

Policy Statement – Asbestos Management

Version no.: 2020

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Policy Owner: Director, Arts Property and Facilities

Review Date: October 2023

1. Purpose

The purpose of this policy is to outline how Arts Queensland will manage asbestos containing material (ACM) in its facilities.

2. Policy Statement

Arts Queensland supports the Government's long-term objective for all government buildings to be free of ACM and is committed to ensuring that ACM in facilities owned by Arts Queensland is managed and controlled to protect the health and well-being of tenants, staff, contractors and patrons in accordance with legislative and government policy requirements.

3. Related Legislation, Standards, Government Guidelines or Policy

Work Health and Safety Act 2011

Work Health and Safety Regulation 2011

How to Manage and Control Asbestos in the Workplace Code of Practice 2011

Public Health Act 2005

Safe Work Australia Code of Practice How to Safely Remove Asbestos 2018

Public Health Regulation 2018

Environmental Protection Act 1994

Environmental Protection Regulation 2019

Queensland Government Asbestos Management Policy for its Assets

Public Records Act 2002

Human Rights Act 2019

4. Scope

This policy applies to Arts Queensland owned assets as follows:

- Queensland Cultural Centre, South Brisbane
- 420 Brunswick Street, Fortitude Valley
- 381 Brunswick Street, Fortitude Valley

5. Principles

In managing ACM in its built assets, Arts Queensland will

- ensure compliance with relevant legislation, whole-of-government policies, guidelines, and codes of practice relating to the management and control of asbestos
- establish and maintain an Asbestos Management Plan for its assets which is reviewed and, if required, revised at least once every five years
- so far as is reasonably practicable, identify and record all asbestos (confirmed or assumed) by its location, type and condition
- prepare and maintain an asbestos register for its owned facilities
- make the Asbestos Management Plan and register accessible to all those who occupy, service and manage workplaces with asbestos
- control all work associated with asbestos within its facilities through the use of a work permit process and provide a copy of the asbestos register to any person who carries out, or intends to carry out, work that involves a risk of exposure to airborne asbestos
- ensure all required asbestos signage and labelling is installed and maintained
- provide complete and timely information as requested for whole-of-Government reporting

- maintain records of all information that may be required in the event of a future compensation in accordance with the General Retention and Disposal Schedule for Administrative Records
- ensure a person or persons assumes the role and duties of the “Nominated Officer” for all asbestos-related matters
- ensure the delivery of appropriate education and awareness materials concerning asbestos to staff.

6. Human rights compatibility

The department is committed to respecting, protecting and promoting human rights. Under the *Human Rights Act 2019*, the department has an obligation to act and make decisions in a way that is compatible with human rights and, when making a decision, to give proper consideration to human rights. When acting or making a decision under this policy, officers must comply with that obligation.

7. Responsibilities

DDG Arts Queensland is responsible for:

- ensuring departmental compliance with relevant State legislation, whole-of-Government policies, guidelines and National Codes of Practice in relation to the management and control of asbestos in Arts Queensland facilities
- approving the three-yearly reviewed Asbestos Management Policy, or earlier where required, where amendments significantly impact the implementation of the policy or affect the policy position.

Director, Arts Property and Facilities is responsible for:

- ensuring an Asbestos Management Plan is established and maintained for Arts Queensland facilities
- ensuring an asbestos register is maintained for Arts Queensland facilities
- ensuring all work associated with ACM in Arts Queensland buildings is controlled through a permit to work process or other appropriate mechanism
- ensuring an annual asbestos removal program is funded through the Capital Works Program
- ensuring a person or persons at this facility assumes the role and duties of the “Nominated Officer” for all asbestos-related matters at Arts Queensland facilities
- ensuring Arts Statutory Authorities (and sub-tenants) of the Queensland Cultural Centre, and tenants of other facilities owned by Arts Queensland have access to an updated and current asbestos register.
- ensuring all incidents involving asbestos are documented in an ACM incident register
- approving amendments to the policy that do not affect the policy position, do not significantly impact on the implementation of the policy or are of an administrative nature.

Nominated Officer, Arts Property and Facilities is responsible for:

- ensuring an up-to-date copy of Arts Queensland’s Asbestos Management Plan is accessible to all service providers including contractors and workers
- being familiar with departmental policies, procedures and processes that relate to asbestos
- acting as an initial point-of-contact for persons seeking information about asbestos at Arts Queensland facilities, especially the information contained in the asbestos register
- ensuring the asbestos register for Arts Queensland facilities is examined prior to any work or activity (such as maintenance or a refurbishment project) which has the potential to disturb asbestos

- managing the permit-to-work process
- identifying whether contractors or sub-contractors have the necessary license for removing asbestos
- disseminating asbestos-related guidance material, such as information sheets, guidelines, technical notes, etc.
- recording details and report any asbestos-related incidents
- reviewing the contents of the asbestos register at least once every five years, or as required to ensure the register remains current and up-to-date.

Arts Queensland Staff, Facility Occupants and Visitors are responsible for:

- advising the Nominated Officer of any enquiries or concerns expressed by staff, occupants, visitors or others relating to asbestos
- reporting to the Nominated Officer any hazardous situations or incidents where asbestos has been disturbed (such as accidental or intentional damage) – following departmental reporting procedures
- complying with all policies, procedures and instructions as provided in the Asbestos Management Plan
- being aware of the measures in place to manage asbestos and control any unacceptable risks in Arts Queensland facilities
- ensuring reasonable precautions are taken to keep people clear of areas being repaired or upgraded when asbestos is being removed
- complying with all workplace health and safety instructions.

Service Providers are responsible for:

- ensuring that any work they perform that may disturb asbestos (e.g. maintenance, installation work, alterations, and refurbishment) is undertaken in accordance with all relevant legislative requirements and specific instructions issued by Arts Queensland.
- ascertaining whether asbestos is present (or is assumed to be present) in the work area by reviewing the asbestos register and undertaking necessary site inspections
- employing prescribed appropriate work methods and ensure that workers have received instruction and training on working safely with asbestos.

Director, Arts Business and Finance, Arts Queensland is responsible for:

- maintaining records relating to the removal and disposal of ACM in accordance with the provisions of the *Public Records Act 2002*, and the requirements of the National Codes of Practice for the Management and Control of Asbestos in Workplaces and the Safe Removal of Asbestos.

Arts Queensland staff are responsible for:

- adhering to departmental policy and procedures for the management of ACM
- informing the relevant officers of any disturbance or concerns regarding ACM.

8. Review

Arts Queensland will review this policy every three years, or earlier if required.

9. Approval



Kirsten Herring
Deputy Director-General, Arts Queensland

Date: 09/09/2020

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