requires a licenced asbestos removalist.
 - Regulation 466 – The regulator must be notified of asbestos removal – includes the removal of asbestos or a substance containing asbestos that is required to be performed by a person who is the holder of an Asbestos Removalist's licence. Written notification needs to be provided using the NT Worksafe Notification of asbestos removal form and given to the regulator at least five days before the date on which the work is to commence.
- The following Northern Territory codes of practice have been approved by the Minister for Justice and Attorney-General and are based on the national codes of practice developed by Safe Work Australia:
 - How to Safely Remove Asbestos Code of Practice
 - How to Manage and Control Asbestos in the Workplace Code of Practice

The codes of practice are available on the NT Worksafe website.

The How to Manage and Control Asbestos in the Workplace Code of Practice provides practical guidance for persons conducting a business or undertaking on how to manage risks associated with asbestos and asbestos containing material (ACM) at the workplace and thereby minimise the incidence of asbestos-related diseases such as mesothelioma, asbestosis and lung cancer.

OPERATIONAL RESPONSIBILITIES

Principals in conjunction with School Councils are to:

- Be aware of the risks and precautions associated with asbestos.
- Refer to specific asbestos information for schools. This information includes a handbook, flyer, staff and student presentations.
- Have a school contact person for asbestos management.
- Maintain and update the school Asbestos Works Register (template below refers) every time work is carried out in an area where asbestos is identified. This register must be kept in a permanent but accessible location.

- Have all contractors read and sign the Asbestos Works Register (template below refers) before they commence work in areas that may contain asbestos.
- Check Part 8.10 of the Regulations to ascertain whether a licenced asbestos removalist is required:

Regulations 486 to 489 relate to requirement to hold Class A or Class B asbestos removal licence

- A Class A asbestos removal licence is required to carry out the removal of all friable asbestos or asbestos containing material (ACM);
 - A Class B asbestos removal licence is required to carry out the removal of more than 10 m² of non-friable asbestos or ACM; and
 - A licence is not required to carry out the removal of less than 10 m² of non-friable asbestos or ACM.
- Ensure licenced asbestos removalists provide the school with a copy of the Notification of asbestos removal form that has been signed and ratified by NT Worksafe. The form can be found on the NT WorkSafe website. A copy of the signed form is to be forwarded to asbestosmanagement.dipl@nt.gov.au for record keeping purposes.
 - Include the following paragraph in works contracts:

All removal, repair and renovation of products containing asbestos shall be carried out in accordance with the Asbestos National Code of Practice and Guidance Note.

- Licenced asbestos removalists can be found on the NT WorkSafe website. Most removals at schools can be carried out by Class B licenced removalists.
 - Class A licence allows for the removal of both friable and non-friable asbestos
 - Class B licence allows for the removal non-friable asbestos which is bonded such as fibro sheeting
- At the completion of the work, ensure that copies of the Independent Air Monitoring Certificate and Asbestos Removal Certificate are emailed to asbestosmanagement.dipl@nt.gov.au
- In the instance of asbestos being disturbed, please inform your Quality School Systems and Support representative.
- Your Quality School Systems and Support representative will notify the department's Communications team who will assist with preparing appropriate correspondence about the incident for families and carers.
- For further information or clarification contact DoE on Ph. 899 95651 or Email whs.det@nt.gov.au

Costs for asbestos testing should be included in the cost of the building project which has been funded under Repairs and Maintenance, Minor New Works, or other school funding.

< INSERT SCHOOL NAME>: ASBESTOS WORKS REGISTER

Contractors:

Please check the Asbestos Register before commencing any work at this site. Note the limitations of the register and that it may not identify all asbestos materials at this site. You should consult registered asbestos specialists if you are unsure of the material that you are working with.

Contractor Declaration:

I have read the contents of the Asbestos Register at this school.

| DATE | COMPANY NAME | LOCATION OF WORKS | SCOPE OF WORKS | SIGNATURE | REGISTER LINK REFERENCE |
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