



# Queensland Government Asbestos Management Policy for its Assets

Implementation Standard 2:

*Minimum Asbestos Register Data*

## Table of Contents

1. Purpose.....	3
2. Minimum asbestos data.....	4
2.1 Minimum asbestos register data fields.....	4
2.2 Reporting of data.....	5
2.2.1 Annual Reporting .....	5
2.2.2 Other Reporting .....	5
2.3 Departmental coordination .....	5
2.4 Data Retention.....	5
3. Key responsibilities .....	6
3.1 Departments.....	6
3.2 Department of Energy and Public Works.....	7
Appendix 1: Minimum Asbestos Register Data Fields for Workplace Buildings.....	8
Minimum Asbestos Register Data Fields for Workplace Buildings .....	8
Master 'Pick Lists' for minimum asbestos register data fields.....	11

## 1. Purpose

This implementation standard supports the *Queensland Government Asbestos Management Policy for its Assets (2021)*.

The purpose of this implementation standard is to provide departments with the minimum asbestos register data requirements for workplace buildings<sup>1</sup> they own, manage or control.

This implementation standard supports the *Queensland Government Asbestos Management Policy for its Assets (The Policy)* and complements *Implementation Standard 1: Minimum Requirements for Asbestos Management*, which reinforces the policy and legislative requirements to record asbestos identified in government assets.

This implementation standard also:

- assists departments to appropriately manage their asbestos information and ensure they meet regulatory data requirements for an asbestos register
- supports a whole-of-Government approach to asbestos information management by providing an efficient process for data collection, collation and reporting by departments
- supports a decentralised information management model that can accommodate future machinery of government changes.
- Meeting the requirements in this Implementation Standard can assist agencies to demonstrate their compliance with the Policy.

While this implementation standard does not apply to other assets (e.g. domestic premises, public roads and bridges, dams, railway infrastructure, vehicles), asbestos identified in these assets must still be recorded (refer to the *Implementation Standard 1: Minimum Requirements for Asbestos Management*). Departments can choose to record asbestos in other assets in line with the data fields in this implementation standard (where applicable) and/or determine their own data fields. This is because there is either no requirement for asbestos data to be recorded in the same detailed manner as workplace buildings, or the data fields for a workplace building may not be applicable to the particular asset.

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<sup>1</sup> A workplace building is a building used as a workplace ('workplace' is defined in the *Work Health and Safety Act 2011*). 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).

## 2. Minimum asbestos data

### 2.1 Minimum asbestos register data fields

At a minimum, departments are required to record certain specific data relating to asbestos containing materials in the asbestos register(s) for their workplace buildings.

The required minimum data fields for their asbestos register(s) are provided in **Appendix 1 - Minimum Asbestos Register Data Fields for Workplace Buildings**.

The data fields listed have been compiled taking into account a number of factors including the statutory requirements of the Queensland *Work Health and Safety Regulation 2011*, as well as the data held in current and historical asbestos registers of departments.

The data fields include 'free text' fields and pre-determined master 'pick lists' (refer to Appendix 1). The field formats include alphabetical, numeric, alpha-numeric and date.

It is important that the description, pick lists, format, length and range of the data fields outlined in Appendix 1 **are not changed or altered** as the data from each department needs to be able to be seamlessly joined into a single whole-of-Government data set if required.

Some of the field entries used in historical asbestos registers may not align with the current 'pick lists' selections in Appendix 1. These field entries (except 'Asbestos Presence') can remain and there is no need to amend them. However, they cannot be used for new entries unless there is 'free text' availability.

Regarding the 'Asbestos Presence' field, non-specific entries such as 'mixed' for confirmed asbestos should no longer be used. Any past entries of this type should be progressively updated (e.g. as part of periodic asbestos inspections).

As an example, Amosite or a mix of asbestos types in test results often indicate that the material sampled may be low density asbestos fibre board (LDB). Without a definitive sample test result, the 'form' of some materials could be incorrectly recorded as cement-based.

Departments are not limited to only recording the data fields identified in this implementation standard and may choose to record additional data to assist them manage asbestos containing material in their workplace buildings.

## 2.2 Reporting of data

### 2.2.1 Annual Reporting

To ensure whole-of-Government reporting requirements can be met if required, all departments must periodically co-ordinate and provide a single report of their department's asbestos register (or an extract from it) to the Department of Energy and Public Works (DEPW) using the minimum data fields in Appendix 1.

Departments must provide their minimum asbestos register data **annually** in July each year for the prior financial year. The data is to be provided as a Microsoft® Excel spreadsheet, with one column per field.

### 2.2.2 Other Reporting

Departments are to have processes in place to enable ad hoc or additional reporting of their minimum asbestos register data if required (i.e. between annual reports), such as may be needed by DEPW or central agencies from time to time when assessing whole-of-Government policy implications and/or risks arising from asbestos in government buildings.

In such instances, DEPW will endeavour to provide advance notice to departments of the date/timing for submitting the required data, to enable each department sufficient time to coordinate its collection in preparation for submission to DEPW.

Departments are the owners of their asbestos data and information. Therefore, ownership of any asbestos register data provided to DEPW will be retained by the department that provided it. Where DEPW is required to release or use this data outside of the department, permission/s will first be sought from the owning department/s.

## 2.3 Departmental coordination

Each department is responsible for coordinating the collection of required data from across its department and providing it in a single, consolidated Microsoft® Excel spreadsheet to DEPW.

Departments must ensure the data has been approved at the appropriate delegated level prior to releasing it to DEPW. This should facilitate assurance for the quality and completeness of the data being submitted.

## 2.4 Data Retention

Departments are responsible for the retention of asbestos-related records, including **current and past** asbestos registers. The management of these records is subject to legislative provisions of the *Public Records Act 2002* and the records are to be retained in accordance with the *General Retention and Disposal Schedule for Administration Records* (GRDS) or that department's core retention and disposal schedule.

For 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 legislative requirements, departments are to retain a copy of their complete asbestos register as at 30 June each year. Asbestos registers are live documents which undergo regular review and updating. By retaining previous versions of asbestos registers at least annually, departments will be capable of reporting to DEPW in July each year and responding to requests involving previous versions of asbestos registers.

Departments must ensure that when management or control of a workplace building is relinquished to another entity, a copy of the building's asbestos register is retained by the department in addition to being given to the entity.

### 3. Key responsibilities

The *Queensland Government Asbestos Management Policy for its Assets* defines the responsibilities of departments and DEPW on asbestos management for government assets. The points below provide more detail on these responsibilities.

#### 3.1 Departments

Departments are responsible for managing the asbestos containing materials in their assets and managing their asbestos information to meet statutory requirements. This includes:

- identifying all asbestos containing material and collecting the minimum asbestos register data using the fields provided in Appendix 1
- collecting, maintaining and storing any additional asbestos information used in the department's asbestos register in accordance with the GRDS and the department's core retention and disposal schedule
- transferring all asbestos register data associated with an asset when it is disposed of, sold or transferred, to the purchaser or other entity (but retaining a copy of the asbestos register at that point-in-time for storage in accordance with the GRDS and the department's core retention and disposal schedule)
- facilitating prompt responses to requests for data
- submitting a complete, accurate and timely minimum asbestos register data set to DEPW annually (in the required spreadsheet format), as well as responding to ad-hoc requests for data
- retaining a copy of the complete asbestos register at the end of each financial year (this is in addition to any requirements under the GRDS or a department's core retention and disposal schedule).

## 3.2 Department of Energy and Public Works

DEPW has a lead agency role for asbestos management in assets managed or controlled by departments, which includes:

- establishing the approach for managing asbestos information, including minimum data requirements for asbestos registers
- advising departments of the date when minimum asbestos register data is to be submitted
- managing requests for whole-of-Government information relating to asbestos in government assets
- reviewing this asbestos management policy implementation standard and updating its content as required.

## Appendix 1: Minimum Asbestos Register Data Fields for Workplace Buildings

### Minimum Asbestos Register Data Fields for Workplace Buildings

*Note: It is important that all data fields, including the pick lists, are not changed or altered.*

*Version 6.0 – May 2021*

No.	Field Name	Description / Explanation	Example	Format	Length	Range
1	<b>Site Name</b>	The name of the site.	<i>Brisbane Government Centre</i>	alpha-numeric	100 characters	Free text
2	<b>Site Identification Number</b>	The unique number used to identify the site, e.g. the site's identification number used in an agency's asset management system.	<i>34563</i>	alpha-numeric	50 characters	Free text
3	<b>Address</b>	Details such as number, street/road etc, unit no., or other locally-used description of the address. <i>Note, the entry must be a single line only</i>	<i>23 Sample Street</i>	alpha-numeric	100 characters	Free text
4	<b>Suburb</b>	The name of the suburb (or locality) where the site is located.	<i>South Brisbane</i>	alpha-numeric	100 characters	Free text
5	<b>Postcode</b>	The Postcode of the site.	<i>4101</i>	numeric	4 digits small integer	0000 - 9999
6	<b>Improvement Name</b>	Name of the improvement - which may be a building or other structure or particular area.	<i>Block A</i>	alpha-numeric	100 characters	Free text



7	<b>Improvement Identification Number</b>	The unique number to identify the improvement - which may be a building or other structure or particular area. <i>Note: this number can also incorporate the Site Identification Number if desired.</i>	34563 02A	alpha-numeric	50 characters	Free text
8	<b>Improvement Type</b>	Specific type of improvement - which may be a building or other structure or particular area. <i>Refer Note 1</i>	<i>Building</i>	alphabetical	100 characters	Free text (see Note 1)
9	<b>Internal or External</b>	Identification as to whether the material is internal or external e.g. 'external' means exposed to weather and/or is part of the improvement's exterior. (refer pick list)	<i>Internal</i>	alphabetical	100 characters	Set "Pick List"
10	<b>Floor Level</b>	The specific floor or level within the improvement. (refer pick list)	<i>Level 2</i>	alpha-numeric	50 characters	Set "Pick List"
11	<b>Specific Location</b>	The specific location of the material within the improvement, such as a particular room or area within a building; as well as any other useful descriptors.	<i>Storeroom 3</i>	alpha-numeric	200 characters	Free text
12	<b>Material Description</b>	Any additional useful details that further explain or clarify the location, type or condition of the material and any asbestos that may be present.	<i>West wall has a cracked sheet above the window which has previously been replaced.</i>	alpha-numeric	150 characters	Free text
13	<b>Item</b>	The type of building element. (refer pick list)	<i>Ceiling</i>	alpha-numeric	50 characters	Set "Pick List"
14	<b>Form of Material</b>	The physical make-up of the material under consideration. (refer pick list)	<i>Cement Based</i>	alpha-numeric	50 characters	Set "Pick List"

15	<b>Condition</b>	A rating that describes the general physical state of the material under consideration. (refer pick list)	<i>Fair</i>	alpha-numeric	20 characters	Set "Pick List"
16	<b>Asbestos Presence</b>	The status of the presence of asbestos and the representative result of any laboratory testing that best describes the type(s) of asbestos present. (refer pick list)	<i>Confirmed – Chrysotile</i>	alphabetical	60 characters	Set "Pick List"
17	<b>Original Identification Date</b>	The date that the material was first inspected for the presence of asbestos.	<i>20/03/1989</i>	date	dd/mm/yyyy	Less than current date
18	<b>Latest Inspection Date</b>	The date when the material was last inspected and the register updated. Note, includes attempted inspection, for example inaccessible material unable to be inspected.	<i>10/01/2014</i>	date	dd/mm/yyyy	Less than current date
19	<b>Name of Surveyor and Organisation</b>	Name of the competent person responsible for the inspection of the material, as well as the name of the inspection firm or organisation.	<i>John Smith ABC Surveyors Pty Ltd</i>	alpha-numeric	240 characters	Free text
20	<b>Additional Comments</b>	<p>Any other useful information relating to the material, such as:</p> <ul style="list-style-type: none"> <li>If and why a material is inaccessible and unable to be inspected, and whether it is temporarily or permanently inaccessible (e.g. room door locked, or inside a sealed wall/roof cavity).</li> <li>The friability of the material (friable or non-friable).</li> </ul> <p><i>Note: This field can be left blank if there are no additional comments.</i></p>	<p><i>Ceiling cavity inaccessible due to locked ceiling access panel.</i></p> <p><i>Parts of the material have become friable.</i></p>	alpha-numeric	300 characters	Free text

**Note 1:** Departments may choose to nominate their own list of specific 'Improvement Types' from which to select from.

## Master 'Pick Lists' for minimum asbestos register data fields

Form of Material	Internal or External	Floor Level	Item
Adhesive	Internal	Whole Building	Baffling/Lining
Cement Based	External	Site/Grounds	Ceiling
Fibrous Felt		Ground Floor	Ceiling Access Panel
Insulation Board		Lower Ground 1	Dust and Debris
Lagging		Lower Ground 2	Drains/Pipes/Flues
Low Density Board		Basement 1	Floor Base/Backing/Underlay
Loose Fill		Basement 2	Fire Door
Mastic/Filler		Basement 3	Fencing
Millboard		Mezzanine 1	Floor Finish/Covering
Polymer Bound		Mezzanine 2	Floor Layer/s
Sprayed Coating		Mezzanine 3	Friction Product
Vinyl Sheeting (incl backing)		Level 1	Furniture
Vinyl Tiles		Level XX (i.e. Levels 2.....29)	Gasket
Woven Textile		Level 30	Gable/Soffit/Fascia
Other (refer to Additional Information)		Roof Level 1	Heater Bank Insulation
		Roof Level 2	Insulation/Fill
		Podium / Stage	Membranes
		Vertical Rise (internal)	Plant, Equipment & Machinery
		Vertical Shaft (external)	Pipe Insulation
		Other (refer to Additional Information)	Preformed Moulded Product
			Roof Sheeting
			Sun Hood
			Stored Material
			Signs
			Stormwater Plumbing
			Wall
			Other (refer to Additional Information)

Asbestos Presence
Confirmed - Actinolite
Confirmed - Amosite
Confirmed - Anthophyllite
Confirmed - Chrysotile
Confirmed - Crocidolite
Confirmed - Tremolite
Confirmed - Amosite Chrysotile
Confirmed - Amosite Crocidolite
Confirmed - Amosite Chrysotile Crocidolite
Confirmed - Chrysotile Crocidolite
Confirmed - Chrysotile Tremolite
Assumed
No asbestos present (tested)
No asbestos present (not tested)
Removed

Condition
Excellent
Good
Fair
Poor
Very Poor
Not applicable

**Important note:** Non-specific entries such as 'mixed' for confirmed asbestos should no longer be used; and should be updated (e.g. as part of periodic asbestos inspections).

As an example, Amosite or a mix of asbestos types in test results often indicate that the material sampled may be low density asbestos fibre board (LDB).