Rationale

If present, asbestos is an OHS hazard within the workplace and must be managed in accordance with the school’s Asbestos Management Plan.

Purpose

* To ensure Charles La Trobe College complies with site and environmental safety requirements.
* To provide a school environment safe from the potentially harmful effects of asbestos.
* To ensure compliance with OH&S legislation.
* To ensure that asbestos contained in construction materials in existing buildings is safely managed.
* To ensure the school complies with legislation in relation to the handling of asbestos.

Definitions

Asbestos is a potentially lethal material often contained in construction materials found in existing school buildings. Due to the potentially hazardous nature of asbestos, it needs to be effectively managed.

Implementation

* All state school buildings have been audited for asbestos. This audit is known as the Division 5 Asbestos Register and identifies the presence of asbestos or any other hazardous materials.
* Relocatable classrooms moved on site since the school’s audit was completed are also assessed for the presence of asbestos.
* Copies of the Division 5 report will be made available to the school’s OH&S representative and interested community members if requested.
* As per the OH&S Activities Calendar, a regular visual inspection of areas of the school containing asbestos will be a responsibility of the OH&S Committee and outcomes will be recorded on PRMS21. If necessary, a professional will be engaged.
* The Principal will consult with all employees when a building or structure containing asbestos is being demolished or refurbished before any action is taken to assess or control the risk.
* The School Asbestos Coordinator will be the main contact person for all asbestos matters and will assume responsibility as detailed in the Asbestos Management Plan.
* All staff will be made aware of, and act in accordance with, the school’s Asbestos Management Plan available from the Principal or the School Asbestos Coordinator.
* Prior to carrying out any construction or maintenance works, contractors will be provided with a copy of the Division 5 Asbestos Register related to that part of the building in which work is to be undertaken. Part 6 Risk Assessments will be completed prior to undertaking any works.
* Only licenced removalists will be used in the removal of asbestos.
* If any damage to asbestos-containing material occurs accidentally, the area will be isolated and the Regional Office contacted immediately for advice.
* Records relating to asbestos works will be retained for a minimum of 30 years.
* This policy has been approved by School Council.
* For information about asbestos records management, please refer also to the school’s *Archives & Records Management Policy*.

Evaluation

This policy will be reviewed as part of the school’s three-year review cycle or if guidelines change (currently no specific A-Z Index reference to Asbestos, but the latest DET Site Safety reference was mid-April 2014).

Ratification

This policy was ratified by the College Council on 15th February, 2018.

Reference

[www.education.vic.gov.au/school/principals/spag/infrastructure/pages/sitesafety.aspx](http://www.education.vic.gov.au/school/principals/spag/infrastructure/pages/sitesafety.aspx)