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Title: Hazardous Building Materials Procedure		Authorised By: Manager EHU
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1. Purpose:

The purpose of this procedure is to ensure all risks associated with hazardous building materials within the Department of Education and Early Childhood Development (DEECD) are identified and managed.

2. Scope:


This procedure applies to all hazardous building materials in DEECD workplaces including schools and central and regional offices.

3. References

- *Occupational Health and Safety Act 2004*
- *Occupational Health and Safety Regulations 2007*
- DEECD Guidelines on Asbestos Management and School Asbestos Management Plan 2008
- DEECD Building Quality Standards Handbook 2008
- Managing asbestos in workplaces - Compliance Code
- Removing asbestos in workplaces - Compliance Code

4. Definitions:

Approved Asbestos Analyst:	A person trained to identify asbestos and complete asbestos fibre counts.
Asbestos:	Fibrous forms of mineral silicates belonging to the serpentine and amphibole groups of rock-forming minerals.
Asbestos License Holder:	A person licensed to remove and dispose of asbestos.
Competent Person:	A person who has acquired through training, qualification or experience, or a combination of both the knowledge and skills required to safely carry out a task.
Deputy Health and Safety Representative:	An elected employee responsible for representing employees within a Designated Work Group (DWG) on matters relating to Occupational Health and Safety (OHS) in the absence of the HSR.
Friable Asbestos:	Asbestos-containing materials that can be crumbled or pulverized to a powder when dry.
Hazard:	Anything with the potential to cause harm, injury, illness or loss.
Hazardous Building Materials:	Materials, in addition to asbestos, including PCBs, SMFs and lead paint.
Health and Safety Representative (HSR):	An elected employee responsible for representing employees within a DWG on matters relating to OHS.
Lead Paint:	Lead paint is paint containing lead, which is a heavy metal that was once used to create pigment in paint. All paints manufactured prior to 1978 had lead as one of the ingredients.

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Management OHS Nominee:	A position nominated by the Workplace Manager to oversee the operational aspects of implementing health, safety and wellbeing initiatives, policies and procedures.
Non-friable Asbestos:	Asbestos-containing materials that cannot be crumbled by hand pressure alone.
PolyChlorinated Biphenyls (PCBs)	The main use of PCBs in building materials is as a plasticiser. They are found predominantly in paints, specialty coatings, caulking, sealants, and other materials as well. They were used in equipment such as fluorescent light fitting capacitors, electric motors, ceiling fans and dishwashers that generally predate 1980.
School Asbestos Co-ordinator	A person who is responsible for the safe management of asbestos and is the main contact for asbestos-related issues in the school.
Synthetic Mineral Fibres (SMFs):	SMF is a general term used to describe a number of fibrous materials made from glass, rock, alumina and silica. SMF have been widely used as alternatives to asbestos in insulation and fire-rating products and as reinforcement in cement, plaster and plastic materials
Risk:	A description of the likelihood and consequence of a hazard causing injury or illness.
Workplace Manager:	The Manager or Principal responsible for the school, central office, regional office or other DEECD workplace.

5. Responsibility:

Workplace Managers and/or Management OHS Nominees are responsible for:

- Commissioning a competent person to identify and assess hazardous building materials in the workplace;
- Appointing a person to act as School Asbestos Co-ordinator within the school.
- Making sure controls are implemented and the **OHS Risk Register** is reviewed;
- If reasonably practicable indicating hazardous building materials by labelling;
- Informing employees, contractors and visitors of the presence of hazardous building materials; and
- Complying with legislation relating to hazardous building materials.


HSRs:

The functions of the **HSRs** can include:

- Representing their DWG by reporting incidents or near misses related to hazardous building materials as well as the use and effectiveness of risk control measures.

Employees are responsible for:

- Reporting risks associated with hazardous building materials; and
- Complying with procedures for safe management of hazardous building materials.

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6. Procedure:

6.1 Identifying and Assessing Hazardous Building Materials

Workplace Managers and/or Management OHS Nominees are to commission a competent person to identify the presence of hazardous building materials within the workplace. The results of this assessment should be recorded in a hazardous building material report provided by the competent person.

Hazardous building materials that may be identified include:

- Friable asbestos;
- Non-friable asbestos;
- PCBs;
- SMFs; and
- Lead based paint.

When a hazardous building material is identified, it is to be recorded on the OHS Risk Register and a competent person is to be engaged to undertake an assessment and provide an Asbestos Management Plan. You can contact the Regional OHS/WorkSafe Advisor for advice.

*Note: External competent persons are to be engaged and managed as per the requirements of **Contractor Management Procedure**.*

6.2 Communication of Hazardous Building Materials


The hazardous building material report and Asbestos Management Plan must be made available to all visitors and contractors who may come into contact with hazardous building materials. The report contains a risk assessment and details of control measures for all identified hazardous building materials.

The **Workplace Manager and/or Management OHS Nominee** is to communicate the information contained within the hazardous building material report as per the **Consultation and Communication Procedure**. As a minimum communication is to occur with:

- The Health and Safety Committee;
- HSRs;
- Employees; and
- Contractors.

The **Workplace Manager and/or Management OHS Nominee** should ensure that as a minimum the communication takes into account:

- The location and condition of hazardous building materials;
- The risk of adverse health impacts associated with coming in contact with hazardous building materials;
- The controls that are to be applied to eliminate and/or reduce the risk of adverse health impacts; and
- Information relating to the type of potential health impacts for each of the hazardous building materials.

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6.3 Controlling Risks Posed by Hazardous Building Materials

6.3.1 Control Measures

Where specific hazardous building materials have been identified, controls are to be established and implemented by the **Workplace Manager and/or Management OHS nominee** in consultation with the HSR, employees and a person competent with the hazardous building material. These controls will be defined within the hazardous building material report.

When determining controls to manage hazardous building material risks, the **Workplace Manager and/or Management OHS Nominee** must follow the hierarchy of control outlined in **OHS Risk Management Procedure**. Examples of effective hazardous building material controls (from most to least effective) may include:

- Elimination of asbestos by a contractor who holds an asbestos licence; (See Asbestos Management Plan)
- Painting over lead based paint;
- Conducting monitoring checks to determine actual exposure (see **Hygiene Management Procedure**);
- Developing a **Safe Work Procedure Template** for performing tasks on or adjacent to hazardous building materials; and
- If reasonably practicable indicate hazardous building materials by labelling
- Providing Personal Protective Equipment (PPE) e.g. neoprene or nitrile gloves;

Note: Asbestos can only be removed by an asbestos licence holder. DEECD workplaces must follow their Asbestos Management Plan which ensures employees in immediate and adjacent areas prior to removal of asbestos products and those employed by an asbestos licence holder are informed of the health risks and medical checks that are conducted in relation to asbestos exposure.

6.3.2 Location of Hazardous Building Materials

The **Workplace Manager and/or Management OHS Nominee** must ensure that all employees, contractors and visitors are aware of the location of hazardous building materials. Where relevant the **Workplace Manager and/or Management OHS Nominee** should make sure that the location of hazardous building materials is included in the **OHS Induction Checklist** and **Contractor Induction Checklist**.


6.3.3 Training on Hazardous Building Materials

The **Workplace Manager and/or Management OHS Nominee** should make sure the training needs of employees are identified and implemented in accordance with the requirements of the **Induction and Training Procedure**. The information and training needs for contractors who are required to work on or adjacent to hazardous building materials are to be managed as per **Contractor Management Procedure**.

6.4 Reviewing Controls

The **Workplace Manager and/or Management OHS Nominee** is responsible for reviewing the effectiveness of hazard controls in consultation with the HSR and employees each year. This review process may involve a visual reinspection of the hazards identified in the hazardous building materials report, by a **competent person**, to ensure their on-going safe condition.

For asbestos refer to Asbestos Management Plan.

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6.5 OHS Risk Register

The **Workplace Manager and/or Management OHS Nominee** is to make sure that the **OHS Risk Register** is kept up to date and is reviewed when hazardous building materials are identified, assessed, controlled and reviewed. If the **OHS Risk Register** refers to the hazardous building material report for further detail, then the **Workplace Manager and/or Management OHS Nominee** is to make sure that the hazardous building material report is kept up to date.

DEECD Infrastructure 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 by going to <https://www.eduweb.vic.gov.au/PRMSaudit/Search.asp>

7. Related Documentation:

OHS Risk Register
Contractor Management Procedure
Consultation and Communication Procedure
OHS Risk Management Procedure
Hygiene Management Procedure
OHS Induction Checklist
Contractor Induction Checklist
Induction and Training Procedure
Safe Work Procedure Template

8. Version Control

Version	Section Amended	Amendment	Date Created	Author
2	6.3.2	Changed to include the requirement to inform employees and contractors the location of Hazardous Building Materials where relevant.	April 2011	EHU
2	All	2 yearly review as per OHSMS requirements.	April 2011	EHU