



## Asbestos Management Plan for Rockhampton Girls Grammar School Facilities 2024



*Photograph 1 View from CAB east to church building in background*

**Version 1.1 – 26/07/2024**

Document Control

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|                                     |            |                          |
|                                     |            |                          |



27<sup>rd</sup> July, 2024

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***Rockhampton Girls Grammar School Community – Asbestos Management Notification***

Dear Manager,

I would like to present to you our 2024 Asbestos Management Plan outlining how asbestos risks from building materials and equipment are managed at our school.

If you have any questions, please let me know.

Sincerely,

{insert signature}

***Belinda Thorburn***

Workplace Health and Safety and Compliance Officer

## Disclaimer and Limitations

### Report Based Solely on Visual Inspection

This report is based on inspections conducted between February and June 2024 by asbestos assessor Lawrence Lyons (LAA licence no. 2317266) from the environmental and occupational hygiene Rockhampton based consultancy ([www.environics.com.au](http://www.environics.com.au)).

The inspections were limited to accessible areas of the property and building without dismantling or removal of any objects. This includes vegetation, roof insulation, floor or wall coverings, sidings, ceilings, floors, furnishings, appliances, or personal belongings. It is important to note that areas such as inside walls, between floors, within skillion roofing, inside eaves, or behind stored items in cupboards were not inspected. The surveyor did not perform any destructive procedures. Relevant legislation and guidelines were followed. More information on these regulations can provide additional insight into the boundaries of the survey.

### Compliance and Liability

This report is not a 'Certificate of Compliance' for any regulations unless stated. It also does not act as a warranty or insurance against future asbestos management issues in the building.

### Limitations

This report does not ensure that all property areas were asbestos-free during inspections. The assessor is not responsible for undetectable asbestos that would require structure disruption or fixture removal.

### Important Information

Anyone who relies on the contents of this report does so with the understanding that the aforementioned clauses, definitions, and disclaimers outline the scope and limitations of the survey and are an integral part of the report.

### Disclaimer of Liability

No liability shall be accepted for any issues not identified in the report that are located in areas or sections of the subject property that were physically inaccessible or to which access was denied to the surveyor. This includes, but is not limited to, any specified areas or sections mentioned in the report.

### Disclaimer of Liability to Third Parties

This report is for the named client's use only. No liability is accepted for third parties who rely on it, wholly or partially. Third parties use the report at their own risk.

### Electronic Versions

Please be aware that electronic versions of this survey report are not the official versions. Users must verify their accuracy and completeness. Environics is not liable for any losses resulting from reliance on electronic versions, despite resources dedicated to their preparation and maintenance.

## **Survey Limitations**

The asbestos assessor has tried to identify all asbestos materials in the premises using third-party inspection reports produced after 2004. No guarantee is given on the completeness of past surveys. Visual surveys may not detect all asbestos, especially in inaccessible areas.

Such areas may include:

- Internal wall cavities and hidden pipework
- Ceiling void spaces
- Openings in concrete floors and solid walls
- Components of machinery, plant, and associated pipework
- Fire dampers and reheat units inside air conditioning ducts
- Inaccessible service risers and ducts
- Brackets supporting the building façade
- Areas beneath carpeted flooring
- Gaskets, mastics, and sealants in ductwork and piping
- Waterproofing membranes and malthoid seals
- Areas hidden behind wall tiles

The assessor did not take samples from high-risk suspect materials during the survey to avoid endangering the assessor. High-risk situations include electrical switchboards, substations, heights, and confined spaces. Inaccessible areas due to safety concerns should be surveyed before any work is done, with specific equipment or personnel required for safe sampling. The assessor does not guarantee the absence of asbestos in inaccessible areas. The survey report only shows asbestos found during the survey and should not be solely relied upon. Findings must be considered with the survey's limitations and other building-related documentation.

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### Executive Summary

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## Executive Summary

The 2004 Asbestos Management Plan and Register for the Rockhampton Girls Grammar School outlines the steps and procedures for managing asbestos in the school. The plan includes a brief history of asbestos, its health risks, and the aim of the plan. The scope of the asbestos survey recently conducted at the school is also outlined, along with the Queensland legislation related to asbestos management in this document.

The inspection methodology used for the survey is described, including internal and external inspections. The findings of the recent inspection are summarised, with a focus on areas that contain asbestos. The plan also includes a list of recommendations for managing and removing residual asbestos-containing building materials (ACMs) from the school.

Following section requires review and updating with school's permit to work system information .../

The plan emphasises the importance of proper communication and documentation, particularly with regards to the Work Area Access Permit (WAAP). This permit outlines the general requirements for accessing areas with asbestos, including conditions of access. These conditions form part of the risk control measures to minimise occupational health and safety risks from asbestos containing materials. as well as the prestart documentation and risk assessment process. The plan also highlights the need for appropriate control measures and supervision when working with asbestos.

Overall, this plan serves as a comprehensive guide for school management, staff, and trade contractors to effectively report, manage and remove asbestos from the school. By following the recommendations and procedures outlined in this plan, the school can ensure the safety and well-being of its school community visitors, employees, and students.

## 1. INTRODUCTION

### 1.1. History of Asbestos

From the 1940s to the 1980s, Australian industry used asbestos for its strength, fire resistance, and superior thermal insulation qualities. The ban on manufacturing and importing asbestos-based products in Australia, implemented on December 31, 2003, was a response to the known health risks associated with airborne asbestos fibres. Asbestos was commonly found in the construction of school buildings in Queensland, much like many other structures during that time period.

### 1.2. Aim

The aim of our plan is to:

- meet the requirements of Section 429 of the Work Health and Safety Regulation 2011 (Qld); and
- provide transparency in the asbestos management arrangements in place to safeguard the health of students, school staff, service providers and visitors.

### 1.3. Scope

This plan applies to all building and facilities within the property line of the school including 'Florence House'. The purpose is to manage and control exposure to airborne asbestos fibres in buildings and relevant structures, ensuring the health and safety of staff and site visitors.

#### 1.3.1. How is the purpose of the plan achieved?

We achieve this through representative labelling and record keeping of the presence of asbestos in a register. Through the use of an intranet asbestos website to provide all individuals on the premises with information about the locations of asbestos, their exposure risk, and how asbestos is controlled. In addition, maintenance and service work activities in connection to asbestos is documented and uploaded to asbestos website. We also document who performed the work, dates of removals or make-safes, the scope of their work, and copies of clearance certificates are retained. We also update procedures for the asbestos management plan and register and conduct a full review of our plan at least every five years or under specific circumstances such as changes in asbestos conditions or requests by a health and safety school representative.

#### 1.3.2. Intranet Asbestos Website

Between February and June 2024, a secure login beta website was launched at <https://asbestos.hazchem.com.au> to centralize past reports, photos, memos, and letters on school asbestos management. This WordPress site efficiently streamlined data access and security for authorized users. Plans are underway to clone the site into an intranet dedicated to comprehensive, real-time asbestos management, benefiting from WordPress's adaptability and easy to use publishing features.

## 2. QUEENSLAND LEGISLATION

Asbestos risk is regulated under the [Work Health and Safety Act 2011 \(Qld\)](#).

The legislation specifically applies to school facilities with respect to:

- Prohibitions and exceptions for work involving asbestos or asbestos containing material (ACM)
- General duties for managing exposure to airborne asbestos.
- Requirements for identifying or assuming the presence of asbestos at a workplace and who can conduct analysis to confirm the presence of asbestos.
- Requirements for indicating the presence and location of asbestos.
- Requirements for preparing and keeping an asbestos register and reviewing the asbestos register.
- Requirements for ensuring that certain workplace parties are given access to asbestos registers and that the register is transferred to relevant parties when control of the workplace is relinquished.
- Requirements for preparing an asbestos management plan, making it accessible to certain workplace parties (such as workers and service providers) and reviewing and revising the plan.

## 3. ASBESTOS RISK PROFILE

The asbestos risk profile of educational facilities arises from a range of factors, including:

- The scale of the school's facility portfolio – a number of buildings, historic and modern.
- The indoor school class rooms, outdoor education centres, environmental education centres, office accommodation, teacher housing, student accommodation, and early childhood education and care centres.
- The extent of service provider delivery models utilised for building and refurbishment works – resulting in the need for personnel to give regard to asbestos management during contract management in several ways.
- The active engagement of parents and citizens association members who arrange through school administration to have works conducted that have the potential to disturb asbestos.
- The number of volunteers engaged for works in facilities.
- The volume and frequency of works occurring within facilities that has the potential to disturb asbestos – maintenance and refurbishment by service providers and minor tasks by school personnel.
- Key occupants of the facilities – the significant presence of children whose behaviours are unpredictable (by accident or design).
- Limited opportunities to influence asbestos management knowledge of parents/carers and media - impacting perceptions of asbestos risk.

### 3.1. Current Risk Profile

#### 3.1.1. Asbestos in Buildings

A comprehensive survey of school-owned facilities for the presence of asbestos was initially conducted in 2005 and subsequently reviewed in 2014. The 2024 survey confirmed that a significant amount of asbestos-containing materials (ACMs) were removed between 2005 and 2014, leaving only a few remaining instances where asbestos is still present.

### 3.1.2. Asbestos in Soils

Materials containing asbestos can become unearthed during work activities such as gardening, landscaping and excavation. The presence of ACM in soils is usually due to:

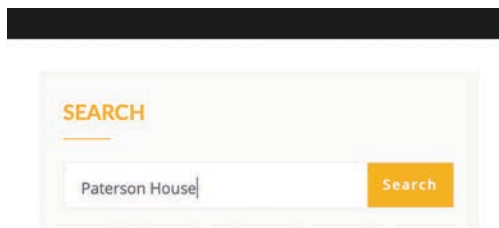
- disposal of asbestos containing building materials from construction and demolition works; and
- lack of records of used or unused asbestos pipes and service pits.

### 3.1.3. Record-Keeping

WordPress posts can be used effectively for reporting asbestos management occurrences by:

1. **Timely Updates:** Posts can provide immediate updates on asbestos discoveries, inspections, and removal actions, categorised and tagged for easy access.
2. **Multimedia Documentation:** Posts can include photos, videos, and scanned documents to comprehensively document each situation.
3. **Real-Time Notifications:** Plugins can notify stakeholders when new posts are published, ensuring prompt awareness.
4. **Interactive Feedback:** Comment features enable authorised personnel to discuss and collaborate on each post.
5. **Search and Filter:** WordPress's search and filter functions help quickly locate specific reports by date, category, or keyword.

This approach keeps asbestos management organized, transparent, and easily accessible.



Post entry 09/04/2024:

Two of the samples included, the car park form sheeting identified by maintenance manager. Approx. quantify is 45m linear meters, about 250 mm width, and a thickness of about 12mm, and a sample from the concrete pipe of about 100mm diameter and 2m length as it disappears under the landscaped area. Pipe is in an open area south of school. Samples sent to COHLABS. Negative results for car park sheeting, and positive result for pipe, i.e. bonded asbestos cement pipe.



Figure 1 - Sample S05 (12/04/2024) negative for asbestos

### **3.1.4. Risk Assessment Methodology**

The variables given in the four tables below are assigned a score, which is then used to calculate a Material Assessment Rating. Non-asbestos materials pose zero risk and are therefore excluded from the assessment.

The purpose of the Risk Assessment Rating is to help make informed decisions regarding Asbestos Containing Materials (ACMs), such as implementing control measures or necessary remedial actions, conducting training and induction programs, air monitoring, and determining health surveillance requirements.

Additionally, it aids in prioritising management actions. The Risk Assessment Rating is categorized as 'High', 'Medium', 'Low', or 'Very low' based on the presence of ACMs identified during the survey. A 'High' Risk Assessment Rating signifies a material that is more likely to release airborne fibres if disturbed.

On the following pages are five tables used to generate a risk score. Additionally, there are two tables listing the controls and the respective database codes used in the asbestos registers.

Table 1 Product Type

| Sample variable                                 | Score | Example                                                                                                                                                           |
|-------------------------------------------------|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>A. Product type (or debris from product)</b> | 1     | Asbestos-reinforced composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, semi-rigid paints or decorative finishes, BEBB, asbestos cement, FCS |
|                                                 | 2     | Millboards, other low-density insulation boards (LDB), asbestos textiles, gaskets, ropes and woven textiles, asbestos paper and felt.                             |
|                                                 | 3     | Thermal insulation (e.g., pipe and boiler lagging), sprayed asbestos, loose asbestos, asbestos mattresses and packing.                                            |

Table 2 Extent of Damage/Deterioration

| Sample variable                          | Score | Example                                                                                                                                   |
|------------------------------------------|-------|-------------------------------------------------------------------------------------------------------------------------------------------|
| <b>B. Extent of damage/deterioration</b> | 0     | Good condition – no visible damage                                                                                                        |
|                                          | 1     | Low damage – a few scratches or surface marks, broken edges on boards, tiles etc.                                                         |
|                                          | 2     | Medium damage – significant breakage of materials or several small areas where material has been damaged revealing loose asbestos fibers. |
|                                          | 3     | High damage or delamination of materials, sprays and thermal insulation. Visible asbestos debris.                                         |

Table 3 Surface Treatment

| Sample variable             | Score | Example                                                                                                                                                                                                                                                         |
|-----------------------------|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>C. Surface treatment</b> | 0     | Composite materials that are sealed by nature (plastics, resins, mastics, roofing felts, vinyl floor tiles, semi-rigid paints or decorative finishes, BEBB), or Encapsulated FCS, AC                                                                            |
|                             | 1     | Unsealed FCS, AC, or Encapsulated millboard, other LDB (with exposed face painted/encapsulated), asbestos textiles, gaskets, ropes and woven textiles, asbestos paper, card.<br><br>Enclosed Insulation (lagging, sprays, loose asbestos, mattresses, packing). |
|                             | 2     | Unsealed millboard, other LDB, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper and card, or<br><br>Encapsulated Insulation (lagging, sprays, loose asbestos, mattresses, packing)                                                          |
|                             | 3     | Unsealed insulation (lagging, sprays, loose asbestos, mattresses, packing).                                                                                                                                                                                     |

Table 4 Asbestos Type

| Sample variable         | Score | Example                                   |
|-------------------------|-------|-------------------------------------------|
| <b>D. Asbestos type</b> | 1     | Chrysotile.                               |
|                         | 2     | Amphibole asbestos excluding crocidolite. |
|                         | 3     | Crocidolite.                              |

Table 5 Risk Calculator

| Risk calculation for sample record (n) |  | Potential to release asbestos fibres                                                                                                                   |
|----------------------------------------|--|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| A (Product type) =                     |  | 10 or more – high risk<br>7<br>to 9 – medium risk<br>5 to 6 – low risk<br>4 or less – very low risk<br>0 – no risk i.e. no asbestos detected in sample |
| B (Extent of damage/deterioration) =   |  |                                                                                                                                                        |
| C (Surface treatment) =                |  |                                                                                                                                                        |
| D (Asbestos type) =                    |  |                                                                                                                                                        |
| Total Score (A+B+C+D) =                |  |                                                                                                                                                        |

Table 6 Control Actions

| Control Number | Recommended Action                                                                                                                                                                                 |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| C1             | In-situ management i.e. Incorporate into a current / develop of management plan                                                                                                                    |
| C2             | Label as asbestos-containing material in accordance with Australian Standard 1319-1994 Safety Signs for the Occupational Environment                                                               |
| C3             | Re-inspect condition of material annually or as required (e.g. damage incident) in accordance with the Code of Practice 'How to Manage and Control Asbestos in the Workplace [Safe Work Australia] |
| C4             | Sampling and analysis to establish if asbestos is present within the adjacent soil i.e. bulk ID                                                                                                    |
| C5             | Sampling and analysis to establish if asbestos is present within the associated dust i.e. swabs/bulk ID                                                                                            |
| C6             | Sampling and analysis to establish if asbestos present within the material i.e. bulk ID                                                                                                            |
| C7             | Encapsulate impacted area in accordance with the Code of Practice 'How to Safely Removal Asbestos [Safe Work Australia]                                                                            |

## Control Actions ..

|     |                                                                                                                                                                                |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| C8  | Barricade and sign-post impacted area with safety tape and alert stakeholders of further actions to reduce or eliminate risk of exposure to asbestos fibres                    |
| C9  | Seal edge of exposed asbestos-containing material with suitable tape or paint to prevent the release of asbestos fibres                                                        |
| C10 | Post risk assessment statement at site of impacted area and what controls to follow when entering an area impacted by asbestos e.g. PPE, communications, sign-in sign-out etc. |
| C11 | Restrict specific activities until asbestos remediation completed e.g. suspension of routine activities in area                                                                |
| C12 | Post authorised personnel only signage e.g. work permit to enter                                                                                                               |
| C13 | Asbestos removal controls i.e. specify if Class-A or Class-B in asbestos register                                                                                              |
| C14 | Reassurance air sampling recommended                                                                                                                                           |

## **4. RESPONSIBILITIES**

Responsibilities on school employees for managing asbestos are set out in the Asbestos Management Procedures. The procedures can be accessed on the Policy and Procedure Register.

### **4.1. General Duties**

The person in charge of a facility has overall accountability for asbestos management at that facility. However, the way in which this accountability is exercised will depend on the extent of works conducted at the facility and the service delivery models used for the works such as make-safes and removals.

The Asbestos Management Procedures identify responsibilities for the following parties:

This section is under review to ensure correct role descriptions.

- All employees
- Persons responsible for planning work
- Persons responsible for procuring a service provider
- Persons responsible for a project manager contract
- Persons responsible for a service provider contract
- Manager, Asbestos Removal Program
- Director, Infrastructure Safety
- Director, Maintenance and Improvement
- Directors responsible for the leasing of school-owned facilities
- Local accommodation officers
- Regional infrastructure managers
- Deputy Director-General, Infrastructure Services.

The responsibilities seek to ensure that appropriate regard is given to:

- asbestos risk while a facility is being used for its usual purpose, for example, educating students
- maintaining assets that contain asbestos
- asbestos risk throughout a project lifecycle.

## **5. ASBESTOS IDENTIFICATION**

### **5.1. Results of Surveys**

The results of the 2005 and 2010 asbestos surveys led to the establishment of the school's asbestos registers. In 2024, a register was created for each building to determine which buildings are now free of asbestos and to locate the remaining asbestos in other buildings. Asbestos sampling is ongoing for materials that are exposed, hidden behind other building materials, or in areas where information is lacking for planned renovations.

Asbestos signage, notices and labels are used to warn persons who may be intending to carry out work on school facilities about the potential (signage and notices) and actual (labels) presence of asbestos.

### **5.2. Asbestos Registers**

Buildings constructed from 1 January 1990 have an asbestos register description of 'no asbestos identified' if assessment of build construction dates and use of materials supports this conclusion. Plant that is assumed or confirmed to contain asbestos, in buildings constructed up to 31 December 2003, is included in the asbestos registers.

The school has an asbestos register for each of the following facilities:

- CAB
- Health Centre
- Heritage Playshed
- Jackson House
- Luck House
- Paterson House
- Primmer
- Swimming Pool & Change Rooms
- Florence House
- Open Areas

#### **5.2.1. Asbestos Register Accessibility**

The school's Asbestos Management Procedure outlines the responsibilities for ensuring that the relevant asbestos register is made available to:

- The public;
- Lessees of school owned facilities;
- Tenants of school-owned housing;
- Facility employees;
- Service providers; and
- Visitors (when required)

### **5.2.2. Work Area Access Permit**

{Update this section with correct permit description}

The Work Area Access Permit (WAAP) processes include measures to ensure that service providers receive a written copy of our expectations for asbestos-related work during the tendering and quoting phase for upcoming projects.

Refer to Attachment Two, for information about asbestos policies and procedures.

## **6. ASBESTOS SAMPLING AND ANALYSIS**

Laboratory analysis is the only way to confirm the presence of asbestos in a sample of materials. The school has conducted a significant sampling program to reduce the volume of assumed asbestos-containing materials (ACMs) in the school's asbestos register. Remaining accessible ACMs have been sampled through the periodic inspections conducted on assumed and confirmed ACMs and as part of project planning activities. Sampling for asbestos may also occur prior to planned renovation in cases where it is challenging to identify there has been no change in construction materials where sampling was representative for a room.

## **7. SIGNAGE, NOTICES AND LABELLING**

### **7.1. General Requirements**

Asbestos signage and labelling requirements are outlined in the Asbestos Management Procedure. Facilities which are known to contain ACMs, have at least one publicly visible warning sign placed at the facility central control point in a location visible to anyone who may disturb ACM (for example, the reception or office counter). The signage is compliant with AS1319: Safety signs for the occupational environment.

Locations of signage and labelling include:

- in the electrical meter box;
- adjoining the smoke alarm detector;
- on the back of the pantry door; and
- on the back of the door under the kitchen sink.

### **7.2. Labelling of ACMs**

The school has determined that the permanent labelling of all facility ACMs is not reasonably practicable because of the following:

- the risk of misrepresentation of asbestos presence to maintenance and construction workers in the event that labels are defaced or removed
- the risk of unnecessary alarm to the school community (teachers, parents and carers) by a large number of labels posted across facilities
- the difficulties in affixing labels to all potential assumed/confirmed ACM in departmental facilities, particularly window mastics and concealed flooring
- significant cost and time for effective implementation
- significant cost required to monitor that labels continue to be intact and legible.

The school has identified that a temporary labelling approach (applied for the duration of project works) would:

- not likely encounter the above issues
- achieve the objective of increased awareness of asbestos presence for workers carrying out works on building materials.

The temporary labelling approach is implemented through the specification of requirements in the Asbestos Management Procedure document, which must be applied by service providers. The temporary labelling approach requires service providers to:

- check before commencing the works:
- prepare a line drawing for the work area that identifies the:
  - surfaces intended to be disturbed during the works; and
  - presence of assumed/confirmed ACM (based on the content of the asbestos register)
- affix asbestos labels to the surfaces with assumed/confirmed asbestos that intend to be worked on and ensure it remains for the duration of the works
- remove the asbestos labels after the works.

The approach prohibits the service provider from leaving the labels affixed after the works, to prevent any misrepresentation occurring that only labelled building materials at the facility are assumed/confirmed to contain asbestos.

## **8. MAINTENANCE OF IN-SITU ASBESTOS**

### **8.1. Deterioration and Damaged ACMs**

The school's asset maintenance program and asbestos inspection monitoring program aim to prevent deterioration and detect it early. However, there may still be instances where materials show signs of deterioration in between scheduled inspections.

While work health and safety laws require inspections every five years, the school acknowledges that accelerated deterioration and accidental disturbances of ACMs can occur. If any deterioration or damage is noticed, employees should report it to Facilities Management.

Facilities Management will then check the asbestos register to see if the deteriorated or damaged material contains asbestos. Access to the area will be restricted, warning signs posted, and an asbestos service provider will be contacted to make-safe the area or remove the materials, such as a wall or ceiling section, if necessary.

### **8.2. Make-Safe Standard**

Make-safes are applied to deteriorated or damaged ACM as necessary. Materials that have received a make-safe are prioritised for removal through the school's asbestos removal program. The school's make-safe standard is set out in the Asbestos Management Procedure. The school collects information about make-safes through the work permit processes. Make-safes are monitored, until the materials have been removed, to confirm the make-safe remains effectively intact and undisturbed.

### 8.3. Safe Work Procedures

Asset management is a dynamic environment where works are ongoing through:

- planned and emergency maintenance activities
- construction works to improve school facilities
- use of the facilities for extracurricular activities , e.g. fetes and sporting events.

The following parties can be involved in these works:

- school employees, for example, schools officers undertaking maintenance or minor improvement work such as hanging noticeboards;
- service providers who may be engaged to conduct maintenance or project works (such as building extensions, demolitions and refurbishments); and
- volunteers, for example, members of the Parents and Citizens (P&C) association undertaking tasks for school fetes.

### 8.4. Planning Works

The school's asbestos management approach considers asbestos during the lifecycle of works. The school's asbestos management procedure requires school planning personnel to consider the presence of asbestos and potential for disturbance during project and maintenance planning. The school has embedded criteria into its project planning documents to ensure that due consideration is given to whether asbestos removal or safe design (disturbance avoidance) is reasonably practicable for built structures.

### 8.5. Procurement Processes

The school's asbestos management procedure requires service providers to be given key asbestos management related documents (including relevant parts of the asbestos register and the working with our school documentation) before they price work. These steps are initiated to ensure that service providers have information about asbestos risks associated with the work so that they can:

- consider the tools and work methods to be applied for the work – having regard for the legislative prohibitions on the use of certain plant and the limitations on using other plant that may can cause the release of airborne asbestos into the atmosphere; and
- prepare any necessary safe work method statements for the works and ensure their workers are trained in the safe work method statements before commencing the works.

The procedures also ensure that similar outcomes are achieved when the works are managed by a contracted project manager. School employees responsible for procuring service providers give consideration to the asbestos safety performance history of potential service providers during selection activities.

The school has also established criteria for determining whether service providers are eligible to carry out asbestos removal at school facilities. The criteria leverages industry prequalification arrangements as a means of ensuring that asbestos removal is conducted by service providers with work health and safety maturity.

## 8.6. Pre-Works

School employees involved in planning works take steps to ensure that facilities receive relevant information about works involving assumed or confirmed ACM that may impact the facility community. This information is communicated to potentially affected parties such as school employees, out of hours school care providers, community organisations using the facility and Parents and Citizens' association members. These requirements of the asbestos management procedure support the coordination of necessary asbestos management controls between the school and service providers.

## 8.7. Work Permits

The school has established work permit processes as a formal authorisation method for granting conditional access to specific work areas in a school facility for works conducted by service providers, school employees and volunteers.

This provides a means to:

- communicate school requirements such as installation of warning signage and barriers, conduct of risk assessments for electrical hazards, reviewing asbestos registers before commencing works;
- communicate the need for workers to read and comply with the contents of the work permit;
- record acceptance of school conditions for carrying out work;
- identify the school representative who has authorised the access; and
- identify the service provider who has received the authorisation.

The work permit procedure sets out the:

The signed work permit is retained at the central control point of the facility for the duration of the works. The service provider is issued an asbestos register with the permit, which must be taken to the work area for review by workers who will be conducting the works.

The work access procedure nominates the school employee responsible for the service provider contract responsible for ensuring a start work meeting is held at the facility before a service provider who has been issued a work permit to commence works unless:

- the works are incident response activities or
- it is not reasonably practicable, for example, in the case of emergency unplanned maintenance.

The procedure also sets out the information that must be covered at the start work meeting. The purpose of the meeting is to confirm service provider awareness of the work plan document and their contractual responsibility to apply the requirements of the document.

The meeting also reminds service providers, who have been appointed principal contractor for the works, of the need to ensure that their asbestos management plan must align with any contractual requirements for the work, including the requirements of the work plan document as follows:

- confirm understanding of the scope of works;
- collect facility community impact information;
- confirm understanding of requirements for reporting asbestos-related incidents;
- confirm service provider understanding of specific requirements of the site, such as those relating to site identification;
- confirm arrangements for workers to access and review the work plan and relevant section of the facilities asbestos register;
- reinforce the labelling requirements applicable for the works; and
- reinforce requirements for submission of relevant post works asbestos documents.

### **8.8. During Works**

The school prohibits:

- employees and volunteers from carrying out works on assumed or confirmed ACM at school facilities (including conducting make-safes on assumed or confirmed ACM);
- works (other than asbestos removal) being conducted on low density board;
- the enclosure, encapsulation or sealing of ACMs in structures other than for make-safe and asbestos in soil management purposes;
- asbestos removal being conducted during facility school/business hours unless arrangements have been made to ensure facility community members and others who generally use the facility will not be present during the works; and
- persons other than service providers being at a facility during asbestos removal works unless otherwise approved in accordance with the school's asbestos management procedure.

Service providers are bound to comply with work permits and the requirements set out in the scope of work documentation during the course of their work. As persons conducting businesses or undertakings, under work health and safety legislation, they are also duty bound to ensure they have safe systems of work for works that will disturb asbestos. These systems must manage risk to their own workers but also others, such as the facility community, who may be affected by their works.

### **8.9. Post Works**

The school's work permit sets out requirements that the work areas are not to be reoccupied until the work area has been inspected, by the person in charge or their delegate, to confirm that there are no visible signs that the reoccupation. The school's employee responsible for the service provider contract obtains from the service provider:

- list of changes to the facility during the works;
- supporting certificates (such as asbestos removal clearance and waste disposal certificates, asbestos sampling analysis certificates and 'clean' soil certificates; and
- Relevant documents received from the service provider are forwarded to Facilities Management to support the updating of the asbestos register.

## **9. MANAGEMENT OF ASBESTOS IN SOILS**

### **9.1. Asbestos Debris Unearthed**

ACMs and asbestos debris can be unearthed during works at school facilities. Facilities Management initiates an asbestos in soils assessment prior to project works if there are factors associated with the project that are known to contribute to the likelihood of the presence of asbestos in soil.

The Asbestos Management Procedure sets out:

- the factors to be applied;
- who is qualified to conduct the assessment; and
- what the assessment must address?

Facilities Management considers the advice of the qualified person in the Asbestos in soils assessment report to determine the most appropriate course of action to manage any ACM identified to be present in the soil.

The working on school facilities document outlines the steps that must be taken in the event that service providers discover asbestos in soils during the course of works. These steps involve consultation with the Facilities Management to confirm the proposed course of action is acceptable.

Facilities Management may determine that an asbestos in soil site management plan is necessary to facilitate ongoing monitoring for the presence of asbestos in or on soils.

## **10. ASBESTOS RELATED INCIDENT MANAGEMENT**

### **10.1. Types of Asbestos Incidents**

Asbestos incidents can occur through a range of circumstances, including:

- accidental damage by students, school employees and service providers;
- intentional damage, for example, damage by vandals;
- school employees carrying out unauthorised work (school employees are prohibited from carrying out works on ACM); and
- service providers carrying out work on ACM without the necessary controls.

### **10.2. Incident Response**

The school's asbestos incident management procedure provides directions to school employees for incidents that occur during:

- general facility business operations, i.e., the activities associated with the primary purpose of the facility; and
- works undertaken by service providers, where the incident affects or potentially affects the safety of the facility community:
  - during the facility's business operations, for example, potential exposure to asbestos created as a result of a service provider accidentally damaging an asbestos containing school hallway wall during school operations, or
  - when facility business operations recommence, for example, weekend works leaving assumed or confirmed ACM materials with unsealed penetrations.

### **10.2.1. Stop Work and Actions to be Taken**

#### **10.2.1.1.**

The working on school's facilities document sets out the steps to be taken by a service provider if they have had an asbestos incident that affects or potentially affects the safety of the facility community.

The asbestos incident management procedure outlines the following steps:

- Immediately responding to the incident by stopping work, restricting access, installing warning signs, and reporting the incident (for schools);
- Securing the scene of a suspected asbestos dangerous incident until a decision is made by the Work Health and Safety Regulator;
- Checking the asbestos register to determine if the incident involves assumed or confirmed asbestos-containing materials;
- Contacting preferred asbestos industry service providers for make-safe actions;
- Handling clothing that may have come into contact with asbestos dust;
- Communicating incident details to relevant employees;
- Recording asbestos-related incidents;
- Notifying parents/carers of students who have been in proximity to the incident;
- Providing support to school employees and parents/carers with concerns;
- Investigating incidents that are notifiable to the Work Health and Safety Regulator or involve children in close proximity to power tools used on asbestos-containing materials; and
- Managing asbestos-related incident records.

As persons conducting businesses or undertakings, service providers are duty bound by work health and safety legislation to ensure they take appropriate steps to protect the safety of themselves, their workers and others and manage incidents accordingly.

## **11. IN-HOUSE TRAINING**

The school has initiated multiple information and training measures to ensure persons under the management and control of facilities are aware of the risks from the presence of asbestos in the workplace and actions to be taken to protect their health.

These measures include:

- training of school employees that incorporates key prohibitions and safety precautions associated with asbestos risk;
- induction training for cleaners and schools officers (as the employees most likely to discover and interact with building materials respectively);
- five yearly training of key representatives on asbestos risk and responsibilities under the asbestos related school procedures;
- training of others with responsibilities under the school's procedures relating to asbestos management; and
- training for employees assisting in the management of asbestos.

The school has imposed minimum awareness training that service providers and their workers must have if intending to carry out work on school's facilities.

## **12. REVIEW OF ASBESTOS MANAGEMENT PLAN**

The school's Asbestos Management Procedure outlines the responsibilities for reviewing the Asbestos Management Plan. This procedure includes information on how often the plan should be updated and the handling of outdated plan versions.

## **13. CONCLUSION**

In conclusion, the Asbestos Management Plan at Rockhampton Girls Grammar School is a comprehensive and necessary document that outlines the procedures and protocols in place to ensure the safety of all individuals on school grounds.

## **14. RECOMMENDATIONS**

One important aspect to consider when reviewing the Asbestos Management Procedure document is to ensure that it aligns with the 2024 Asbestos Management Plan. This ensures that the procedures outlined in the document are in line with the overarching plan for managing asbestos. Some key points to consider when reviewing the Asbestos Management Procedure document include:

- Is there a clear outline of the procedures for identifying, assessing, and managing asbestos-containing materials within the facility?
- Are there guidelines for conducting asbestos surveys, monitoring, and record-keeping?
- Are there procedures for safely handling asbestos-containing materials, including removal and disposal?
- Are there protocols for responding to incidents involving asbestos exposure?
- Are there contingency plans in place for emergencies related to asbestos?

By carefully reviewing the Asbestos Management Procedure document and comparing it to the Asbestos Management Plan, any discrepancies or inconsistencies can be identified and addressed to ensure that the facility is effectively managing asbestos and protecting the health and safety of occupants and workers.

## 15. DEFINITIONS

Asbestos and its management involve several specialized terms and acronyms. To ensure clarity and understanding, we have compiled a glossary of key terms related to asbestos and its management:

**Asbestos:**

A naturally occurring mineral fibres with fire-resistant and insulating properties. When disturbed, it can release microscopic, airborne fibres that pose health risks when inhaled or ingested.

**ACM (Asbestos-Containing Material):**

Any material that contains asbestos, including insulation, roofing, flooring, and other construction materials.

**Asbestosis:**

A chronic and progressive lung disease caused by prolonged exposure to asbestos, leading to lung tissue scarring and impaired lung function.

**Queensland Workplace Health and Safety:**

A Queensland Government agency responsible for regulating and enforcing workplace safety and health standards, including those related to asbestos.

**Abatement**

The process of removing or encapsulating asbestos-containing materials to minimize the risk of exposure.

**Asbestos Survey**

A systematic inspection of a building or facility to identify and assess the presence of ACMs.

**Asbestos Inspection**

A visual examination of a building's structure and materials to identify potential ACMs.

**Asbestos Register**

A detailed record of all identified ACMs within a building, including their location, description, condition, and risk assessment.

**Asbestos Management Plan**

A comprehensive document outlining the approach to asbestos management, including policies, procedures, and safety measures.

**Asbestos Awareness Training**

Educational programs designed to inform individuals about asbestos risks, identification, and safe handling practices.

**Asbestos Risk Assessment**

An evaluation of the condition and potential risk of ACMs, which guides prioritisation of control measures.

**Encapsulation**

The method of applying a protective sealant to asbestos-containing materials to prevent the release of fibres.

**PPE (Personal Protective Equipment)**

Protective clothing, respirators, and gear used by individuals working with or near asbestos to prevent exposure.

**HEPA (High-Efficiency Particulate Air)**

Filters that capture very small particles, including asbestos fibres, to maintain a controlled environment during asbestos work.

**Asbestos Abatement Contractor**

Licensed professionals trained to remove or encapsulate asbestos safely.

**Asbestos Emergency Response Plan**

Protocols established to ensure the safety of occupants during asbestos-related emergencies.

**Asbestos Hotline**

A dedicated contact number for reporting immediate asbestos-related concerns or emergencies.

**Asbestos Risk Statement**

A document describing the types and condition of ACMs, their risk ratings, and management procedures.

**Asbestos Compliance**

Adherence to federal, state, and local regulations governing asbestos management.

**Asbestos-Free Certification**

Verification that a building or facility is free of ACMs following abatement or safe management measures.

**Asbestos Contaminated Area**

An area where asbestos fibres have been released and may pose a risk of exposure.

**Asbestos Management Team**

A group of professionals responsible for overseeing and implementing the school's asbestos management plan.

**Asbestos Emergency Contact**

A designated individual or team responsible for responding to asbestos-related emergencies.

**Competent Person**

A competent person in asbestos assessment must have the expertise to identify and assess asbestos materials, completed relevant training, and hold certification or accreditation demonstrating safe handling. Familiarity with Queensland's asbestos legislation and guidelines is also essential.

**Duty Holder**

Refers to the person or organisation responsible for ensuring compliance with regulations regarding the management and removal of asbestos-containing materials. This can include property owners, employers, or managers.

**Exposure Standard**

The exposure standard for airborne asbestos fibres concentration during clearance air testing is set at less than 0.1 fibres per millilitre, expressed as <0.1 f/mL. This standard is determined using the [Membrane Filter Method](#), a recognised technique used to quantify airborne asbestos fibres.

**Friable asbestos**

Refers to asbestos-containing materials that are easily crumbled by hand, releasing harmful fibres into the air.

**GHS**

The Globally Harmonized System of Classification and Labelling of Chemicals (GHS) is an internationally recognized system for classifying and communicating the hazards of chemicals. In the context of asbestos, the GHS provides standardized criteria for classifying asbestos as a carcinogen and establishes specific labelling requirements to communicate the hazards associated with asbestos-containing materials. This helps ensure consistent and clear communication of the risks posed by asbestos to protect human health and the environment.

**Hazard**

In workplace health and safety, a "hazard" refers to anything that has the potential to cause harm, injury, or damage to the health of workers. This can include substances, equipment, processes, activities, or environmental factors that may pose a risk to the safety and well-being of employees in the workplace. Identifying and assessing hazards is a crucial part of developing effective health and safety measures to prevent accidents and injuries in the workplace.

**HSR**

A health and safety representative, also known as an HSR, is a designated individual in the workplace who represents the interests of workers in matters related to health and safety. Health and safety representatives play a key role in promoting and ensuring a safe work environment by identifying hazards, investigating incidents, and raising concerns about health and safety issues on behalf of their fellow employees. They work closely with employers, management, and other stakeholders to address and resolve health and safety concerns in the workplace.

**In-situ Asbestos**

Refers to asbestos-containing materials that are in a stable condition and not disturbed or damaged. This means that the asbestos fibres are not easily released into the air and pose a lower risk of exposure. However, even in-situ asbestos can become hazardous if it is disturbed or damaged, as this can release asbestos fibres and create a health risk for those nearby. Proper management and monitoring of in-situ asbestos are essential to prevent exposure and protect the health of workers and occupants in the vicinity.

**Labelling**

The labelling of asbestos-containing materials during removal is regulated by the Work Health and Safety Regulations 2011. These regulations require that asbestos-containing materials be clearly labelled with warning signs and identification labels to alert workers and others of the presence of asbestos and the associated health risks. Additionally, the Australian Standard AS 1319: Safety Signs for the Occupational Environment provides guidance on the design, application, and use of safety signs, including those related to asbestos.

**May, Must, Shall**

In legal terms, the word "may" is often interpreted as giving discretion or permission rather than a mandatory requirement. When legislation, regulations, or standards use the word "may," it typically indicates that the action or requirement is optional or permissive, rather than obligatory. This means that individuals or organizations have the choice or authority to decide whether or not to comply with the specified provision. In contrast, words such as "shall" or "must" are usually used to denote mandatory requirements that must be followed without exception. It is important to pay attention to the specific wording used in safety regulations to understand the legal implications and obligations associated with each provision.

**Mesothelioma:**

A rare and aggressive cancer affecting the lining of the lungs, abdomen, or heart, primarily linked to asbestos exposure.

**NATA Accredited Laboratory**

A NATA accredited laboratory in the asbestos industry is a laboratory that has been accredited by the National Association of Testing Authorities, Australia (NATA) to carry out testing and analysis of asbestos-containing materials. NATA is the national authority responsible for the accreditation of laboratories, inspection bodies, and proficiency testing providers in Australia.

**Naturally Occurring Asbestos (NOA)**

Naturally occurring asbestos (NOA) refers to asbestos minerals that are found naturally in certain geological formations and soil deposits. NOA can be present in various types of rock and soil, particularly in regions where asbestos-rich mineral deposits are found. In a construction site perspective, NOA can become a concern when excavating or disturbing soil or rock formations that contain asbestos minerals. Construction activities such as grading, excavation, drilling, or blasting can release asbestos fibres into the air, posing a risk of inhalation and exposure to workers and nearby residents.

### **Non-friable Asbestos**

Non-friable asbestos refers to asbestos-containing materials that are more tightly bound or encapsulated, making it less likely to release asbestos fibres into the air when left undisturbed. Non-friable asbestos may be mixed or sealed within a matrix, such as cement, vinyl, or asphalt, which prevents the fibres from becoming airborne. However, non-friable asbestos can become friable if damaged, deteriorated, or subjected to mechanical forces during renovation, demolition, or maintenance activities.

### **Officer**

In Queensland workplace health and safety legislation, an "Officer" refers to any person who holds a position of responsibility within an organisation that allows them to make decisions that affect the whole or a substantial part of the organization. This could include directors, partners, or senior executives who have the ability to affect the financial standing of the organization. Officers have a duty to ensure that the organization complies with its health and safety obligations and can be held personally liable for breaches of health and safety laws.

### **Person with Management or Control of a Workplace**

A Person with Management or Control of a workplace is defined as an individual or entity that has the authority to make decisions and implement measures regarding the operations and management of a workplace. This can include business owners, employers, principal contractors, property managers, landlords, or any person who has control over the workplace.

### **Respirable Asbestos Fibres**

The criteria for a single asbestos fibre includes three elements:

- are less than 3 micrometers (µm) wide.
- are more than 5 micrometers (µm) long.
- and has a length to width ratio of more than 3:1.

It is important to note that exposure to respirable asbestos fibres poses a significant health hazard, and proper precautions should be taken when working with or around asbestos-containing materials to prevent inhalation of these harmful fibres.

### **Risk**

From a safety perspective, a "risk" refers to the likelihood of harm or injury occurring as a result of a specific hazard or dangerous situation. Risks can arise in various environments, including workplaces, homes, and public spaces, and can result from factors such as machinery malfunctions, hazardous substances, unsafe practices, or environmental conditions.

### **Risk Ratings of Asbestos**

Due to the varying fibre structures and toxicity levels of asbestos types, amphibole asbestos is generally considered more hazardous than chrysotile asbestos. Crocidolite, in particular, is known to be highly carcinogenic and associated with an increased risk of developing asbestos-related diseases, such as mesothelioma and lung cancer. Therefore, risk ratings and safety precautions may differ based on the type of asbestos present, with additional care and protective measures often required for handling and removal of more hazardous forms of asbestos.

### **Workplace**

From a safety law perspective, a "workplace" is defined as any location where work is carried out or where a worker performs any work-related tasks for an employer or organization. This definition includes traditional office buildings, factories, construction sites, warehouses, retail stores, healthcare facilities, and any other site where work activities are conducted.

## Attachment One – 2024 Asbestos Registers

**Address:** Rockhampton Girls Grammar School, The Range QLD 4700

**Asbestos Assessor:** Lawrence Lyons **Licence no.:** 2317166

**Buildings:** The following buildings and areas, met the criteria for an inspection for asbestos-containing materials (ACMs):

- CAB
- Health Centre
- Heritage Playshed
- Jackson House
- Luck House
- Paterson House
- Primmer
- Swimming Pool & Change Rooms
- McKeague Hall
- Florence House
- Open Areas

**Inspections:** 12<sup>th</sup> February 2024 to 6<sup>th</sup> June 2024.

### Important note:

This register cannot guarantee that all asbestos-containing materials (ACMs) have been identified; some may still be hidden until renovations uncover them. If any material suspected to contain asbestos is discovered that was not previously sampled and analysed, it should be treated as ACM until laboratory testing confirms otherwise.

The data entry "Application" in the asbestos register refers to the specific usage or purpose of the material that was sampled for asbestos. This could include details such as whether the material is used for flooring (e.g. Floor Tiles, Floor Adhesive), ceiling (e.g. Ceiling Tiles, Ceiling Paint), walls (e.g. Wall Insulation, Wall Plaster), pipes (e.g. Pipe Insulation), or any other application within the building. Understanding the specific application of the material helps in assessing its potential risk and determining the appropriate management or removal actions to

The data entry "Condition" in the asbestos register refers to the current state of the material that has been sampled for asbestos. This could include details such as whether the material is damaged, deteriorated, intact, friable (easily crumbled) or non-friable (not easily crumbled). If the material is classified as damaged or deteriorated, it suggests that the asbestos fibers may be more likely to be released into the air.

The data entry location for the asbestos register should include specific details about the physical location in the building. This can include the floor level (e.g. Basement, Ground Floor, 1st Floor, 2nd Floor), the room or area (e.g. Office, Kitchen, Bathroom, Hallway), and whether it is an interior or exterior space (e.g. Interior Office, Exterior Roof). This information is crucial for accurately identifying and assessing potential asbestos-containing materials within the building.

### Explanation of Table Elements

|                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |               |                  |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|------------------|
| <b>Sample Number:</b>   | Sample number is mapped to laboratory ID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |               | <b>Location:</b> |
| <b>Application:</b>     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |               |                  |
| <b>Condition:</b>       | Square Metres<br>Linear Metres<br>Not with scope<br>(not reported at this time)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Class:</b> |                  |
| <b>Quantity:</b>        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Type:</b>  |                  |
| <b>Photographs:</b>     | <p>The six common types of asbestos minerals are:</p> <ol style="list-style-type: none"> <li>1. Chrysotile: Also known as white asbestos, chrysotile is the most commonly used form of asbestos. It is flexible, heat-resistant, and has been widely used in a variety of products, including brake linings, gaskets, and insulation.</li> <li>2. Amosite: Also known as brown asbestos, amosite is typically found in insulation materials, ceiling tiles, and cement products. It is known for its high iron content and heat resistance.</li> <li>3. Crocidolite: Also known as blue asbestos, crocidolite is one of the most dangerous forms of asbestos due to its thin and sharp fibers. It was commonly used in insulation and pipe lagging.</li> <li>4. Tremolite: Tremolite asbestos is often found as a contaminant in other minerals, such as talc and vermiculite. It can be white, gray, or greenish in color and has been used in insulation materials.</li> <li>5. Actinolite: Actinolite asbestos is a rare form of asbestos that can be found in certain building materials, such as insulation and roofing materials.</li> <li>6. Anthophyllite: Anthophyllite asbestos is also a rare form of asbestos that can be found in some insulation products and vermiculite-containing materials.</li> </ol> <p>Class A materials are considered to be highly friable and are more likely to release asbestos fibers when disturbed. These materials are typically found in their loose form, such as insulation or ceiling tiles.</p> <p>Class B materials, on the other hand, are considered to be non-friable or less friable and have a lower risk of releasing asbestos fibers. These materials are usually found in a bonded form, such as in asbestos-containing floor tiles, roofing materials, and cement products.</p> |               |                  |
| <b>Captions:</b>        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |               |                  |
| <b>Recommendations:</b> | <ol style="list-style-type: none"> <li>1. Classify identified asbestos-containing materials based on their condition (e.g., damaged, deteriorating, intact).</li> <li>2. Develop appropriate actions for each classification, such as making safe and removing damaged asbestos, encapsulating or painting intact materials, and managing in-situ materials in good condition.</li> <li>3. Assign priority levels to each asbestos-containing material based on the level of risk it presents and the urgency of required actions.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |               |                  |

Figure 2 Data Elements of Asbestos Register Entry

### Abbreviations:

|     |                               |     |                         |
|-----|-------------------------------|-----|-------------------------|
| CHR | Chrysotile (white asbestos)   | ORF | Organic Fibre           |
| AMO | Amosite (Brown/Grey asbestos) | SMF | Synthetic Mineral Fibre |
| CRO | Crocidolite (Blue asbestos)   | NAD | No Asbestos Detected    |
| UMF | Unknown Mineral Fibre         |     |                         |

**2024 ASBESTOS REGISTER - C.A.B.**

The 2024 inspection confirmed that asbestos-containing materials (ACMs) listed in prior registers had been removed from the C.A.B. building between 2005 and 2024. If any ACMs not previously identified are discovered, please arrange for a sample to be taken and complete the register entry form provided below.

There is no visual evidence of residual ACMs at CAB.

|                         |  |                  |               |  |
|-------------------------|--|------------------|---------------|--|
| <b>Sample Number:</b>   |  | <b>Location:</b> |               |  |
| <b>Application</b>      |  |                  |               |  |
| <b>Condition:</b>       |  |                  | <b>Class:</b> |  |
| <b>Quantity:</b>        |  |                  | <b>Type:</b>  |  |
| <b>Photographs:</b>     |  |                  |               |  |
| <b>Recommendations:</b> |  |                  |               |  |



*Photograph 2 CAB significantly renovated between 2010 and 2024*

## 2024 ASBESTOS REGISTER – HEALTH CENTRE

In 2024, an inspection revealed that some previously identified asbestos-containing materials (ACMs) had been removed from the Health Centre between 2005 and 2024. Despite this removal, residual instances of ACMs were found, particularly in Level 1 of the Health Centre, which previously housed the Humanities Classrooms. These areas were inspected and determined to contain a mix of original and modern materials, with visual and laboratory evidence confirming the presence of residual asbestos-containing materials. The original sign of the Health Centre, captured in a photograph, on the following page, indicates its entry at ground level. Notably, the Health Centre now generically includes Level 1, and the western end of the building is utilised as a Pre-school Day Care Centre.

All walls, ceilings, and other materials are in good condition. Instances of asbestos-cement sheeting are well painted and in good condition.

|                  |                    |           |                                                          |            |
|------------------|--------------------|-----------|----------------------------------------------------------|------------|
| Sample Number:   | 2010               | Location: | Mixture of painted Masonite and asbestos-cement sheeting |            |
| Application      | Walls and Ceilings |           |                                                          |            |
| Condition:       | Good               |           | Class:                                                   | Bonded     |
| Quantity:        | More than 50m2     |           | Type:                                                    | Chrysotile |
|                  |                    |           |                                                          |            |
| Recommendations: |                    |           |                                                          |            |

The following removal was confirmed:

| Removal Work Details |                                                                                            |
|----------------------|--------------------------------------------------------------------------------------------|
| Date:                | 29/06/2021                                                                                 |
| Address:             | Rockhampton Girls Grammar CNR Denham & Agnes Street<br>Rockhampton QLD 4700                |
| Specific work area:  | Building 19 internal                                                                       |
| Scope:               | Removal of asbestos wall sheets x 4 and one wall sheet above window.<br>approximately 10m2 |
| Name of supervisor:  | Wayne Turner                                                                               |
| Inspection Details   |                                                                                            |
| Time:                | 13:30pm                                                                                    |
| Date:                | 29/06/2021                                                                                 |



*Photograph 3 Original entry was ground floor*



*Photograph 4 Entry via western end of building*

The 2024 inspection revealed that several of the items listed in the 2010 asbestos register were still present. Fortunately, these materials were found to be well-painted and in excellent condition.



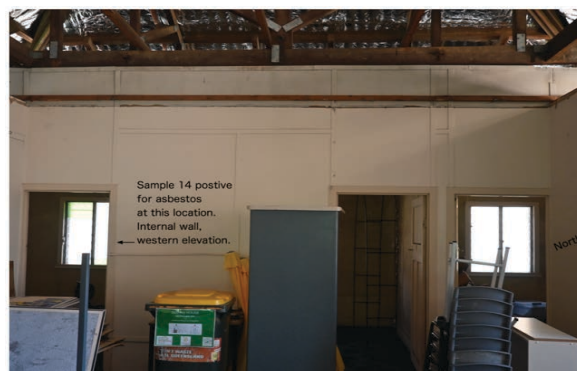
*Photograph 5 Health Care Centre*

## 2024 ASBESTOS REGISTER – HERITAGE PLAYSHED

During the 2024 inspection of the Heritage Playshed, it was confirmed that a portion of the previously listed asbestos-containing materials (ACMs) had been successfully removed from the site between 2005 and 2024. The remaining instances of ACMs include the following findings:

- The materials inspected were identified as a combination of original and modern materials.
- Both visual and laboratory assessments indicated the presence of residual asbestos-containing materials.
- Visual observations revealed missing wall and ceiling sheets, suggesting removal had taken place. However, some asbestos-cement wall sheeting remains.
- It is possible that a mix of non-asbestos and asbestos sheeting is present within certain walls.

|                         |                           |                                                                                   |                                                                                              |                       |                     |                      |
|-------------------------|---------------------------|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|-----------------------|---------------------|----------------------|
| <b>Sample Number:</b>   | 2010                      | <b>Location:</b>                                                                  | Heritage Playshed – ground floor external and internal walls, and some areas of the ceiling. |                       |                     |                      |
| <b>Application</b>      | Storage building not used |                                                                                   |                                                                                              |                       |                     |                      |
| <b>Condition:</b>       | Fair                      |                                                                                   | <b>Class:</b>                                                                                | Bonded                |                     |                      |
| <b>Quantity:</b>        | Unknown                   |                                                                                   | <b>Type:</b>                                                                                 | Chrysotile            |                     |                      |
|                         |                           |                                                                                   |                                                                                              |                       |                     |                      |
| Lab ID                  | Sample ID                 | Sample Details                                                                    | Sample Type                                                                                  | Size / Weight<br>cm/g | Asbestos<br>Present | Fibres<br>Identified |
| 011                     | S14                       | Heritage playsh central room - Ground internal wall - Wall western end of room    | Fibre Cement                                                                                 | 2 x 1.5               | Yes                 | CHR, ORF             |
| 012                     | S15                       | Heritage playsh central room - Ground internal wall - Wall adjacent north entry   | Fibre Cement                                                                                 | 1 x 1                 | Yes                 | CHR                  |
| <b>Recommendations:</b> |                           | Masonite identified in most areas, however some walls may still contain asbestos. |                                                                                              |                       |                     |                      |



There is visual evidence of substantial removal of asbestos-cement sheeting, in particular the ceiling space of the Heritage Playshed as illustrated by the following photographs:



*Photograph 6 Heritage Playshed Eastern Elevation Ceiling*



*Photograph 7 Panels and infill panels removed at various locations*

**2024 ASBESTOS REGISTER – JACKSON HOUSE**

The 2024 inspection confirmed that the majority of asbestos-containing materials (ACMs) listed in prior registers had been removed from the Jackson House between 2005 and 2024. There is one instance of an ACM not previously identified, specifically asbestos tiles at the northern end of the building within the covered stairwell. The inspection also revealed the soffits of the building appears to be the original asbestos-cement sheeting.

|                                                                                    |                                                                                                 |                                                                                     |                                     |
|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------|
| <b>Sample Number:</b>                                                              | 2010                                                                                            | <b>Location:</b>                                                                    | Jackson House - level three soffits |
| <b>Application</b>                                                                 | External sheeting                                                                               |                                                                                     |                                     |
| <b>Condition:</b>                                                                  | Good                                                                                            | <b>Class:</b>                                                                       | Bonded (non-friable) asbestos       |
| <b>Quantity:</b>                                                                   | More than 50m2                                                                                  | <b>Type:</b>                                                                        | Chrysotile (white asbestos)         |
| <b>Photographs:</b>                                                                |                                                                                                 |                                                                                     |                                     |
|  |                                                                                                 |  |                                     |
| <b>Recommendations:</b>                                                            | Maintain with paint until removed under B-class controls and replacement with modern materials. |                                                                                     |                                     |

**Jackson House continue:**

|                  |                                                                                                                       |               |                                                       |
|------------------|-----------------------------------------------------------------------------------------------------------------------|---------------|-------------------------------------------------------|
| Sample Number:   | 2024                                                                                                                  | Location:     | Jackson House – northern elevation enclosed staircase |
| Application      | Internal flooring                                                                                                     |               |                                                       |
| Condition:       | Fair                                                                                                                  | Class:        | Bonded (non-friable) asbestos                         |
| Quantity:        | More than 50m2                                                                                                        | Type:         | Chrysotile (white asbestos)                           |
| Photographs:     |                                                                                                                       |               |                                                       |
|                  |                                                                                                                       | Missing photo |                                                       |
| Recommendations: | Maintain until removal under A-class controls and replacement with modern materials.<br>Considered to be of low risk. |               |                                                       |

The 2024 inspection of Jackson House revealed that the building now contains modern materials, thanks to extensive renovations completed between 2010 and 2024.



*Photograph 8 Library*

**2024 ASBESTOS REGISTER – LUCK HOUSE**

The 2024 inspection confirmed that some of the asbestos-containing materials (ACMs) listed in prior registers had been removed from the Jackson House between 2005 and 2024. The residual instance of ACMs is the external sheeting conceal under tin cladding (refer to page 2 of this register). No sample was possible without a destructive method of extraction. Should a sample be taken the below entry form is to be updated.

|                         |  |                  |               |  |
|-------------------------|--|------------------|---------------|--|
| <b>Sample Number:</b>   |  | <b>Location:</b> |               |  |
| <b>Application</b>      |  |                  |               |  |
| <b>Condition:</b>       |  |                  | <b>Class:</b> |  |
| <b>Quantity:</b>        |  |                  | <b>Type:</b>  |  |
| <b>Photographs:</b>     |  |                  |               |  |
| <b>Recommendations:</b> |  |                  |               |  |

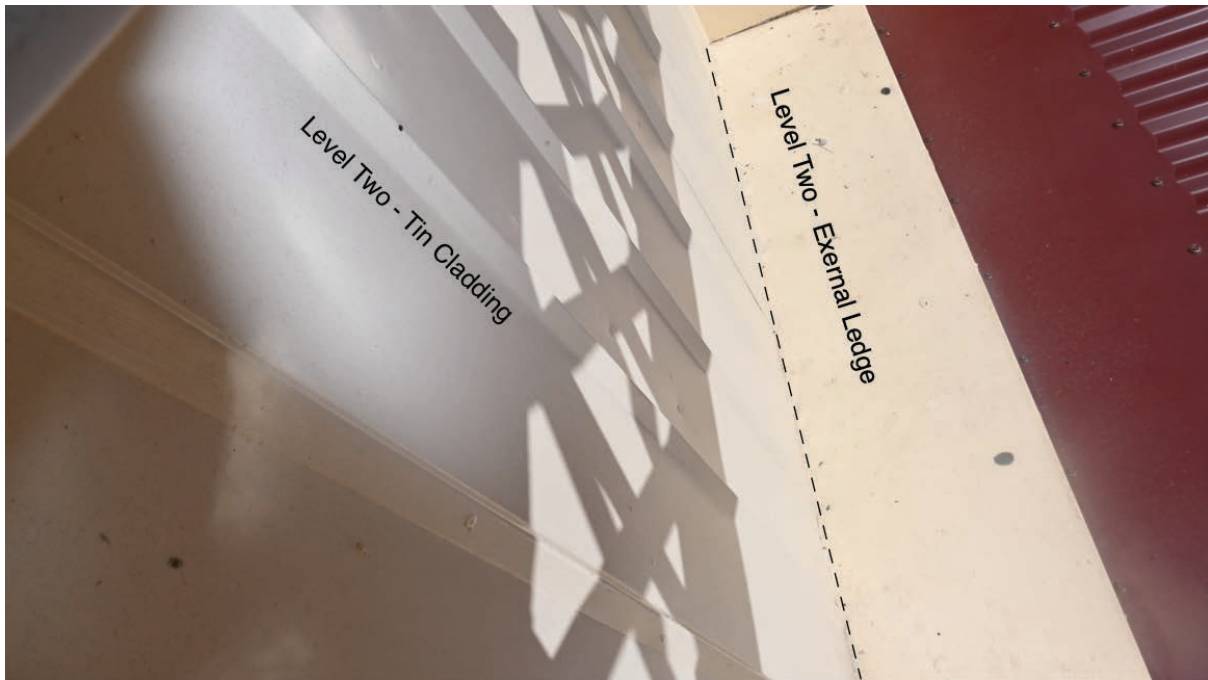
**2024 Inspection Report:**

The 2024 inspection revealed that asbestos ceilings, walls, and contaminated fixtures have been successfully removed from Luck Bathrooms at ground level and Classrooms L1, L2, and L7 at ground level. The recent inspection also revealed that asbestos ceilings and walls have been removed in the boarding area on level one, including all rooms and the two bathrooms.

The 2024 inspection also revealed that asbestos ceilings and contaminated materials have been removed from the ensuites upstairs at Luck Building. Additionally, asbestos ceilings have been removed in Luck Building Classrooms L3, L4, L5, and L6, and the ceilings and walls have been reinstated as part of the Luck Building renovation. There is evidence of the removal of asbestos cement sheeting from the Luck Building breezeway 10-11 Furthermore, the asbestos has been removed and reinstated in the Luck Building entrance area and the main computer server room near the central entrance to Luck Building.

suspected concealed material .../

The 2024 inspection also identified that the external cladding may conceal cement sheeting, however destructive sampling and an elevated work platform.



The 2024 inspection of Luck House revealed that the building now contains modern materials, thanks to extensive renovations completed between 2010 and 2024.

**2024 ASBESTOS REGISTER – PATERSON HOUSE**

An inspection in 2024 of Paterson House revealed that the majority of the building is made up of modern materials. The inspection confirms that most of the ACMs listed in the 2005 and 2010 asbestos registers were removed between 2005 and 2024.

|                         |                                                                                                                                                                        |                                                                                     |                                              |            |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|----------------------------------------------|------------|
| <b>Sample Number:</b>   | 2010                                                                                                                                                                   | <b>Location:</b>                                                                    | Level One, Paterson House, Western Elevation |            |
| <b>Application</b>      | Walls                                                                                                                                                                  |                                                                                     |                                              |            |
| <b>Condition:</b>       | Fair                                                                                                                                                                   |                                                                                     | <b>Class:</b>                                | Bonded     |
| <b>Quantity:</b>        | More than 10m2                                                                                                                                                         |                                                                                     | <b>Type:</b>                                 | Chrysotile |
| <b>Photograph:</b>      |                                                                                                                                                                        |                                                                                     |                                              |            |
|                         |                                                                                                                                                                        |  |                                              |            |
| <b>Recommendations:</b> | Always sample sheeting that has not been confirmed to be of modern materials. Restrict access to the veranda on level 1, western elevation until removal has occurred. |                                                                                     |                                              |            |

**Level One ACMs:**

The image on the following page below depicts an asbestos label frequently seen on wall sheeting on the eastern elevation of level one. The asbestos wall sheeting, noted for its good condition despite being painted, is classified as bonded and non-friable, making it safe for removal under B-class controls. Access to the area recently renovated is restricted, indicated by a locked door. A passage leading from the construction zone to the enclosed veranda on the west side still contains asbestos-containing materials (ACMs). The access point for work in this region was securely locked. The colour discolouration on the sheeting highlights these materials as original. Timber is presumed to be under the carpet.

**During construction and renovations, suspect materials are sampled.**

2024 COHLAB results for samples taken on level 1:

Western Elevation of Paterson House (flooring):-

| Lab ID | Sample ID | Sample Details                                                        | Sample Type         | Size / Weight<br>cm/g | Asbestos<br>Present | Fibres<br>Identified |
|--------|-----------|-----------------------------------------------------------------------|---------------------|-----------------------|---------------------|----------------------|
| 001    | Sample 1  | Grey sheet vinyl attached -<br>floor of: Paterson Building<br>level 1 | Vinyl Sheet Backing | 2 x 2                 | No                  | NAD, ORF, SMF        |
| 002    | Sample 2  | Grey sheet - floor of:<br>Paterson Building level 1                   | Fibre Cement        | 3 x 2                 | No                  | NAD, ORF             |
| 003    | Sample 3  | Grey sheet - floor of:<br>Paterson Building level 1                   | Fibre Cement        | 3 x 2                 | No                  | NAD, ORF             |

Where possible ceiling spaces were inspected. The inspection found the ceiling voids to be clean. There is no visual evidence of suspect materials.



*Photograph 9 Inspection of ceiling voids Paterson House*

Construction materials are substantially timber, brick, vinyl, and plaster.

The 2024 inspection verified that asbestos-containing plant and equipment, previously housed in plant rooms and the ground floor kitchen, have all been removed between 2005 and 2024.

### Level 1 Storage Area of Paterson House:



*Photograph 10 Renovated office and storage areas on level one*

### Ground Floor Area of Paterson House:



*Photograph 11 Original building of brick, timber, and introduced materials.*

Policy is to sample any sheeting that is not confirmed to be made of modern material (renovated area) or of original timber and brick. Many areas of Paterson House were built before asbestos was used in building materials.

**2024 ASBESTOS REGISTER – PRIMMER**

The 2024 inspection verified asbestos-containing materials (ACMs) previously listed in registers had been removed from Primmer between 2005 and 2024. If any unidentified ACMs are found, please arrange for a sample to be taken and fill out the register entry form provided below. Be sure to sample any sheeting that is not confirmed to be made of modern material.

There is no visual evidence of residual ACMs at Primmer.

|                         |  |                  |               |  |
|-------------------------|--|------------------|---------------|--|
| <b>Sample Number:</b>   |  | <b>Location:</b> |               |  |
| <b>Application</b>      |  |                  |               |  |
| <b>Condition:</b>       |  |                  | <b>Class:</b> |  |
| <b>Quantity:</b>        |  |                  | <b>Type:</b>  |  |
| <b>Photographs:</b>     |  |                  |               |  |
| <b>Recommendations:</b> |  |                  |               |  |



*Photograph 12 Primmer*

**2024 ASBESTOS REGISTER –SWIMMING POOL AND CHANGE ROOMS**

The 2024 inspection confirmed that asbestos-containing materials (ACMs) listed in prior asbestos registers had been removed between 2005 and 2024. If any ACMs not previously identified are discovered, please arrange for a sample to be taken and update register entry form below.

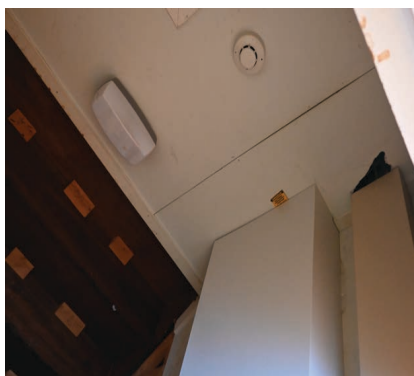
There is no visual evidence of residual ACMs within the swimming pool area and change rooms.

|                         |  |                  |               |  |
|-------------------------|--|------------------|---------------|--|
| <b>Sample Number:</b>   |  | <b>Location:</b> |               |  |
| <b>Application</b>      |  |                  |               |  |
| <b>Condition:</b>       |  |                  | <b>Class:</b> |  |
| <b>Quantity:</b>        |  |                  | <b>Type:</b>  |  |
| <b>Photographs:</b>     |  |                  |               |  |
| <b>Recommendations:</b> |  |                  |               |  |



*Photograph 13 Swimming Pool Change Rooms*

**2024 ASBESTOS REGISTER – McKeague Hall****One instance of residual ACM found:**

|                                                                       |                                                                                                                      |                  |                                                                                      |                                      |
|-----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|------------------|--------------------------------------------------------------------------------------|--------------------------------------|
| <b>Sample Number:</b>                                                 | <b>2010</b>                                                                                                          | <b>Location:</b> | Southern elevation, ground floor under stairs within locked storage room.            |                                      |
| <b>Application</b>                                                    | Wall and ceiling sheeting                                                                                            |                  |                                                                                      |                                      |
| <b>Condition:</b>                                                     | Fair                                                                                                                 |                  | <b>Class:</b>                                                                        | Bonded (non-friable)                 |
| <b>Quantity:</b>                                                      | Less than 5 m2                                                                                                       |                  | <b>Type:</b>                                                                         | Chrysotile<br>Amosite<br>Crocidolite |
| <b>Photographs:</b><br><br>Left – ceiling sheet<br>Right – wall sheet |                                   |                  |  |                                      |
| <b>Recommendations:</b>                                               | Check consistency of sheets to assess if all materials are bonded (non-friable) before conducting a B class removal. |                  |                                                                                      |                                      |

**2024 ASBESTOS REGISTER – OPEN AREAS**

|                         |                                                                                   |                  |                                                               |                                      |
|-------------------------|-----------------------------------------------------------------------------------|------------------|---------------------------------------------------------------|--------------------------------------|
| <b>Sample Number:</b>   | <b>S06</b>                                                                        | <b>Location:</b> | Open area south of shaded play ground                         |                                      |
| <b>Application</b>      | Water drainage                                                                    |                  |                                                               |                                      |
| <b>Condition:</b>       | Fair                                                                              |                  | <b>Class:</b>                                                 | Bonded (non-friable)                 |
| <b>Quantity:</b>        | 0.8 m exposed, however rest of pipe conceal in earth                              |                  | <b>Type:</b>                                                  | Chrysotile<br>Amosite<br>Crocidolite |
| <b>Photographs:</b>     |  |                  | COHLABS Certificate of Analysis<br>Number 24-4489 Lab ID: 002 |                                      |
| <b>Recommendations:</b> | Remove under Class B controls                                                     |                  |                                                               |                                      |

## 2024 ASBESTOS REGISTER – FLORENCE HOUSE

In 2024, an inspection that the 2010 asbestos register is still current for Florence House. In addition, a sample of the floor tile confirms asbestos. This material is considered bonded (non-friable) asbestos, however removal often requires grinding and an enclosure must be built for an A class removal when using grinders on concrete floors.

### Test Method:

Samples analysed by Transmission Electron Microscopy (TEM) at COHLABS Greenslopes laboratory based on the principles of standard ISO 22262-1 — “International Standard, Part 1: Air quality — Bulk materials: Sampling and qualitative determination of asbestos in commercial bulk materials.”

| Lab ID | Sample ID | Sample Details                                | Sample Type         | Size / Weight<br>cm/g | Analysis<br>Result |
|--------|-----------|-----------------------------------------------|---------------------|-----------------------|--------------------|
| TEM001 | Sample 1  | S16 - Floor tile laundry - pink-<br>grey tile | Vinyl Tile (Yellow) | 3 x 1                 | CHR                |

### 2010 Asbestos Register (Current as at July, 2024)

|                                                                                                                                                                                                                                    |              |          |         |     |    |     |                 |         |   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|----------|---------|-----|----|-----|-----------------|---------|---|
| Florence House                                                                                                                                                                                                                     | Ground level | Internal | Floor   | Yes | 31 | Yes | Vinyl tiles     | Average | 4 |
| Notes: * <u>Vinyl</u> tiles to the Laundry floor – <b>Chrysotile Asbestos fibre detected.</b>                                                                                                                                      |              |          |         |     |    |     |                 |         |   |
| Florence House                                                                                                                                                                                                                     | Ground level | Internal | Wall    | Yes | 32 | Yes | Asbestos Cement | Average | 4 |
| Notes: * <u>Internal</u> wall sheeting to the Laundry - <b>Chrysotile Asbestos fibre detected.</b>                                                                                                                                 |              |          |         |     |    |     |                 |         |   |
| Florence House                                                                                                                                                                                                                     | Ground level | Internal | Wall    | No  |    | Yes | Asbestos Cement | Average | 4 |
| Notes: * <u>Internal</u> wall sheeting & <u>tilux</u> sheeting to the shower room, wall sheeting to the side entry of the Residence along with the bathroom to the Residential Flat <b>is suspected to contain Asbestos fibre.</b> |              |          |         |     |    |     |                 |         |   |
| Florence House                                                                                                                                                                                                                     | Ground level | Internal | Ceiling | No  |    | Yes | Asbestos Cement | Average | 4 |

AUDIT NO:

DATE OF INSPECTION: 15 September 2005

PAGE NUMBER: 7 of 16

REINSPECTED: 2007, 2008, 2009 &amp; 2010

PLACE: The Girls Grammar School - Rockhampton

AUDITORS NAME: PAUL McKEONE

NOMINATED OFFICER: Sandra McClelland

Notes: \* Ceiling sheeting to the shower room, laundry and side entry of the Residence along with the bathroom to the Flat **is suspected to contain Asbestos fibre.**

## **Attachment Two – Policy and Procedures**

- Asbestos Management Procedure
- Asbestos Incident Management Procedure
- Asbestos Management Poster

End of document.