DANDENONG HIGH SCHOOL

ASBESTOS MANAGEMENT POLICY

Help for non-English speakers

If you need help to understand the information in this policy please contact Dandenong High School – General Office.

Policy Statement

To ensure schools comply with site and environmental safety requirements. 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.
Please note: This policy is to be implemented in conjunction with the Asbestos Register, Asbestos Label Register and Asbestos Removal Control Plan, all of which are available on the school website.

Purpose

- To provide a school environment safe from the potentially harmful effects of asbestos
- That asbestos contained in construction materials in existing buildings is safely managed

The Principal acts as the school's site manager and is responsible for:

- Occupational Health & Safety [OH&S] affecting buildings, plant, classroom furniture and equipment
- General safety and environmental management including:
    - Soil and environmental contamination
    - Building ventilation
    - Noise
    - Rainwater tanks
    - Sanitation and waste collection
    - Swimming pools
    - Tree maintenance
    - Fire protection prevention
    - Bushfire preparedness
- General safety practices on site during a construction project

Key Responsibilities

Schools are responsible for the management of asbestos contained within school buildings and on school property. Schools manage their Asbestos Management Plans that detail the location and past treatment of asbestos within their school. Schools are responsible for ensuring the plans are updated as required. Schools are also responsible for ensuring they comply with Part 4.4 of the *Occupational Health & Safety Regulations 2017* which include the handling of asbestos and hazardous materials.

Each school has a nominated Workplace Asbestos Coordinator whose details are located in the Asbestos Management Plan. Depending on the model used at the school, the Workplace Asbestos Coordinator may be the Principal, Assistant Principal, Business Manager, Facilities Manager and Management OH&S Nominee.

The contracted services providers, DTZ Pty Ltd, provide professional services under the program and oversee all phases of the asbestos management process. These services include:

- Providing advice on asbestos management to schools
- Undertaking asbestos removal/treatment works
- Scheduling and conducting asbestos audits as part of the annual audit program
- Scheduling and conducting ad hoc asbestos audits
- Scheduling and conducting asbestos training sessions

Implementation

- All state school buildings have audited for asbestos. This audit is known as a Part 5 Audit and identifies the presence of asbestos or any other hazardous materials.
- Asbestos classified as a result of the Audit as Category 0 or 1 has been removed from school buildings. Any remaining asbestos in schools [*i.e.* Categories 2 and 3] represent no danger to students or staff if properly treated during the conduct of works
- Copies of the Part 5 Audit must be made available to the school's Occupational Health & Safety Officer, interested community members, and consistent with Occupational Health & Safety [Asbestos] Regulations the Principal must 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
- School Council will implement the 4 stage Asbestos Management Plan consistent with the Asbestos Management document produced by DTZ for DEECD, including the appointment of a Workplace Asbestos Coordinator
- For minor works the school may seek abatement advice from DTZ who may provide a Workplace Asbestos Coordinator or provide training to an assigned Workplace Asbestos Coordinator
- For major works where architectural services are engaged, the School Council will engage an architect who is qualified to act as a Workplace Asbestos Coordinator
- The Principal will brief staff on any abatement program within the school, ensuring that they understand safety requirements during periods of work
- The Workplace Asbestos Coordinator will put in place control measures as necessary to allow the successful completion of refurbishment, maintenance operations and installation of new equipment and services. The Workplace Asbestos Coordinator will be the main contact point for all participants in the works program and ensure that a Pre-Demolition/Refurbishment Risk Management Audit is performed
- The Workplace Asbestos Coordinator will liaise with contractors/workers to obtain notification of works, ensure abatement measures minimise disruptions to the school's activities and work in conjunction with an Occupational Hygienist as required
- The Workplace Asbestos Coordinator will collect and centralise all asbestos related documents for storage in the school's files for thirty years
- The school will always engage a registered and licensed Asbestos Removal Contractor for all removal and repair works to asbestos containing materials
- Prior to carrying out any construction or maintenance works, contractors are required to be provided with a copy of the Part 5 Audit related to that part of the building in which work is to be undertaken. If asbestos is present in the areas to be disturbed, the Principal will ensure the contractor provides a Part 6 Audit prior to the commencement of work outlining procedures to be implemented while working in that area in accordance with Victorian Workover & Occupational Health & Safety Regulations 2017 [Asbestos]
- The Asbestos Management Unit of DTZ are engaged on behalf of DEECD to assist schools with asbestos management issues. 1300 133 468
- Staff will act on the briefing provided by the Principal to ensure their own and students' safety during works programs involving asbestos containing materials
- Each term visual asbestos audit checks will be carried out and recorded in accordance with OH&S regulations
- School or DEECD identifies an asbestos issue and calls the DTZ help desk number 1300 133 468
- DTZ contacts school and undertakes an inspection
- DTZ develops report for DEECD with recommendations for managing the issue
- DTZ submits report to DEECD for approval
- DTZ undertakes approved works and provides relevant information to the school
- School updates the Asbestos Register held with the school's Asbestos Management Plan

POLICY REVIEW AND APPROVAL

Policy last reviewed	19th August 2025
Approved by	Principal
Next scheduled review date	August 2026 - This Policy will be reviewed every year as part of the school's regular review cycle.