

OHS – BUILDING MATERIALS

POLICY

Rationale:

- Building materials hazardous to the health of people include asbestos; PolyChlorinated Biphenyls (PCBs), Synthetic Mineral Fibres (SMFs) and lead based paint. We will work with the Department of Education to rid our school of hazardous building materials. In the interim we will control the risk associated with hazardous building materials by sealing, enclosing or encapsulating the material and regularly inspecting it to make sure it remains in a safe condition.

Aims:

- To ensure that appropriate standards of workplace safety are maintained at all times.
- To ensure hazardous building materials are identified, removed or safely controlled.
- To prevent accident, injuries and disease in the workplace.

Implementation:

- **OHSR for the Underbool Primary School refers to the Principal.**
 - Hazardous building materials can be found in schools in the following places:
 - Asbestos can be found in ceilings, vinyl floor tiles, electrical switch boards, walls and in the eaves of buildings. It may also be used in heat resistant mats/materials in science labs.
 - PCBs can be found in fluorescent light fittings installed during the 1950's to 1970's. Workers involved in servicing and dismantling electrical appliances, transformers and capacitors may be exposed to PCBs.
 - SMFs are an asbestos alternative used in insulation and fire-rated products and as reinforcement in cement, plaster and plastic material.
 - Lead based paint was used extensively in Australian buildings prior to 1970 including schools. Any maintenance work done on DEECD buildings that could disturb paint containing lead will present a safety issue to exposed contractors, employees and students.
 - Hazardous building materials in schools are generally safe if they are sealed, enclosed or encapsulated and not disturbed.
 - The OHSR (Principal) 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 will be entered on the OHS Hazardous Building Materials Register.
 - We will inform the OHS Advisory Service (1300 074 715) of the identification of hazardous building materials at the school and follow their advice in relation to its handling and removal.
 - The OHS committee 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 each hazardous building material.
 - The OHS Risk Register will detail the controls that are to be implemented for each hazardous material as well as a schedule indicating implementation timelines for each proposed control.

- 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 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 OHSR 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 hazardous building materials to monitor their condition.
- The OHS Risk Register will be updated to reflect any changed condition in 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....

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