



Queensland Government Asbestos Management Policy for its Assets

Implementation Standard 1:

Minimum Requirements for Asbestos

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1. Purpose

This implementation standard supports the *Queensland Government Asbestos Management Policy for its Assets*.

The purpose of this implementation standard is to outline the minimum requirements for departments to manage asbestos in their assets, and assist those persons with control of government assets to:

- comply with legislative requirements for the management of asbestos containing materials (ACM)
- safeguard those who occupy, service and visit their assets from exposure to respirable asbestos fibres.

It is not the intent of this document to replace any legislation or policy. Any applying legislation or policy should be read in conjunction with this document.

Meeting the requirements in this Implementation Standard can assist agencies to demonstrate their compliance with the *Queensland Government Asbestos Management Policy for its Assets*.

Departments are to be aware of these minimum requirements and develop their asbestos management strategy to meet the required level or, depending upon their department's position, a higher level.

2. Asbestos in assets

Asbestos was extensively used in the Australian manufacturing and construction industry between the 1940s and the 1980s. Due to its durability, fire resistance and excellent thermal insulating properties, asbestos was used in the manufacture of a wide range of products, mostly building materials.

While most ACM can be found in buildings (workplace and domestic premises), it can and has been found in other assets, such as:

- land (e.g. buried asbestos, naturally occurring asbestos)
- infrastructure (e.g. road overpasses and bridges)
- plant and equipment (e.g. heater banks, oven door seals)
- mobile assets (e.g. vehicles, vessels).

3. Legislation and policy

The Queensland Government is committed to protecting the health and well-being of workers, contractors and the community by ensuring that asbestos in assets it controls is safely and appropriately managed. As part of meeting this commitment, departments are required to comply with statutory obligations and government policy at a minimum.

3.1 Legislation

Within Queensland, the management of asbestos is prescribed in various pieces of legislation. Legislative requirements establish most of the minimum requirements departments are to follow in the management of asbestos in their assets.

Typically, the use of the asset needs to be considered when determining which primary legislation applies. As departments manage and control a range of assets, some may use the same type of asset for different purposes, e.g. a building could be used as a workplace or as domestic premises.

3.1.1 Primary legislation

The table below shows the primary Queensland legislation applicable to particular types of Queensland Government assets.

Primary Legislation	Asset examples
<ul style="list-style-type: none"> • <i>Work Health and Safety Act 2011</i> (the WHS Act)* • <i>Work Health and Safety Regulation 2011</i> (the WHS Regulation) • <i>How to Manage and Control Asbestos in the Workplace Code of Practice 2021</i> (the Asbestos Management Code) • <i>How to Safely Remove Asbestos Code of Practice 2021</i> (the Asbestos Removal Code) 	Assets which are used as workplaces – buildings, plant and equipment in or at a workplace, infrastructure, land**, mobile structures, workplaces in domestic premises, etc
<ul style="list-style-type: none"> • <i>Public Health Act 2005</i> (the PH Act) • <i>Public Health Regulation 2018</i> (the PH Regulation) 	Assets which are used as domestic premises (i.e. not containing a workplace) – buildings, land**, etc
<ul style="list-style-type: none"> • <i>Environmental Protection Act 1994</i> (the EP Act) • <i>Environmental Protection Regulation 2019</i> (the EP Regulation) 	Asbestos-related contaminated land*** (in workplaces and domestic premises)

* Departments will have other statutory obligations under WHS legislation that are not asbestos-related. This implementation standard only applies to the management of asbestos.

** Asbestos can be found in land, either naturally as a mineral or in a manufactured form (through previous activities or illegal dumping).

*** Classified in accordance with criteria under the *Environmental Protection Act 1994*.

While the legal requirements relating to the management of asbestos vary, there is a community expectation that all levels of Government appropriately manage asbestos regardless of where it is found or whether it is subject to specific legislation (as evidenced by the media attention given to cases where asbestos was found in soil at a state school and in telecommunication pits on public footpaths).

To assist departments in meeting legislative requirements, the whole-of-Government asbestos management policy [Queensland Government Asbestos Management Policy for its Assets](#) is in place. Further information is provided in section 3.2.

3.1.2 Other legislation – Records management

The management of asbestos-related records by departments is legislated under the *Public Records Act 2002*. Public records need to be retained in accordance with the *General Retention and Disposal Schedule for Administration Records* (GRDS) or a department's core retention and disposal schedule. In relation to records relating to hazardous substances (including asbestos), the GRDS specifies a minimum retention period of 100 years after the last action and the permanent retention of registers relating to hazardous substances (including asbestos registers). In addition to meeting the above legislative requirements, departments are to store a copy of their complete asbestos register at 30 June of each year.

Departments are responsible for retaining all records relating to asbestos. In particular, information that may be required for potential future compensation claims, e.g. records on building-related activities undertaken where asbestos is present.

3.2 Whole-of-Government policy on asbestos management

The *Queensland Government Asbestos Management Policy for its Assets* (the Policy) was developed to achieve the safe, consistent and transparent management of asbestos by departments. The Policy and its supporting documentation, like this implementation standard, combine the requirements from various pieces of legislation to provide direction to departments on how to manage asbestos in various types of assets including buildings, land, vehicles, vessels, infrastructure, plant and equipment.

Key aspects of the Policy include:

- application to any asset
- departments to continue managing asbestos in their assets to at least a minimum standard of statutory compliance
- specifically for government domestic premises (e.g. employee housing, social housing), departments to continue managing asbestos to a standard that is above the equivalent statutory requirements for privately-owned domestic premises
- government-owned corporations, statutory bodies and statutory authorities can apply the Policy by their own choice or at the direction of their administering minister or department
- whole-of-Government reporting on asbestos management.

4. Departmental approach to asbestos management

The Queensland Government provides a wide range of services to the community. To deliver these services, departments are responsible for managing and controlling a wide range of assets (e.g. office buildings, houses, bridges, land).

To effectively manage these assets, departments are to document their own asbestos management strategy that reflects their department's risk assessment, asset mix, asset management policies and other obligations (e.g. legal, policy, business processes).

As departments continue to mature in their management of asbestos, consideration should be given to integrating asbestos management strategies into other departmental policies and procedures. For example, asbestos management can become part of one or more operational areas within a department, such as:

- asset management (including facilities and accommodation management)
- occupational health and safety
- land procurement, development and disposal processes.

4.1 Management or control of an asset

Departments use a variety of models for asset ownership and leasing and can be faced with differing asbestos management responsibilities across their asset base. For example, a department that owns but does not occupy a building may not be responsible for particular asbestos management responsibilities under the lease or other arrangement. For departments to effectively manage their asbestos, they need to identify and document which assets fall under their management or control.

For the purposes of the Policy and its Implementation Standards, management or control of an asset can include:

- the person who has the power to make decisions and changes to the structure and use of the asset. This person will usually be the owner of the asset or a representative of the owner and may:
 - engage workers to carry out work there
 - lease it to another person
 - have management or control over the asset, for example a property management group or agent
- a tenant/lessee.

4.2 Assets

For asbestos management purposes, government assets are generally considered to be either a workplace or domestic premises and managed as such.

4.2.1 Workplaces

Under the WHS Regulation, all asbestos (confirmed or assumed) at a workplace is to be identified so far as it is reasonably practicable. In situations where it is not practicable to identify if asbestos is present (e.g. buried asbestos), it is at the discretion of departments as to whether a proactive audit program is to be undertaken or a reactive approach is to be used (e.g. when work is being scoped or after an incident).

Under the WHS Act, a workplace is defined as a place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work.

“Place” includes:

- (a) a vehicle, vessel, aircraft or other mobile structure; and
- (b) any waters and any installation on land, on the bed of any waters or floating on any waters.

Workplace buildings

A workplace building is a building used as a workplace. It includes the building, its site, the fixed plant and equipment associated with the building (e.g. air conditioning systems, emergency generators), site infrastructure (e.g. fencing, water, sewage and drainage pipes) and special purpose facilities (e.g. swimming pools).

Specific requirements exist for identifying, recording and managing asbestos in workplace buildings (refer to Table 1 of this document). These requirements include the preparation of asbestos management plans and asbestos registers. For their asbestos registers, departments are to meet minimum data requirements. Details on asbestos register data requirements are provided in the *Implementation Standard: Minimum Asbestos Register Data*.

Workplaces that are not buildings

Workplaces are not limited to buildings, but can include other assets such as infrastructure, land, vehicles and vessels. These assets are to be considered under a department’s asbestos management strategy. Any asbestos identified in these assets must be recorded. Departments can choose to record

asbestos data in an asbestos register or in another manner as applicable (e.g. spreadsheet, database). At a minimum, the date the asbestos was identified, its location, type and condition should be recorded.

If there are no statutory requirements for an asbestos register, such as for naturally occurring asbestos (NOA), any identified asbestos should still be recorded by the department and managed appropriately.

Workplaces in domestic premises

Work can sometimes be carried out in places other than commercial buildings. If a domestic premises is being used as a place where work is carried out for a business or an undertaking (regardless of whether it is full or part time), then it is considered a workplace and the WHS Act applies.

However, under Section 421 of the WHS Regulation, requirements regarding asbestos registers and asbestos management plans do not apply to workplaces that are domestic premises. Nevertheless, for government-owned domestic premises the Policy establishes a higher standard than that for privately-owned premises. The minimum requirements for government-owned domestic premises provided in Section 4.2.2 of this document apply.

Depending upon how the domestic premises are used, departments have the option to follow the minimum requirements in this document for their domestic premises or apply a higher standard. To help determine which management approach to apply, departments should consider the following examples.

- Domestic premises that have a dual purpose of being a place where government delivers services and where an employee resides should be managed as a workplace. For example, a dual-purpose police station and residence.
- A department managed/controlled employee residence that has an employee residing and working from the premises should at a minimum be managed under the standard for domestic premises.
- Domestic premises that are rented to a member of the public who carries out a business from the premises should at a minimum be managed under the standard for domestic premises. For example, a member of the public who runs a business from a home-based office.

4.2.2 Domestic premises

For the purposes of the Policy and its Implementation Standards, 'domestic premises' are buildings that are provided by the State for residential use. Typically, domestic premises include residences used for government employee housing, as well as those residences that provide housing for members of the community.

The majority of ACM in domestic premises is in the form of non-friable and painted asbestos-cement sheeting, such as wall and ceiling linings. This form of ACM poses negligible risk to health if it is maintained in good condition and worked with safely.

Domestic premises managed or controlled by departments in which ACM has been confirmed or assumed must be identified, recorded in a register and the ACM managed based on an assessed level of risk (refer to Standard 1 in the Policy). This is above the equivalent statutory requirements for privately-owned domestic premises. These additional measures require proactive identification and recording of the domestic premises that have or may have asbestos and application of a risk-based management approach.

4.2.3 Asbestos-related contaminated land

While asbestos can occur naturally in land, it is typically found as waste from previous land uses or activities, e.g. asbestos manufacture, landfills, debris from construction, buried/dumped asbestos waste outside of landfills.

There are different statutory requirements for the management of land with asbestos. Whether it is naturally occurring, contains debris or is contaminated, asbestos management strategies will need to be implemented.

For any land that is contaminated with asbestos as classified in accordance with criteria under the *Environmental Protection Act 1994*, departments must meet statutory requirements under this Act (refer to Table 2).

4.3 Departmental responsibilities

Departments can either manage their asbestos by meeting minimum legal and government policy requirements or, after considering their organisation's business needs, priorities and risk appetite, implement asbestos management standards at a higher level.

Table 1 outlines the minimum requirements to be met by departments in their management of asbestos in workplaces and domestic premises.

Table 2 outlines the minimum requirements to be met by departments in their management of asbestos-related contaminated land.

Table 1: Minimum requirements – workplaces and domestic premises

Domestic premises managed and controlled by government departments are to continue being managed to a standard that is above the equivalent statutory requirements for privately-owned domestic premises.

In situations where a domestic premises contains a workplace, departments have the option to manage the asbestos in the domestic premises under the minimum requirements for domestic premises or may choose to manage their assets to a higher standard (refer to Section 4.2.1).

	Workplaces	Domestic premises
<i>At purchase or entering a lease</i>	<ul style="list-style-type: none"> • Where possible, departments should not purchase or lease an asset with asbestos. • Any asbestos-related information (particularly the asbestos register) must be obtained from the vendor/lessor. • For leased properties, determine and document asbestos management responsibilities (e.g. asbestos inspections, updating the asbestos register) for the parties involved (i.e. lessor, lessee or sub-lessee). 	<ul style="list-style-type: none"> • Where possible, departments should not purchase or lease an asset with asbestos. • Any available asbestos-related information must be obtained from the vendor/lessor. • If asbestos-related information is not available, domestic premises constructed <u>before 1 January 1990</u> must be assumed to have asbestos present unless proven otherwise. • For leased properties, determine and document any asbestos management responsibilities for the parties involved (i.e. lessor, lessee or sub-lessee).
<i>Asbestos management plan (AMP)</i>	<ul style="list-style-type: none"> • Where asbestos has been identified or is likely to be present from time to time, departments are to ensure an AMP for the workplace is prepared and maintained. • A person with management or control of a workplace must ensure that the AMP is reviewed and, if required, revised: <ul style="list-style-type: none"> – at least once every five years – if there is a review of the asbestos register or a control measure – if asbestos is removed from or disturbed, sealed or enclosed at the workplace – if the plan is no longer adequate for managing asbestos – if a review is requested by a health and safety representative. • The AMP must be kept accessible to all those who occupy, service and manage workplaces with asbestos, (e.g. hardcopy on-site or electronically available for staff and contractors and other workers). 	<ul style="list-style-type: none"> • Departments must document how asbestos is to be managed, e.g. through a guideline relating to a portfolio or an individual property.

<p>Identifying and recording ACM (asbestos register)</p>	<ul style="list-style-type: none"> • So far as it is reasonably practicable, all asbestos (confirmed or assumed) at the workplace must be identified and recorded. • For workplaces that are not buildings, the date the asbestos was identified and its location, type and condition should be recorded at a minimum (e.g. in an asbestos register or other database as determined by departments). • If no statutory requirement for an asbestos register applies, any asbestos should be recorded and information kept in the AMP (e.g. NOA). • Note: From 1 May 2021, low density asbestos fibre board (known as LDB) is classified as a friable ACM and managed and/or removed in accordance with WHS Regulation 2011. <p>For a workplace building constructed <u>before 1 January 1990</u></p> <ul style="list-style-type: none"> • An asbestos register is required (even if no asbestos has been identified). • If an asbestos register does not exist, prepare and maintain an asbestos register (even if no asbestos is identified) by: <ul style="list-style-type: none"> – engaging a competent person to survey the building fabric and/or plant and equipment; or – assuming asbestos is present in the building fabric and/or plant and equipment. <p>For a workplace building constructed <u>on or after 1 January 1990</u></p> <ul style="list-style-type: none"> • An asbestos register is required if: <ul style="list-style-type: none"> – the building contains plant and equipment manufactured and/or installed up to 31 December 2003 (even if no asbestos is identified); or – asbestos is identified or may be present from time to time; or 	<p>For domestic premises constructed <u>before 1 January 1990</u></p> <ul style="list-style-type: none"> • A department must assume asbestos is present unless proven otherwise. • Maintain a record if a premise contains asbestos (assumed and confirmed) unless proven otherwise. • Review and revise records if asbestos is removed from a premise. <p>For domestic premises constructed <u>on or after 1 January 1990</u></p> <ul style="list-style-type: none"> • A department can assume asbestos is not present. • If asbestos is or has been identified at a premise, maintain a record that it contains asbestos. • Review and revise records if asbestos is removed from a premise. <hr/> <ul style="list-style-type: none"> • Asbestos information is required to be accessible to services providers and other relevant people, however, there is no requirement to keep it on site. • If any NOA is identified, a record must be prepared and maintained. • Note: From 1 May 2021, low density asbestos fibre board (known as LDB) is classified as a friable ACM and managed and/or removed in accordance with WHS Regulation 2011.
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	Workplaces	Domestic premises
	<ul style="list-style-type: none"> – an asbestos register already exists and it contains records of confirmed asbestos; or – an asbestos register already exists and <u>a competent person has assumed</u> asbestos is present, until a competent person determines otherwise (e.g. by inspection/testing). • If an asbestos register already exists and a <u>department has assumed</u> asbestos is present because of the construction year of the building, the department is able to modify its assumption in-line with the regulatory amendment from 31 December 2003 to 31 December 1989. <ul style="list-style-type: none"> – Therefore, departments can assume the building’s fabric does not contain asbestos. However, any plant and equipment manufactured and/or installed up to 31 December 2003 should still be assumed to contain asbestos unless proven otherwise. Examples include components of lift motors, generators, gate valves, boilers, rope seals and gaskets. An asbestos register is required for this information. – Any entries removed from a current asbestos register must still be retained in accordance with each department’s record retention and disposal schedule. • Where an asbestos register is required, it must be reviewed and revised in accordance with the WHS Regulation. • Asbestos registers must be reviewed, and if necessary, revised if: <ul style="list-style-type: none"> – the AMP is reviewed – further asbestos is identified at the workplace – asbestos is removed from or disturbed, sealed or enclosed at the workplace 	

	Workplaces	Domestic premises
	<ul style="list-style-type: none"> The asbestos register must be kept at the workplace and be accessible to all those who occupy, service and manage workplaces with asbestos (e.g. hardcopy on-site or electronically available for staff contractors and other workers). A copy of the asbestos register must be given to any person who carries out, or intends to carry out, work at the workplace that involves a risk of exposure to airborne asbestos. 	
Periodic inspections	<ul style="list-style-type: none"> A competent person must inspect all identified asbestos at least once every five years, as part of the review of the asbestos register and AMP. It is at the discretion of departments if inspections are conducted more frequently (e.g. in conjunction with building condition assessments). Note: The condition assessment process for buildings is to be conducted in accordance with the Queensland Government's Maintenance Management Framework. The frequency of inspections may need to increase if it is likely that between inspections the condition of the asbestos will deteriorate rapidly or become badly damaged. In these cases, consideration should be given to removal or treatment of the asbestos as a matter of priority. Inspections are to be included with a thorough review and updating of the asbestos register and AMP. Note, any item of ACM in an asbestos register that is, or could potentially be, low density asbestos fibre board (i.e. LDB), should be either (i) classed as friable in the register, (ii) presumed to be LDB and classed as friable in the register; or (iii) tested to confirm whether it is LDB or not and recorded accordingly in the register. 	<ul style="list-style-type: none"> Specific inspections of asbestos are not mandatory. It is at the discretion of departments if routine asbestos-specific inspections are conducted. Note: The condition assessment process for buildings is still to be conducted in accordance with the Queensland Government's Maintenance Management Framework. All relevant asbestos records must be updated, as required, from the results of the inspection.

	Workplaces	Domestic premises
<p>Indicating the presence of asbestos</p> <p>For further information, see Appendix 2</p>	<ul style="list-style-type: none"> At least one publicly visible warning sign must be located at the facility's central control point (e.g. reception, front counter, security desk). Signs are generally not needed for other buildings at the facility unless other control measures are not effective or unable to be used. All warning signs must comply with <i>AS 1319 Safety Signs for the Occupational Environment</i>. To ensure a process is in place for service providers and other relevant people to view the asbestos register prior to work commencing, departments must use a permit-to-work process. 	<ul style="list-style-type: none"> At least two warning notices must be present (one external and one internal). For example: <ul style="list-style-type: none"> in the electrical meter box adjoining the smoke alarm sticker on the back of the pantry door on the back of the door under the kitchen sink. Departments are to ensure a process is in place for service providers and other relevant people to view any relevant asbestos information or be made aware of the potential presence of asbestos prior to work commencing.
<p>Assessing how to control asbestos</p>	<ul style="list-style-type: none"> Asbestos can be managed <i>in situ</i> through a range of risk-based control measures, until its removal. A process should be followed that, in addition to identifying and recording asbestos: <ul style="list-style-type: none"> ensures the risk of exposure is assessed determines appropriate control measures to eliminate or minimise exposure reviews the control measures undertaken. 	<ul style="list-style-type: none"> Asbestos can be managed <i>in situ</i> through a range of risk-based control measures, until its removal. A process should be followed that, in addition to identifying and recording premises with asbestos: <ul style="list-style-type: none"> ensures the risk of exposure is assessed determines appropriate control measures to eliminate or minimise exposure reviews the control measures undertaken.
<p>Works which may disturb asbestos – service and maintenance activities,</p>	<ul style="list-style-type: none"> All works involving asbestos are to be managed in accordance with legislation. 	<ul style="list-style-type: none"> All works involving asbestos are to be managed in accordance with legislation. Formal processes must be in place with contractors, so they are advised of the presence or likely presence

	Workplaces	Domestic premises
removal, refurbishment or demolition, etc.	<ul style="list-style-type: none"> Formal processes must be in place with contractors, so they are advised of the presence or likely presence of asbestos and the need to take the necessary precautions. The presence of asbestos is to be checked as part of scoping, and before commencing any work. Prior to demolition or refurbishment work, all asbestos that is likely to be disturbed is identified and removed so far as is reasonably practicable. Any asbestos identified by a competent person as a priority for removal is to be removed. 	<p>of asbestos and the need to take the necessary precautions.</p> <ul style="list-style-type: none"> The presence of asbestos is to be checked as part of scoping, and before commencing any work. Prior to demolition or refurbishment work, all asbestos that is likely to be disturbed is identified and removed so far as is reasonably practicable. Any asbestos identified by a competent person as a priority for removal is to be removed.
Incident response	<ul style="list-style-type: none"> A procedure/s or similar must be documented in the AMP for responding to, and recording the details of, asbestos-related incidents. 	<ul style="list-style-type: none"> A procedure/s or similar must be documented for responding to, and recording the details of, asbestos-related incidents.
Staff awareness and education	<ul style="list-style-type: none"> Strategies should be in place to maintain staff awareness about asbestos and on the precautions to be taken if asbestos is disturbed. 	<ul style="list-style-type: none"> Strategies should be in place to maintain staff awareness about asbestos and on the precautions to be taken if asbestos is disturbed.

	Workplaces	Domestic premises
<i>Information for tenants and property managers</i>	<p>Tenants</p> <ul style="list-style-type: none"> Property managers must provide guidance to tenants of premises with asbestos on the precautions to be taken if asbestos is disturbed. If tenant-arranged work is allowed, information must be provided to the tenant on relevant laws and resources for work involving asbestos. <p>Property Managers</p> <ul style="list-style-type: none"> Business arrangements with property managers or agents (internal or external) must clearly articulate each party's asbestos management responsibilities. 	<p>Tenants</p> <ul style="list-style-type: none"> Property managers must provide guidance to tenants of premises with asbestos on the precautions to be taken if asbestos is disturbed. If tenant-arranged work is allowed, information must be provided to the tenant on relevant laws and resources for work involving asbestos. <p>Property Managers</p> <ul style="list-style-type: none"> Business arrangements with property managers or agents (internal or external) must clearly articulate each party's asbestos management responsibilities.

	Workplaces	Domestic premises
Administration	<p>Records management</p> <ul style="list-style-type: none"> Public records must be retained in accordance with the General Retention and Disposal Schedule for Administration Records (GRDS). In relation to asbestos-related records, the GRDS specifies a minimum retention period of 100 years after the last action, and the permanent retention of asbestos registers. Departments are to store a copy of their complete asbestos register at 30 June of each year. <p>Whole-of-Government reporting</p> <ul style="list-style-type: none"> Department are to ensure that complete, accurate and timely information is provided to the Department of Energy and Public Works for whole-of-Government reporting purposes. <p>Other</p> <ul style="list-style-type: none"> Departments are to ensure that adequate governance arrangements and resources are in place for managing asbestos. 	<p>Records management</p> <ul style="list-style-type: none"> Public records must be retained in accordance with the General Retention and Disposal Schedule for Administration Records (GRDS). In relation to asbestos-related records, the GRDS specifies a minimum retention period of 100 years after the last action, and the permanent retention of asbestos registers. <p>Whole-of-Government reporting</p> <ul style="list-style-type: none"> Department are to ensure that complete, accurate and timely information is provided to the Department of Energy and Public Works for whole-of-Government reporting purposes. <p>Other</p> <ul style="list-style-type: none"> Departments are to ensure that adequate governance arrangements and resources are in place for managing asbestos.
At sale/end of lease	<ul style="list-style-type: none"> When management or control of the workplace is relinquished, a copy of the asbestos register is to be given to the person assuming management or control. 	<ul style="list-style-type: none"> When management or control of the premises is relinquished, the person assuming management or control is to be advised if asbestos is present.

Table 2: Minimum requirements – asbestos-related contaminated land

	Asbestos related contaminated land
At purchase or entering a lease	<ul style="list-style-type: none"> • Where possible, departments should not purchase or lease asbestos-related contaminated land on the environmental management register or contaminated land register. • Any asbestos-related information must be obtained from the vendor/lessor, if available. • For leased properties, determine and document any asbestos management responsibilities for the parties involved (i.e. lessor, lessee, sub-lessee).
Notification of possible contamination	<ul style="list-style-type: none"> • A department must notify the administering authority within 22 business days if it becomes aware that: <ul style="list-style-type: none"> – a notifiable activity (e.g. asbestos manufacture or disposal, landfill) has been, or is being carried out, on land it owns or occupies; or – land it owns or occupies has been, or is being, contaminated by a hazardous contaminant (e.g. asbestos). <p>Note: Not all contamination with asbestos requires notification to the administering authority. The contamination:</p> <ul style="list-style-type: none"> – must not be trivial or negligible in nature, extent or context (e.g. a few sheets of buried asbestos cement sheeting discovered during earthworks would be considered negligible); or – must cause potential or actual loss or damage to property of more than \$5,000; or – must result in costs of more than \$5,000 being incurred in taking appropriate action to prevent or minimise environmental harm and rehabilitate or restore the environment to its condition before the harm. • If a department promptly removes the asbestos contamination once identified, notification to the administering authority is not required.
Management of land on the Environmental Management Register (EMR) or Contaminated Land Register (CLR)	<ul style="list-style-type: none"> • Where a department owns or occupies land that is registered on the EMR or CLR, the department must comply with: <ul style="list-style-type: none"> – all lawful requirements of the administering authority; and – a site management plan (where required) approved by the administering authority; and – the requirements for giving notices to particular entities about land recorded in the EMR/CLR.

At sale/end of lease

- Where selling or otherwise disposing of land that is listed on the EMR/CLR, the department must give written notice of the land's EMR/CLR status to any potential buyer.

The *Environmental Protection Act 1994* (Part 8 – Contaminated land) outlines the requirements and processes that departments must follow in relation to contaminated land. Guidance is available from the Queensland Government's 'Contaminated land' website found at:

<https://www.qld.gov.au/environment/pollution/management/contaminated-land>

5. Asbestos Management Plan

An Asbestos Management Plan (AMP) outlines how to manage identified asbestos. When implemented, the AMP forms an effective strategy that can be used to ensure asbestos is safely and appropriately managed.

Departments are able to tailor AMPs in-line with organisational requirements. For example, departments can develop one or a variety of AMPs that:

- applies across all assets within the department
- is specific to an asset category (e.g. separate AMPs for workplaces and land)
- aligns with the organisational structure (e.g. specific to regions or divisions)
- is specific to a site or facility.

It is acknowledged that some departments may be more advanced in their management of asbestos and have a customised AMP in place. Other departments may prefer to have an AMP developed by a service provider.

5.1 When is an Asbestos Management Plan required?

For some assets, an AMP may be required under legislation. The table below outlines when an AMP is required.

Asset examples	Requirement for an AMP under legislation
Assets which are used as workplaces – buildings, plant and equipment in or at a workplace, infrastructure, land*, mobile structures, workplaces in domestic premises	<ul style="list-style-type: none"> • An AMP is required under the WHS Regulation if: <ul style="list-style-type: none"> – asbestos is identified at a workplace, or is likely to be present from time to time; and – naturally occurring asbestos (NOA) is identified at the workplace or likely to be present from time to time. NOA can be included in the workplace AMP or in a separate AMP.
Assets which are used as domestic premises (i.e. not containing a workplace) – buildings, land*, etc	<ul style="list-style-type: none"> • An AMP is not legally required for domestic premises, including those premises that contain a workplace. However, departments must document how asbestos is managed, e.g. through a guideline in line with the minimum requirements for asbestos management.

<p>Asbestos-related contaminated land**</p> <p>(in workplaces and domestic premises)</p>	<ul style="list-style-type: none"> • An AMP is required for sites contaminated with asbestos. • However, for land registered on the Environmental Management Register (EMR) or the Contaminated Land Register (CLR) a site management plan may be required under the <i>Environmental Protection Act 1994</i>. • An AMP and site management plan can be incorporated into the one plan. • Due to the comprehensive nature of the contaminated land provisions in the <i>Environmental Protection Act 1994</i>, details on site management plans are not covered in this document.
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* Asbestos can be found in land, either naturally as a mineral or in a manufactured form (through previous activities or illegal dumping).

** Classified in accordance with criteria under the *Environmental Protection Act 1994*.

5.2 What is required in an Asbestos Management Plan?

Under the WHS Regulation, an AMP must include information relating to:

- the identification of the asbestos e.g. a reference or link to the asbestos register for the workplace and the location of signs and labels
- decisions, and reason for decisions, about the management of asbestos at the workplace, e.g. safe work procedures and other control measures
- procedures for detailing incidents or emergencies involving asbestos at the workplace
- workers' carrying out work involving asbestos, e.g. consultation, information and training responsibilities.

All AMPs must be readily accessible to those required to view them, e.g. service providers, building occupants and any other persons whose work or activities may have the potential to disturb asbestos.

Appendix 1: Definitions

Term	Meaning
airborne asbestos	means any fibres of asbestos small enough to be made airborne. For the purposes of monitoring airborne asbestos fibres, only respirable fibres are counted.
asbestos	for the purpose of this document, means a material that has been confirmed to contain asbestos through testing or is assumed to contain asbestos.
asbestos containing material (ACM)	means any material or thing that, as part of its design, contains asbestos.
Asbestos Management Code	means the Queensland <i>Code of Practice 2021, How to Manage and Control Asbestos in the Workplace</i> .
asbestos management plan (AMP)	means a documented plan for managing asbestos, prepared in accordance with the WHS regulatory framework.
asbestos register	means the register used to record the particular details about identified ACM.
Asbestos Removal Code	means the Queensland <i>Code of Practice 2021, How to Safely Remove Asbestos</i> .
asbestos removal work	means: <ul style="list-style-type: none"> • work involving the removal of asbestos or ACM • removal work requiring a class A or class B asbestos removal licence as outlined in Part 8.10 of the WHS Regulation.
asbestos removalist	means a person conducting a business or undertaking who carries out asbestos removal work.
building	see <i>Building Act 1975</i>
competent person	means a person who has acquired, through training, qualification or experience, the knowledge and skills to carry out the task.
contractor	means the business entity engaged through a contract, and includes all persons working for that entity either as staff or subcontracted persons or business entities.

department	means a department of government as defined under the <i>Financial Accountability Act 2009</i> .
domestic premises	means buildings that are provided by the State for residential purposes. Typically, domestic premises include residences used for government employee housing, as well as those residences that provide housing for members of the community.
facility	means the whole site within the property boundaries and all built improvements on the site land, including buildings and other structures.
friable asbestos	means material that is in a powder form or that can be crumbled, pulverised or reduced to a powder by hand pressure when dry, and contains asbestos.
hazard	means a situation or thing that has the potential to harm a person. Hazards at work may include: noisy machinery, a moving forklift, chemicals, electricity, working at heights, a repetitive job, bullying and violence at the workplace.
<i>in situ</i> asbestos	means asbestos fixed or installed in a structure, equipment or plant but does not include naturally occurring asbestos.
incident	means a situation where a person or persons have, or may have, been exposed to airborne asbestos fibres.
LDB	means low density asbestos fibre board. From 1 May 2021, LDB is classified as a friable ACM.
Naturally Occurring Asbestos (NOA)	means the natural geological occurrence of asbestos minerals found in association with geological deposits including rock, sediment or soil.
Nominated Officer	means the person(s) at a facility who administers the asbestos management plan (AMP) and is responsible for ensuring anyone who needs to access information contained within the AMP is readily able to do so. Some duties can be delegated to officers possessing the competency, knowledge, skills and capacity to manage government assets.
non-friable asbestos	means material containing asbestos that is not friable asbestos, including material containing asbestos fibres reinforced with a bonding compound.
permit-to-work process	means documented authorisation for works to commence only after the asbestos register has been viewed and checked for the presence of asbestos by service providers and other relevant people carrying out the work.
person with management or control of a workplace	means, under the WHS Act, a person conducting a business or undertaking to the extent that the business or undertaking involves the management or control, in whole or in part, of the workplace but does not include— a) the occupier of a residence, unless the residence is occupied for the purposes of, or as part of, the conduct of a business or undertaking; or

	b) a prescribed person.
risk	means the possibility that harm (death, injury or illness) might occur when exposed to a hazard.
service provider	means persons or organisations that provide services – irrespective of whether they are formally engaged to do so (e.g. contractors), or not (e.g. community volunteers).
from time to time	for identifying and recording the presence of asbestos, means upon occasion, e.g. portable equipment or a transportable building containing asbestos may be temporarily brought onto a site.
WHS Act	means the Queensland <i>Work Health and Safety Act 2011</i> .
WHS Regulation	means the Queensland <i>Work Health and Safety Regulation 2011</i> .
work	means any activity, physical or mental, carried out in the course of a business, industry, commerce, an occupation or profession.
workplace	means, under the WHS Act, a place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work. “place” includes— a) a vehicle, vessel, aircraft or other mobile structure; and b) any waters and any installation on land, on the bed of any waters or floating on any waters.
workplace building	means a building used as a workplace. It includes the building, its site, the fixed plant and equipment associated with the building (e.g. air conditioning systems, emergency generators), site infrastructure (e.g. fencing, water, sewage and drainage pipes) and special purpose facilities (e.g. swimming pools).

Appendix 2: Indicating the presence of asbestos

Under the WHS Regulation, the presence and location of all asbestos in workplaces, including asbestos that is inaccessible, must be clearly indicated. The Asbestos Management Code reiterates the need to use control measures, such as a permit-to-work process and signage and labelling to ensure that asbestos is clearly indicated in the workplace. Similar policy requirements exist for domestic premises. Details are provided in Table 1 of this document.

Warning signs and labels for asbestos and a permit-to-work process are important control measures which, in conjunction with other measures such as periodic inspections, removals, education, awareness training and safe work practices, form part of an effective framework for managing asbestos-related risk. Importantly, the absence of one or more of these control measures places more reliance on the effectiveness of the others.

Permit-to-work process

The WHS Regulation requires that a copy of the asbestos register must be given to the person carrying out or intending to carry out work at a workplace that involves the risk of exposure to airborne asbestos. For other works, a copy of the asbestos register must be readily accessible.

At a minimum, departments must ensure that a permit-to-work process is in place to ensure that the asbestos register is viewed by service providers and other relevant people prior to any works commencing. A permit-to-work process provides documented authorisation for works to commence only after the asbestos register has been viewed and checked for the presence of asbestos by service providers and other relevant people carrying out the work. Note: If departments do not wish to develop a permit-to-work process, they are able to use the Work Area Access Permit (WAAP) process developed by the Department of Energy and Public Works (DEPW).

The benefit of implementing a permit-to-work process is that service providers are aware of the presence and location of asbestos and the need for safety precautions before undertaking works that may disturb asbestos.

The permit-to-work process can be tailored by departments to include other benefits such as:

- having a mechanism in which to control and record any work by employees, contractors, etc., which has the potential to disturb asbestos
- providing notice to building occupants before work commences
- formalising clearance of a work area for return to normal use
- enabling the asbestos register to be readily updated
- providing a means to enable 'tracking' of the status of work
- assisting with record-keeping for work completed.

The permit-to-work process 'concept' is equally applicable to assisting departments manage risks from other potentially hazardous building products and materials that may be present in the workplace environment.

The use of the permit-to-work process can also be extended to domestic premises.

Signage and labelling

Signs and labels can provide a useful 'safety net' at a facility, alerting relevant staff, contractors, and other relevant people to the presence of asbestos and the need for safety precautions.

In conjunction with a permit-to-work process, the minimum requirements for warning signage require departments to:

- for workplaces, provide at least one publicly visible sign at the facility's central control point (e.g. reception, front counter, security desk at entry). Desktop signage can be used at this location. However, if this signage is likely to be damaged, lost or stolen, more appropriate permanent signage (e.g. wall-mounted) should be used
- for domestic premises, provide at least two warning notices (one external and one internal).

For example:

- in the electrical meter box
- adjoining the smoke alarm sticker
- on the back of the pantry door or on the back of the door under the kitchen sink
- ensure warning signs comply with AS1319 Safety Signs for the Occupational Environment.

Departments need to ensure adequate control measures for alerting relevant people to the presence of asbestos are in place and adhered to at all times. If not, additional signage may be necessary, such as signs at property boundary fence entrances and signs for individual buildings. Some situations may require further signs at specific locations such as plant room entrances and workshops.

Asbestos being present in the workplace can be highly emotive and may cause worry or distress for some people. Departments should consider the following when determining wording for signage:

- avoid asbestos warning signs which tend to be more 'emotive' than 'instructional'
- include a specific instruction for contractors to refer to the asbestos register for the facility
- avoid using signage to indicate that an area does not have asbestos present (e.g. "asbestos-free" signs).

Arranging for the placement of any signs and labels during asbestos surveys can provide a cost-effective opportunity for departments.

Departments can choose to implement a higher level management standard than a permit-to-work process and a warning sign at a facility's central control point. Typically, this would involve greater use of warning signs and the introduction of labels.

The extent of any signage and labelling depends on the likelihood of disturbance and exposure to asbestos. In these situations, departments would need to also consider:

- who needs to be aware of the presence of asbestos?
- what type of asbestos is present and what risk does it pose?
- how often is work undertaken? Who undertakes the work – qualified tradespersons? How is it approved to proceed? Is it supervised?
- are contractors and other service personnel made aware of the need for safe work practices when working with ACM?
- does the facility have a centrally-manned contact point that controls access to the facility?

If labels are introduced, a competent person should determine the number and position of the labels. The location of the labels should be consistent with the location listed in the asbestos register. As a general guide (unless otherwise determined by a competent person) the following should be considered:

- labels are not usually needed for:
 - non-friable ACM (such as painted asbestos-cement sheeting) that is recorded in the asbestos register, in a stable condition and not likely to be unknowingly disturbed
 - any asbestos that is in a condition that would be disturbed in the process of affixing the label or cannot be directly labelled such as dust and debris. Prioritised removal should be planned and/or a warning sign is to be posted in the immediate vicinity.
- labels should be used for friable ACM that is exposed or likely to be disturbed through routine, day-to-day use or maintenance activity. The labels must be placed on the item itself and/or access points to the item (if the ACM is enclosed or concealed). This will mainly occur in industrial-type situations, such as plant rooms, workshops or areas containing particular machinery or equipment. However, wherever such friable ACM is present, removal should be strongly considered.
- labels should be readily visible to persons undertaking work that may disturb asbestos, such as contractors and service personnel.
- labels indicating that asbestos is not present (e.g. "asbestos-free" labels) should not be used, except in limited specific circumstances where such labels are needed to advise service personnel (e.g. labelling of fire doors or machinery, plant or equipment).
- periodic asbestos surveys (i.e. initial asbestos audits or subsequent inspections) can provide a cost-effective opportunity for departments to arrange for any required labelling to be fixed to items.