

Asbestos Management Checklist

Asbestos-containing materials are present in many existing schools. These materials usually represent minimal risk if left undisturbed; however, the asbestos-containing materials should be inspected whenever there is a change in the materials or, if there are no changes, every five years by conducting a risk assessment.

- Determine, as far as practicable, the presence of asbestos-containing materials
- Identify the types of asbestos-containing materials
- Identify the location of asbestos-filled materials
- Inspect the conditions of asbestos-containing materials
- Check to see if the asbestos materials are friable or non-friable
- Clearly identify and label all asbestos materials in the school
- Inaccessible areas of the school should be deemed as containing asbestos. Alternatively, an approved asbestos analyst should be called in for an inspection
- Make sure any work conducted will not disturb asbestos-containing materials
- Risk assessment reports should be recorded after the initial inspection and thereafter every time it is revised. Records should contain:
 - The location of all asbestos-containing materials
 - Details of any inaccessible areas to the school that may contain asbestos
 - The dates when asbestos-filled materials were located
 - Date of the first risk assessment
 - Date for the next scheduled risk assessment
- Revise risk assessment plans whenever there is a change in the asbestos-filled material's condition, including asbestos removal, enclosing and sealing
- The risk assessment report should be available to all employees on request
- Tradespeople should be given a copy of the risk assessment report before commencing any work in asbestos-containing areas
- Determine whether asbestos-filled materials are likely to suffer further damage or deterioration
- Risk associated with asbestos should be removed, or if it is not practicable to remove, the risk should be reduced as far as is practicable
- Seal or enclose non-removed asbestos materials to control potential risks
- Asbestos removalists must hold a licence compliant with the *Occupational Health and Safety Regulations 2007*