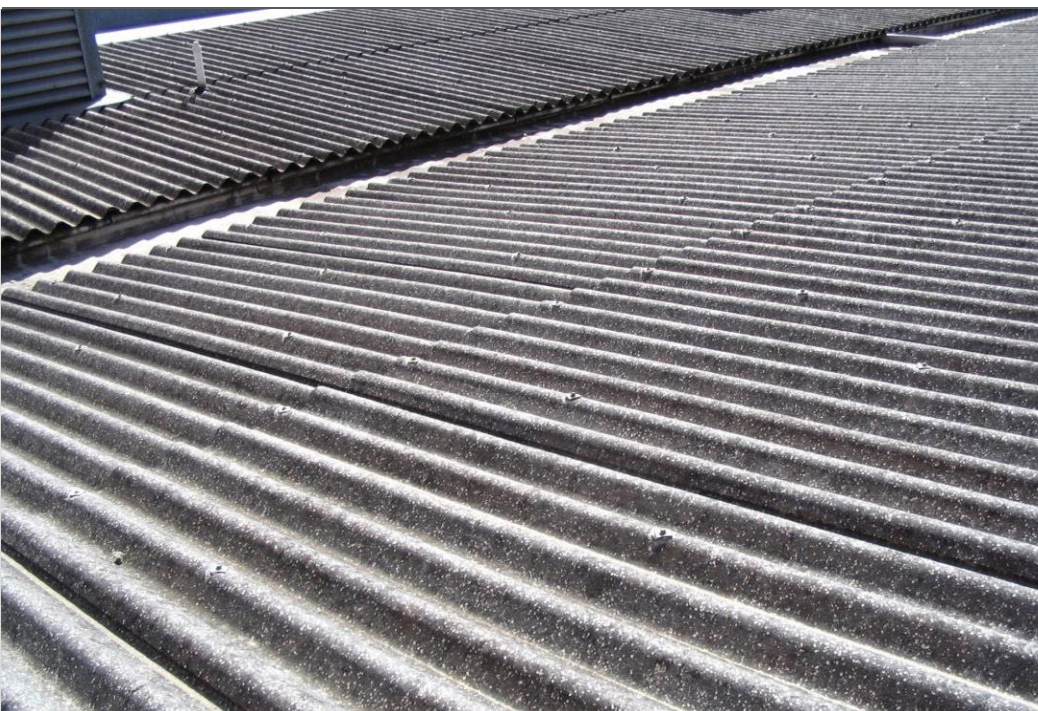


Central Queensland Hospital and Health Service

BEMSPLAN001 Asbestos Management Plan 2023



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1.0 INTRODUCTION

1.1 Background

In April 2005, the National Occupational Health and Safety Commission (NOHSC) approved the release of a revised Code of Practice for the Management and Control of Asbestos in Workplaces. This Code and a new NOSH Code of Practice for the Safe Removal of Asbestos was endorsed by the Workplace Relations Ministerial Council in August 2005.

The primary objective of the revised Code of Practice for the Management and Control of Asbestos in Workplaces was to facilitate the removal of asbestos containing materials (ACM) from workplaces, whilst at the same time providing guidance on the management of in situ asbestos containing materials to prevent it from becoming a serious hazard to health.

In 2006, in response to the declaration of the above-mentioned national Codes of Practice, the Queensland Government approved the release of the whole-of-Government Asbestos Management and Control Policy for Government Buildings. This policy provided a consistent framework for ensuring all ACM in government owned and controlled buildings was effectively managed to protect the health and well-being of workers, contractors, and the general community.

On 1 January 2012, the Work Health and Safety Act 2011 and Work Health and Safety Regulation 2011 came into effect as a result of the harmonisation of work health and safety legislation across Australia. The Safe Work Codes of Practice: How to manage and control asbestos in the workplace (2011) and How to safely remove asbestos (2011), are both Codes of Practice that were gazetted by the Queensland Government on 2 December 2011, and varied by ministerial instrument on 1 March 2021.

The Queensland Government Asbestos Management Policy for its Assets was developed in 2014 to replace the Asbestos Management and Control Policy for Government Buildings.

1.2 Purpose of the Asbestos Management Plan

The purpose of this Central Queensland Hospital and Health Service (CQHHS) Asbestos Management Plan (AMP) is to assist with the management and control of the hazards associated with ACM. As such it forms part of the overall risk mitigation approach that needs to be established and maintained in relation to the management and control of ACM within this facility.

This AMP is to be readily accessible and available to occupants, service providers (e.g. contractors and service personnel), health and safety representatives who represent a service provider, and any other persons whose work / intended work or activities may have the potential to disturb ACM – either accidentally or intentionally.

2.0 ROLES AND RESPONSIBILITIES

This Section details the key roles and responsibilities of all staff involved in the management and control of ACM in Central Queensland Hospital and Health Service (CQHHS).

2.1 The Central Queensland Hospital and Health Service (CQHHS) Chief Executive Officer or equivalent

The Hospital and Health Services (HHSs) and Department of Health (DoH) divisions Chief Executive Officer, or equivalents, for the purpose of this AMP is designated as the *Responsible Officer*.

The *Responsible Officer* will exercise this responsibility for the Central Queensland Hospital and Health Service (CQHHS) by:

- ensuring compliance with the relevant State legislation, the national Codes of Practice relating to the management of ACM and whole-of-Government policies and guidelines to provide and maintain a safe and healthy work environment and related work practices at this facility.
- establishing and maintaining an AMP for this facility.
- identifying all ACM by its location, type, quantity, condition, risk, and date first identified, in workplaces, and recording these details in a readily accessible Asbestos Register.
- arranging regular inspections and risk assessments of ACM.
- regulating all work associated with ACM within this facility, through the use of a *Work Area Access Permit* process.
- ensuring all the required signage and labelling is installed and maintained at this facility.
- recording complete and timely information in the Queensland Health S/4 HANA system to maintain the accuracy of the Queensland Health Asbestos Register using the existing content protocols to maintain correlation with records stored in the legacy Finance and Materials Management Information System (FAMMIS).
- maintaining records of all information that may be required in the event of a future compensation claim.
- ensuring strategies are in place for the management of any non-building-related equipment confirmed or assumed as having ACM which would include replacement where practicable.
- ensuring that contractors and other service providers comply with legislative requirements and follow the requirements of this facility's AMP.
- ensuring and record Building, Engineering and Maintenance Service employees have undertaken *10675NAT Asbestos Awareness* training.
- ensuring a person or persons at this facility assumes the role and duties of the "*Nominated Officer*" for all asbestos-related matters at this facility; and
- ensuring the requirements of the *Code of Conduct for the Queensland Public 2011* are complied with in terms of its application to the management and control of ACM.

2.2 The Facility's Nominated Officer

The *Nominated Officer* is the Central Queensland Hospital and Health Service (CQHHS) representative who controls access into and within a building and is the person(s) at a facility who administers this AMP and is responsible for ensuring anyone who needs to access information contained within this AMP is readily able to do so. (The details of the facility's *Nominated Officer* are to be entered into the space provided on the front page).

The *Nominated Officer*, in times of their absence, shall delegate their duties in relation to this AMP. It is important that the delegates are suitably competent and have the necessary knowledge, training, and experience to perform the duties as noted below.

The *Nominated Officer* will:

- ensure this facility's Asbestos Register is kept up to date.
- ensure an up-to-date copy of this AMP is accessible to health and safety representative who represents a service provider, all service providers including contractors and workers.
- be familiar with the Central Queensland Hospital and Health Service (CQHHS) policies, procedures, instructions that relate to ACM.
- act as an initial point-of-contact for persons seeking information about ACM at this facility, especially the information contained in the Asbestos Register.
- keep this facility's Workplace Health and Safety representative well informed on all ACM related matters, including planned work which has the potential to disturb asbestos.
- ensure the Asbestos Register for this facility is examined prior to any building-related work or activity (such as maintenance or a refurbishment project and supporting plans located in Attachment 1) which has the potential to disturb asbestos.

- manage the *Work Area Access Permit* process - from "issuing" through to "sign-off" of the Work Area Access Permit (i.e. creation, completion, and closure).
- ensure that all Work Area Access Permits include a Work Order and/or instructions that provide a detailed description and location of the work to be undertaken, and the asbestos register is provided to Service Providers with the identified or assumed asbestos or ACM that could be disturbed by the work (including Table 1 and 2);
- disseminate asbestos-related guidance material, such as fact sheets, guidelines etc.
- ensure the facility's local instructions compliment the procedures and practices for safely working with ACM.
- ensure all Building, Engineering and Maintenance Service employees who attend, and receive *10675NAT Asbestos Awareness* training is recorded, or updated on designated training registers or in staff personal files. Records need to be available to auditors or need to be available to management as required.
- record details and report any asbestos-related incidents, as workplace incidents to the Queensland Health Workplace Health and Safety Unit e.g. appropriate HHS Workplace Health and Safety Unit; and
- comply with the requirements of the Queensland Public Service *Code of Conduct* in its application to the management and control of ACM.

2.3 Facility Staff, Occupants and Visitors

In regard to this facility AMP, staff, occupants, and visitors will:

- advise the *Nominated Officer* or Queensland Health Workplace Health and Safety Unit of any inquiries or concerns expressed by staff, occupants, visitors, or others relating to ACM e.g. the appropriate HHS Workplace Health and Safety Unit.
- report to the *Nominated Officer* any hazardous situations or incidents where ACM has become disturbed (such as accidental or intentional damage) following the standard departmental reporting procedures.
- comply with all policies, procedures, and instructions stipulated in this AMP.
- be familiar with the responsibilities of the *Nominated Officer* and be aware of the measures in place to manage ACM and control any potential associated risk at this facility. This includes attendance at any asbestos awareness training.
- ensure reasonable precautions are taken to keep people clear of areas where ACM is being repaired, removed, or upgraded.
- comply with all workplace health and safety instructions; and
- comply with the requirements of the *Code of Conduct for the Queensland Public Service 2011* in its application to the management and control of ACM.

2.4 Service Providers (including contractors and in-house maintenance personnel)

Service providers have a responsibility to ensure that any work they perform that may potentially disturb ACM (e.g. maintenance, installation work, alterations, refurbishment etc.) is undertaken in accordance with all relevant legislative requirements and specific instructions issued by Queensland Health. In particular, service providers are required to:

- familiarise themselves with the Asbestos Register for the facility.
- ascertain whether ACM is present (or is assumed to be present) in the proposed work area.
- obtain a *Work Area Access Permit* before commencing any work in an area where ACM is confirmed or assumed to be present.
- read, understand and comply with the "General Conditions of Access" and "Special Conditions of Access" attached to the *Work Area Access Permit*.

- ensure that the work actually performed is accurately described on the completed *Work Area Access Permit*.
- have an appropriate Class A or Class B asbestos removal licence if required.
- employ appropriate work methods and ensure that workers have received instruction and training on working safely with ACM.
- report to the *Nominated Officer* issuing the *Work Area Access Permit* following completion of work to sign off the Permit; and
- report to the *Nominated Officer* issuing the *Work Area Access Permit* if additional asbestos is identified, any asbestos is disturbed and provide a clearance certificate advising it is safe to reoccupy the work area.

3.0 KEEPING THIS ASBESTOS MANAGEMENT PLAN UP TO DATE

The *Nominated Officer* has the responsibility to ensure that this AMP is kept current. This means ensuring that the AMP is periodically updated (at least annually). The *Nominated Officer* will need to ensure:

- any changes to the ACM on site are provided to the S/4HANA Asbestos Register administrator for modification of the Asbestos Register (update Attachment 3); and
- all *Work Area Access Permits* (signed hardcopy) are retained for future reference in accordance with the record retention procedures.

Note: the timeframe for the maintenance of these records is a minimum period of 100 years in accordance with the Public Records Act 2002. Further reference should be made to Queensland State Archives and Queensland Government, General Retention and Disposal Schedule for Administrative Records (Asbestos Register is to be retained permanently).

See [General Retention and Disposal Schedule GRDS](#) and [Queensland State Archives](#)

4.0 MANAGING RISKS ASSOCIATED WITH ACM

Appropriate measures are needed to ensure that ACM at this facility is managed and potential asbestos related risks are controlled. The following measures deployed at this facility have been developed based on the requirements of the *Safe Work Code of Practice: How to manage and control asbestos in the workplace (2021)* and include:

- identification and registration of ACM.
- periodic inspection (or survey) of ACM.
- warning signage and labelling of ACM. Refer: Department of Energy and Public Works (EPW) “Templates, Standard Specification, Examples” [Manage Asbestos](#)
- safe business procedures and work practices.
- a *Work Area Access Permit* process to control building-related work.
- progressive removal of ACM (based on a risk assessment and accompanying mitigation strategies); and
- education and awareness programs.

4.1 Identification and registration of ACM

Work Safe Code of Practice: How to manage and control asbestos in the workplace (2021) requires the person in control of a business or undertaking who has management or control of a workplace (i.e. Chief Executive or equivalents of the Central Queensland Hospital and Health Service (CQHHS) to ensure all ACM in their workplace is identified, as far as practicable. Details including the location, item, type, condition, date of identification, and quantities of confirmed or assumed ACM at this facility are to be recorded in the Asbestos Register (refer to Attachment 3 - Table 1 and 2).

Minimum requirements:

- So far as it is reasonably practicable, all asbestos (confirmed or assumed) at the workplace must be identified and recorded.
- For workplaces that are not buildings, the date the asbestos was identified, its location as well as its type and condition should be recorded at a minimum e.g. in an Asbestos Register (refer to Attachment 3, Table 1 and 2).
- If no statutory requirement for an Asbestos Register applies, any asbestos (e.g. Naturally Occurring Asbestos) should be recorded and information kept in the AMP.

For a workplace building constructed before 1 January 1990:

- An Asbestos Register is required (even if no asbestos has been identified).
- If an Asbestos Register does not exist, prepare, and maintain an Asbestos Register (even if no asbestos is identified) by:
 - engaging a competent person to survey the building fabric and/or plant and equipment; or
 - assuming asbestos is present in the building fabric and/or plant and equipment.

For a workplace building constructed on or after 1 January 1990:

An Asbestos Register is required if:

- the building contains plant and equipment manufactured and/or installed up to 31 December 2003 (even if no asbestos is identified); or
- asbestos is identified or may be present from time to time; or
- an Asbestos Register already exists, and it contains records of confirmed asbestos; or
- an Asbestos Register already exists, and a competent person has assumed asbestos is present, until a competent person determines otherwise (e.g. by inspection/testing).
- If an Asbestos Register already exists and the Central Queensland Hospital and Health Service (CQHHS) has assumed asbestos is present because of the construction year of the building, this information can be modified in-line with the assumptions identified in the regulatory amendment from 31 December 1989 to 31 December 2003.
- Therefore, Central Queensland Hospital and Health Service (CQHHS) can assume the building's fabric does not contain asbestos. However, any plant and equipment manufactured and/or installed up to 31 December 2003 should still be assumed to contain asbestos unless proven otherwise (e.g. include components of lift motors, generators, gate valves, boilers, rope seals and gaskets). An Asbestos Register is required for this information.
- Any entries removed from a current Asbestos Register must still be retained in accordance with Central Queensland Hospital and Health Service (CQHHS) record retention and disposal schedule.
- Where an Asbestos Register is required, it must be reviewed and revised in accordance with the *Work Health and Safety Regulation 2011*.
- Asbestos Registers must be reviewed, and if necessary, revised if:
 - the AMP is reviewed
 - further asbestos is identified at the workplace
 - asbestos is removed from or disturbed, sealed or enclosed at the workplace.

If an Asbestos Register is required but does not exist, Central Queensland Hospital and Health Service (CQHHS) must:

- engage a competent person to survey the building fabric and/or plant and equipment; or
- assume asbestos is present in the building fabric and/or plant and equipment; and
- prepare and maintain an Asbestos Register (even if no asbestos is identified).

The Central Queensland Hospital and Health Service (CQHHS) uses a competent person to undertake an asbestos survey and review the asbestos management plan / asbestos register.

The information collected in the asbestos survey is to be entered into S/4HANA to record the findings of an asbestos survey and to document the assumed presence of asbestos. Any new or updated asbestos information is to be recorded in S/4HANA and managed by Central Queensland Hospital and Health Service (CQHHS)

Details including the date on which the asbestos was identified, as well as the location, type, and condition of the asbestos at this facility are to be recorded in an Asbestos Register. The results of materials sampled and tested for the presence of asbestos are to also be included.

4.2 Warning signage and labelling of ACM

Under the *Work Health and Safety Regulation 2011*, the presence and location of all asbestos, including asbestos that is inaccessible, must be clearly indicated. The Code of Practice *How to manage and control asbestos in the workplace (2021)* reiterates the need to use control measures, such as a permit-to-work process and signage and labelling to ensure that asbestos is clearly indicated in the workplace.

Areas in this facility which contain ACM, including plant, equipment, and components, will be sufficiently signposted with appropriately placed asbestos warning signs and labels to ensure that the ACM is not unknowingly disturbed without the appropriate precautions being taken.

Signs and labels are a useful 'safety net' and are used to alert persons to the presence of ACM. However, it is important to note that they must not be relied on as an alternative to viewing the Asbestos Register or implementing other control measures.

When determining the extent of signage and labelling required at this facility, several factors need to be considered such as the type and condition of ACM, the friability, the risk of it being inappropriately disturbed, and the control measures in place for persons carrying out building related work particularly contractors and service personnel.

It is also important that the number, size, location and wording of signs and labels is suited to the particular environment, and the perceptions and impact on occupants and visitors to this facility are minimised, whilst still satisfying the statutory workplace health and safety obligations.

The minimum requirements below must be met.

Minimum requirements:

- At least one publicly visible warning sign must be located at the **main entry counter where Contractors enter the facility** (e.g. the central control point, such as the reception, front counter, and/or security desk). Depending on the particular situation, additional signs may be necessary at specific locations such as loading docks, plant room entrances and workshops, and even property boundary fence entrances.
- Positioning of signs and labels for particular situations should be determined by a person competent in this field.
- The design and size of signs and labels must comply with *Australian Standard 1319 – Safety Signs for the Occupational Environment*.

Signs and labels indicating an area is "asbestos-free" will not be used, except in limited specific circumstances where labels may be needed to advise service personnel (e.g. labelling of fire doors or machinery, plant, or equipment).

More information on warning signage and labelling is available from the *Asbestos Management and Control in Government Buildings* website on GovNet at [Manage Asbestos](#).

4.3 Periodic Inspection of ACM

The minimum requirements below must be met.

Minimum requirements:

- A competent person must inspect all identified asbestos at least once every five (5) years, as part of the review of the Asbestos Register and AMP.
- It is at the discretion of HHSs or Department of Health divisions if inspections are conducted more frequently than five (5) years (e.g. in conjunction with building condition assessments). Note: The condition assessment process for buildings is to be conducted in accordance with the Queensland Government's Maintenance Management Framework.
- The frequency of inspections may need to increase if it is likely that between inspections the condition of the asbestos will deteriorate rapidly or become badly damaged. In these cases, consideration should be given to removal or treatment of the asbestos as a matter of priority.
- Inspections are to be included with a thorough review and updating of the Asbestos Register and AMP.

Inspection of identified asbestos is to be carried out at least once every five (5) years, as part of the review of the Asbestos Register and AMP. A service provider, competent in asbestos inspections is to be contracted to carry out this task.

Periodic review of the Asbestos Register is needed to ensure that the information in the Register remains up-to-date and accurate e.g. room names may have changed, the condition the asbestos may have deteriorated, or buildings may have been demolished or upgraded (refer to Section 3 of the Code of Practice *How to manage and control asbestos in the workplace 2021*).

Periodic inspection and monitoring of the condition of the asbestos is an important and necessary component of an effective asbestos management strategy. These actions also provide a level of confidence that the contents of the Asbestos Register remain up to date.

Such inspections should only be carried out by a person competent in the identification of asbestos and experienced in assessing condition and any associated risk of building materials that may contain asbestos. If samples need to be taken of materials suspected of containing asbestos, these samples must be taken only by a competent person for testing at a laboratory accredited by the National Association of Testing Authorities (NATA) or a laboratory approved by or operated by the Regulator. The outcome of any inspections and testing results are to be incorporated into the Asbestos Register.

For a facility that has an effective *Work Area Access Permit* process in place the minimum requirements are:

- **inspection of all ACM at least once every five (5) years.**
- **inspection of higher risk ACM at least once every one (1) year.**

4.4 Safe business procedures and work practices

Any building-related work or other activity at this facility with the potential to disturb ACM (either intentionally or accidentally) should be properly planned, with the appropriate precautions put in place. (Refer also to the section on *Work Area Access Permits*.)

When procuring service providers (e.g. contractors) they should be appropriately skilled, experienced, and resourced to carry out the work safely. Depending on the nature and complexity of the work proposed, they may need a special class of licences. There may also need to be special supervision for the work, as well as clearance certification of work areas once the work is completed.

The Work Health and Safety Regulation 2011 requires:

- all work on ACM to comply with: *Safe Work Code of Practice: How to manage and control asbestos in the workplace (2021)* and
- any 'asbestos removal work' to comply with the *Safe Work Code of Practice: How to safely remove asbestos (2021)*

Removal of any amount of friable ACM can only be undertaken by a "Class A" licensed removalist.

Removal of >10m² non-friable ACM can only be undertaken by a "Class B" licensed removalist or a "Class A" licensed removalist.

Although no licence is mandated by law for <10m² of ACM, appropriate safe work practices must be in place. The *Nominated Officer* may mandate the possession of a "Class B" licence.

The *Work Health and Safety Regulation 2011* and the *Safe Work Code of Practice: How to manage and control asbestos in the workplace (2021)* prohibit the use of certain tools or work methods when working with ACM as they can generate airborne asbestos.

Some of the more specific requirements for service providers can be found on the "Special Conditions of Access (asbestos)" attached to *Work Area Access Permits*.

4.5 Work Area Access Permit process

If any work or activity has the potential to disturb ACM, a *Work Area Access Permit* must be issued before work proceeds. The Permit is written authorisation granting conditional access to a specific work area which is known (or assumed) to contain ACM. The Permit must be issued by the *Nominated Officer* or an approved delegate.

What is a Work Area Access Permit? A *Work Area Access Permit* is written and signed authorisation granting conditional access to a specific work area in this facility which is known (or assumed) to contain ACM - for the purpose of carrying out building-related work or activity which may potentially disturb ACM.

Work Area Access Permits should be electronically created using the S/4HANA system, with the hardcopy printed out and details entered by the *Nominated Officer* (or delegate) and the service provider. However, if this is not possible, a blank master copy is provided in Attachment 2. The completed hard copy details are scanned and filed electronically and/or is kept as a hard copy and stored in accordance with the Queensland State Archives and Queensland Government, *General Retention and Disposal Schedule*.

Following completion of the work, the *Work Area Access Permit* is to be signed off by the service provider giving details of any additional asbestos identified, removal of asbestos impacting the

Register and noting that the work area is ready for re-occupation. The *Nominated Officer* will sign the Permit noting the information supplied by the service provider.

On completion of any asbestos removal work, the independent licensed asbestos assessor engaged for the Class A removal work of friable asbestos and the independent competent person for Class B removal work of non-friable asbestos are to provide a clearance inspection and certificate before the asbestos removal area in the workplace can be reoccupied. The Class B clearance certificate can be provided on the *Work Area Access Permit* in the appropriate space while the clearance certificate for Class A removal is to be kept with the finalised *Work Area Access Permit*.

A Work Area Access Permit is required in any work situation where the work has the potential to disturb ACM. Typical situations include:

- construction (e.g. capital works such as refurbishment, retrofit upgrades).
- minor works (e.g. extensions, installation of services such as air-conditioning, data cabling).
- condition-based maintenance (e.g. replace vinyl flooring, asbestos-cement roof replacement).
- responsive maintenance (e.g. fixing leaking pipes in wall cavities, repairs to a damaged ceiling).
- incident response (e.g. 'make-safe'/clean-up and activities after a fire, natural disaster, or vandalism).
- maintenance-related cleaning activities (e.g. gutter cleaning, external wall wash down prior to painting, abrasive cleaning).
- asbestos removal work (e.g. removal of wall and ceiling sheeting, which would include the removal of insulation by a licensed asbestos removalists).
- demolition work - partial or total (e.g. demolition activities after a fire or natural disaster).
- asbestos inspections and sampling (e.g. taking small samples of dust or wall sheeting for testing); and
- condition assessments or tendering/quoting inspections that involve entering concealed cavities or spaces (such as the ceiling space).

A Work Area Access Permit should be issued for any work situation where the work (or other activity) has the potential to disturb ACM – intentionally or accidentally.

For routine day-to-day tasks and regular service maintenance work, “period” *Work Area Access Permits* may be used (for periods up to 12 months) – as long as certain criteria are satisfied.

All completed hardcopy permits should be either stored with this Plan, or else stored in an accessible location (in accordance with record retention procedures).

A blank Work Area Access Permit can be downloaded from the following Queensland Health website [Work Area Access Permit \(WAAP\)](#)

4.6 Progressive removal of ACM

All future work programs including maintenance, minor works, capital works and special programs will incorporate any opportunity to remove ACM.

Queensland Health’s long-term objective is for all Queensland Health controlled buildings to be free of ACM. Until this is achieved, a **risk management-based strategy** will be implemented to safeguard people who occupy, provide services, and visit these buildings.

Any asbestos removals will be carried out by licensed asbestos removalists as specified in the *Work Health and Safety Regulation 2011* and in accordance with the *Safe Work Code of Practice: How to safely remove asbestos (2021)*.

4.7 Education and awareness programs

- The issue of ACM being present in this workplace can be highly emotive in some environments or for some individuals. It is therefore important that facility users should at least have a general awareness about ACM. Depending on their specific duties and responsibilities, some persons may need more dedicated training. Building, Engineering and Maintenance Service employees will need to undertake *10675NAT Asbestos Awareness* training.
- General information regarding asbestos at this facility will be made readily accessible, including advice on safely working with or around ACM.

Mechanisms also need to be in place to deal with enquiries or concerns raised by users of this facility, visitors, or members of the community. These mechanisms should follow HHS/DoH Policy.

Enquiries regarding ACM at this facility should be directed to the *Nominated Officer* or the *Workplace Health and Safety Unit* for this facility, and this AMP made available for perusal.

Useful training material on ACM (i.e., asbestos awareness presentation and information) can be obtained from the *GovNet Asbestos Management and Control* website at [Manage Asbestos](#).

4.8 Incident response procedures

If accidental damage occurs to any ACM during the course of usual facility operations, staff and visitors should vacate the room or area and follow their workplace health and safety processes and procedures. Access to the area should be restricted until the damage can be assessed by a competent person, who will then advise on recommended short- and longer-term remedial actions.

Any potential risk from damaged ACM depends on several factors including the type of ACM, the nature of the damage, and how it was caused.

In the event of an incident involving ACM, advice should be sought from a technically competent person.

Any 'asbestos incident' is to comply with Queensland Health processes, with every Queensland Health facility reporting and managing incidents through RiskMan and complying with the *Work Health and Safety Incident Response Standard QH-IMP-401-7:2020*.

[Work Health Safety and Wellbeing](#)

[Work Health and Safety Managing Incidents](#)

[Work Health and Safety Incident Response Standard](#)

Damaged ACM should be made safe until it can be properly repaired or replaced. In the case of non-friable or bonded asbestos it would simply be a matter of sealing over the damaged area with paint or tape.

Incidents relating to ACM should be documented and should follow Central Queensland Hospital and Health Service (CQHHS) workplace health and safety processes to determine the course of any necessary remedial action including any clean-up. If accidental damage occurs to any ACM during the course of a maintenance or building project, the Service Provider must stop work immediately and advise the *Nominated Officer*.

5.0. THE ASBESTOS REGISTER

If there is any uncertainty regarding the completeness or accuracy of the Asbestos Register, the most current version can be easily 'downloaded' from the S/4HANA.

The contents of the Asbestos Register may change over time so it is important that the hardcopy version at the end of this AMP is kept up-to-date, and should be replaced at least every 12 months or sooner if:

- the name of the location of the asbestos changes e.g. room name changes
- an asbestos survey is conducted
- the condition of the asbestos changes between surveys (e.g. any deterioration or damaged)
- the asbestos is removed, disturbed, sealed, or enclosed
- any sample testing and/or air monitoring for asbestos is carried out
- further asbestos is identified
- this AMP is reviewed.

The printed version of the Asbestos Register for this facility should be located at the end of this AMP (refer to Attachment 3 and Table 1 and 2).

The Asbestos Register is located at the main entry counter where Contractors enter the facility and is readily available for viewing by persons who may need to be aware of the presence of ACM, including staff and maintenance workers.

The hardcopy Asbestos Register in this AMP and at the main entry counter, should be replaced with the latest version (downloaded from S/4HANA) at least once every year.

6.0 WHERE TO FIND FURTHER INFORMATION

6.1 Agencies

- **Workplace Health and Safety Regulator** has primary responsibility for advising on statutory requirements relating to the management of ACM within the workplace.
- This includes providing advice on the statutory obligations of persons in control of business or undertakings as well as licensing requirements for contractors. Refer to [Table of Fees](#)
- The **Department of Energy and Public Works (EPW)** has the role of management authority for ACM within government-controlled buildings and is responsible for overseeing and supporting implementation of the Government policy and strategy for the control and management of ACM.
- A range of information covering specific topics relating to ACM management are available online through the dedicated GovNet web page. These are designed to provide a consistent understanding and application of the policy and strategy across the sector. Issues not able to be resolved at a departmental level can be referred to EPW.
- Refer to: [Manage Asbestos](#), which provides the whole of Government Policy and Implementation Standards.
- The **Department of Environment and Science** administers the regulatory framework for the environmentally safe movement and disposal of ACM.
- Refer to: [Management of Regulated Wastes](#) and <https://environment.des.qld.gov.au/management/waste/business/asbestos>
- **Queensland Health**, as part of its responsibilities under Health legislation, provides information about removing ACM for homeowners. Refer to: [Health Information Management](#)

6.3 Local Councils

Local Councils may have certain responsibilities or special requirements for this facility across a range of asbestos related topics and activities especially in relation to disposal. For more information refer to your local Council website.

6.4 Legislation and other requirements

Listed below are some of the key Queensland Government legislation, policy and Codes of Practice that are relevant to the management and control of ACM in Queensland Health buildings:

- Queensland Government Asbestos Management Policy for its Assets 2014.
- Implementation Standard Minimum Requirements for Asbestos Management.
- Implementation Standard Minimum Asbestos Register Data.
- Work Health and Safety Act 2011.
- Work Health and Safety Regulation 2011.
- Environmental Protection Act 1994.
- Environmental Protection Regulation 2008.
- Work Safe Code of Practice: How to manage and control asbestos in the workplace 2021.
- Work Safe Code of Practice: How to safely remove asbestos 2021.
- Queensland State Archives and Queensland Government, *General Retention and Disposal Schedule*.

Glossary of Terms

Definitions for the purposes of this Asbestos Management Plan

Within the context of this Asbestos Management Plan, the following definitions apply:

Item	Item Description
Activity	means work or activity that has the potential to disturb known or assumed asbestos or ACM.
Asbestos	is the common term used to describe the fibrous form of naturally occurring mineral silicates belonging to the serpentine and amphibole group of rock forming minerals? The term may now be used to generically describe any form of asbestos containing material.
Asbestos containing material (ACM)	means any material, object, product, or debris that contains asbestos.
Asbestos Management Plan (AMP)	an Asbestos Management Plan is a set of measures that when implemented forms an effective strategy to manage asbestos-related hazards and any associated potential risks to health and safety. Every facility with confirmed or assumed ACM requires an Asbestos Management Plan to be in place.
Asbestos Register	means the Register used to record the presence (or assumed presence) of asbestos containing material.
Asbestos removal licenses	licenses issued to businesses as required by Queensland legislation that allow the licence holder to remove asbestos as follows: <ul style="list-style-type: none"> • Class A licence - removal of any quantity of friable and non-friable asbestos; and • Class B licence - removal of greater than 10 square metres of non-friable asbestos.
Asbestos removal work	means the removal of: <ol style="list-style-type: none"> any quantity of friable ACM; or 10 square meters or more of non-friable ACM.
Bonded ACM	is a term which is not used any longer under the revised Work Health and Safety legislation. It has been replaced by the term non-friable asbestos which means material containing a bonding compound reinforced with asbestos fibres
Building	means any roofed structure, the site on which the building is located, fixed plant and equipment items that are associated with buildings (e.g. air conditioning systems and generators), site infrastructure (e.g. fencing, water supply and drainage) and special purpose facilities (e.g. swimming pools).

Item	Item Description
Competent person	suitably qualified person with the necessary training, knowledge, experience, and skills as detailed in the <i>Work Health and Safety Regulation 2011</i> and <i>How to manage and control asbestos in the workplace 2021</i> .
Contractor	means the business entity engaged through a contract, and includes all persons working for that entity either as staff or subcontracted persons or business entities.
Facility	means the whole site within the property boundaries, and all built improvements on the site land including buildings and other structures.
Friable ACM	means material that is in a powder form or that can be crumbled, pulverised, or reduced to a powder by hand pressure when dry, and contains asbestos e.g. Low-Density Board. Friable ACM is typically comprised of loose asbestos fibres to which a binding agent (e.g. glue) was applied.
Hazard	means any matter, thing, process, or practice that may cause death, injury, illness, or disease.
In situ	means fixed or installed in its original position.
Management and control of asbestos	means the identification, periodic inspection, management <i>in situ</i> and progressive removal of asbestos – including keeping of records.
Nominated Officer	is the representative of the <i>Responsible Officer</i> (the person in control of a business or undertaking with management and control of premises)? The <i>Nominated Officer</i> is in a position to control access into and within a building. This is the person(s) at a facility who administers this AMP and is responsible for ensuring anyone who needs to access information contained within this AMP is readily able to do so.
Non-friable asbestos	means material containing asbestos that is not friable asbestos, including material containing asbestos fibres reinforced with a bonding compound. This form of ACM was previously defined as ‘bonded’ ACM and is typically a dense base material (e.g. cement, vinyl) to which asbestos fibres were added, usually as a reinforcing agent.
Queensland Health	means Queensland Health, Hospital and Health Services or Department of Health divisions and asset owning entities. This is determined by the entity engaging the Responsible Officer.
Responsible Officer	is the person in control of a business or undertaking with management and control of premises e.g. HHS Chief Executive Officer or a Department of Health divisions and asset owning entities equivalent? This person has the responsibility to provide and maintain a safe and healthy work environment and related work practices at this facility.
Risk	means the likelihood of a hazard causing harm to a person.
Risk Management	is a systematic process to identify, analyse, assess, and treat risks that may impact on an organisation’s objectives?
S/4HANA	A system that incorporated a computerised maintenance management system and includes Queensland Health’s Asbestos Register.
Service Provider	means persons or organisations that provide services - irrespective whether they are formally engaged to do so (e.g. contractors), or not (e.g. community volunteers).
Work	means any activity, physical or mental, carried out in the course of a business, industry, commerce, an occupation, or profession.
Work Area Access Permit	means the written authorisation issued by the <i>Nominated Officer</i> (person with control of the premises), granting access for the purpose of carrying out work to a designated area which is known to contain, or is assumed to contain, asbestos.
Workplace	means any place where a person works. For the purpose of the AMP, place means any departmentally controlled building which is used for work related activities. It excludes domestic premises.

Table 1 – Form and Type of Asbestos

Form of Asbestos	Type **
Adhesive	Non-friable
Cement Based	Non-friable
Fibrous Felt	Friable
Insulation Board	Friable
Lagging	Friable
Low Density Board	Friable
Loose Fill	Friable
Mastic/Filler	Non-friable
Millboard	Friable
Polymer Bound	Non-friable
Sprayed Coating	Friable
Vinyl Sheeting (incl. backing)	Friable
Vinyl Tiles	Non-friable

*** Non-friable forms of asbestos in a deteriorated condition may become friable*

Table 2 – S/4HANA Asbestos Status Codes

Status	Description
CFAM	Confirmed - Amosite
CFCR	Confirmed - Crocidolite
CFCA	Confirmed - Chrysotile Amosite
CFCC	Confirmed - Chrysotile Crocidolite
CFAC	Confirmed - Amosite Crocidolite
CCAC	Confirmed - Chrysotile Amosite Crocidolite
CFTR	Confirmed – Tremolite asbestos
CAAS	Confirmed - Unknown Analysis Type
CASU	Assumed Asbestos Present
ASSU	Interim Status (No Survey)
NPRN	Not Present - Not tested
NPRT	Not Present - Tested
REMD	Removed

Table 3 – Consultation

Key stakeholders (position and business area) who were provided the opportunity to review this version are:

Name	Position and Business Area	Date of consultation
Eden Keliher	Trade Manager Building	January 2023
Marga Quinlan	BEMS Manager	January 2023
Members	Environmental Safe Practice Committee	January 2023
Members	Workplace Health and Safety	January 2023