

# OHS – ASBESTOS

## POLICY

### Rationale:

- Asbestos is one of a number a potentially hazardous building materials not uncommonly found in existing school buildings. Due to the potentially hazardous nature of asbestos, it needs to be effectively managed.

### Aims:

- To provide a school environment safe from the potentially harmful effects of asbestos.
- That asbestos contained in construction materials in existing buildings is safely managed.

### Implementation:

- **OHSR for the Underbool Primary School refers to the Principal.**
- Asbestos can be found in ceilings, vinyl floor tiles, electrical switch boards, walls and in the eaves of school buildings. It may also be used in heat resistant mats/materials in science labs.
- Asbestos in schools is relatively safe if it is sealed, enclosed or encapsulated and not disturbed.
- The OHSR in consultation with staff will create a work place appropriate OHS Risk Register which will identify, locate and describe potential workplace hazards and rate the inherent risks associated with each hazard.
- All reported hazardous building materials, including asbestos will be entered on the OHS Hazardous Building Materials Register.
- We will inform the OHS Advisory Service (1300 074 715) of the identification of asbestos at the school and follow their advice in relation to its handling and/or removal.
- The OHSR will refer to the hierarchy of controls (eliminate, substitute, isolate, engineering, administration, personal protective equipment) and establish a series of controls that eliminate or effectively minimise and manage the risk associated with asbestos.
- The OHS Risk Register will detail the controls that are to be implemented for asbestos material as well as a schedule indicating implementation timelines for each proposed control.
- The OHSR attention is to be drawn to the fact that the Department of Education conducts a program of regular asbestos auditing in DEECD workplaces. Each school (other than Greenfield sites) will have a copy of the division 5 audit report. Schools can access their report at <https://www.eduweb.vic.gov.au/PRMSaudit/Search.asp> If our school is found to contain asbestos we will have an up to date Asbestos Management Plan, and the principal will assume the role of the Asbestos coordinator.
- All contractors will be shown Part 5 of our Asbestos Management Plan prior to conducting any works.
- Only certified contractors will be commissioned to remove or carry out works involving asbestos and other hazardous building materials.
- Contractors will be required to provide Safe Work Method Statements to the principal before commencing any work that is potentially hazardous.
- The OHS committee will, in consultation with all staff, establish and conduct an annual OHS Activities Calendar of mandated and situational OH&S requirements including workplace inspections of asbestos areas to monitor their condition.

- The OHS Risk Register will be updated to reflect any changed condition of hazardous materials and reflect the phased introduction of hazard controls.
- School Council will provide sufficient funds over time to ensure that the control measures (including training) as identified in the OHS Risk Register are implemented.
  
- The principal should seek advice from the OHS Advisory Service on **1300 074 715** for information regarding any areas in concern.

**Evaluation:**

- An annual Occupational Health and Safety review will be conducted by the appointed OHSR in consultation with the principal and nominees from the OHS committee or after any serious incident or near miss.
- The outcomes of this review will be placed on the OHS notice board and will be included within the Buildings and Grounds committee's report to School Council and the community.
- This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council on....

**February 2015**