

Department of Education

School Asbestos Management Plan

Aldavilla Public School - 4601

Last Revision : 11-Feb-2025

Acknowledgement of Country

The NSW Department of Education acknowledges the Traditional Custodians of the lands where we work and live. We celebrate the diversity of Aboriginal peoples and their ongoing cultures and connections to the lands and waters of NSW.

We pay our respects to Elders past, present and emerging and acknowledge the Aboriginal and Torres Strait Islander people that contributed to the development of this plan.

School Asbestos Management Plan

Published by The NSW Department of Education

<https://education.nsw.gov.au/>

Additional Information and Support

Additional information and support is available through the channels detailed below:

GPO Box 33
Sydney NSW 2001

Office hours:
Monday to Friday
8am to 5pm during school terms
8am to 4:30pm during school holidays

T: 02 9273 9200
E: education@yourfeedback.nsw.gov.au
W: <https://education.nsw.gov.au/>

For further advice in relation to this Asbestos Management Plan:

- **Email:** schoolinfrastructure@det.nsw.edu.au

For employee-related enquiries:

- Immediate support is available from the Employee Assistance Program. Call them anytime on 1800 060 650.

Contents

1. Introduction	4
1.1 Background	4
1.2 Purpose and Scope	4
1.3 Legislation	4
1.4 Information on Asbestos	4
2. Roles and Responsibilities	4
3. Asbestos Risk Management	4
3.1 Identification of Asbestos	4
3.1.1 Asbestos Registers	5
3.1.2 Warning signage	5
3.1.3 Labelling	5
3.1.4 Asbestos Work Authorisation System	5
3.2 Risk Assessment	5
3.3 Control Measures	6
3.3.1 Hierarchy of Controls	6
4. Safe Work on Facilities	7
4.1 Importation of Materials	7
5. Unexpected Finds, Accidental Disturbance Incidents & Emergency Management	7
5.1 Unexpected Finds	7
5.2 Incidents	7
5.3 Incident Notification	7
5.4 Emergencies, Vandalism & Illegal Dumping	9
6. Review	9
7. Definitions	10
 Appendix A: Site Plan	
Appendix B: Asbestos Register	

1 Introduction

1.1 Background

The NSW Department of Education has developed this School Asbestos Management Plan (SAMP) to provide transparency and consistency in how the NSW Department of Education manages asbestos at Aldavilla Public School. The NSW Department of Education aims to eliminate exposure to asbestos through the identification and removal of asbestos where safe to do so. Where elimination is not possible, exposure is to be minimised so far as is reasonably practicable.

1.2 Purpose and Scope

The purpose of this SAMP is to:

- meet the requirements of section 429 of the WHS Regulation; and
- set out how asbestos or ACM will be managed, for example what, when and how it is going to be done.

This SAMP is intended to be read by NSW Department of Education employees, their health and safety representatives, and other people involved in the management of asbestos at NSW Department of Education facilities. The SAMP relates to general activities at Department of Education facilities. Further management plans or other documentation may be required in specific instances, such as when a Principal Contractor undertakes asbestos-related works.

This SAMP is to be read in conjunction with the overarching AMP for the NSW Department of Education.

1.3 Legislation

The management of asbestos within NSW Department of Education facilities, including identification, removal, encapsulation, transport, disposal, or potential disturbance of ACM, must be carried out in accordance with current versions of all relevant State and Commonwealth legislation, regulations and SafeWork NSW Codes of Practice.

1.4 Information on Asbestos

Asbestos is the term given to a group of naturally occurring mineral silicates which are prevalent in the earth's crust and are composed of fibres that do not readily break down within the human body. Asbestos was often mixed with other materials such as cement, bitumen and vinyl to enhance their properties. ACM was used extensively in the Australian building industry between the 1940s and the late 1980s due to their durability and fire resistance. The importation and installation of all forms of asbestos has been banned nationally since 31 December 2003. This ban does not apply to asbestos installed prior to this date (e.g. in-situ asbestos materials in buildings).

Inhaling asbestos fibres may lead to asbestos related diseases such as asbestosis, lung cancer or mesothelioma. The risk of developing an asbestos-related disease depends on a number of factors, including but not limited to how many fibres have been breathed in and for how long and the type of asbestos.

2 Roles and Responsibilities

Under the WHS Regulation, NSW Department of Education must eliminate risks relating to asbestos, or if that is not reasonably practicable, minimise the risks so far as is reasonably practicable.

All employees, students, contractors, volunteers and visitors have a responsibility to comply with reasonable direction relating to health and safety, including following the directions of this SAMP for any asbestos-related matters.

Responsibilities on NSW Department of Education employees for managing asbestos are set out in the following procedures:

- Asbestos Management Procedure
- Unexpected Finds, Incidents and Emergencies Procedure; and
- Asbestos In or On Grounds Guide.

The procedures can be accessed on the [School Infrastructure website](#)

3 Asbestos Risk Management

The management of in-situ asbestos is important to ensure asbestos or ACM are not damaged or deteriorated to such an extent that NSW Department of Education facility employees, students, contractors, or visitors are unnecessarily exposed to airborne asbestos fibres.

The risk management process attempts to identify asbestos exposure hazards by identifying whether asbestos or ACM is present. When asbestos or ACM is identified, a risk assessment will be conducted with the intention to assess the level of risk and enable decisions to be made about appropriate risk control measures.

3.1 Identification of Asbestos

Identifying asbestos or ACM is the first step in managing the risk of exposure to asbestos.

The NSW Department of Education ensures, so far as is reasonably practicable, that all asbestos or ACM at NSW Department of Education facilities is identified by a competent person / licensed asbestos assessor. This includes but is not limited to conducting a thorough inspection of all areas of the facility including buildings, structures, ceiling spaces, storage areas, and facility grounds. These inspections may be conducted during school hours, provided they not disrupting school activities.

Material that cannot be identified, but a competent person / licensed asbestos assessor reasonably believes is asbestos, must be assumed to be ACM unless sample analysis indicates otherwise.

If there is uncertainty as to whether asbestos is present in any part of a NSW Department of Education facility, it can either be assumed to contain asbestos, and treated with appropriate caution based on the level of risk, or have a sample analysed.

Once the presence and location of asbestos has been assumed all requirements for managing asbestos must be followed until the material is removed, appropriately contained, or testing has confirmed that it does not contain asbestos.

If there are inaccessible areas in a NSW Department of Education facility, that a competent person / licensed asbestos assessor has identified as likely to have asbestos or ACM, it must be assumed that it contains asbestos until the area is accessed, and the competent person determines whether asbestos is present or not. Some materials cannot be visually assessed or sampled without damaging the item. If this is the case, the competent person will include the item on the asbestos register if asbestos is suspected.

3.1.1 Asbestos Registers

When asbestos or ACM has been identified or assumed, its location is noted in the NSW Department of Education's asbestos registers. An asbestos register is a document that lists all identified (or assumed) asbestos in a workplace and is intended to ensure workers and others in the workplace do not accidentally disturb the asbestos. The asbestos register can be found at the end of this document.

3.1.2 Warning signage

All warning signs are compliant with AS 1319-1994: *Safety signs for the occupational environment*. Any workplace that contain asbestos should be signposted with warning signs to ensure the asbestos is not unknowingly disturbed without the correct precautions being taken.

Signs should be placed at all the main entrances to the work areas where asbestos is present. The presence and location of the asbestos should be entered on site plans and the asbestos register and be accessible to all workers to ensure they are aware of the presence of asbestos.

3.1.3 Labelling

Labelling is the practice of using stickers or other notices to identify the location of asbestos or ACM in a workplace. The NSW Department of Education has determined that the labelling of all facility ACMs is not reasonably practicable. Reasoning and further detail is provided in the department's Asbestos Management Plan.

3.1.4 Asbestos Work Authorisation System

NSW Department of Education has implemented an 'Asbestos Work Authorisation' (AWA) system that enables a systematic controlled approach to providing approval to complete asbestos works. The AWA system also enables the systematic coordination of access controls to areas identified as restricted due to the presence of asbestos or ACM.

Asbestos Work Authorisation is required prior to any works which disturb asbestos.

3.2 Risk Assessment

If asbestos or ACM is in good condition and left undisturbed, it is unlikely that airborne asbestos will be released into the air

and the risk to health is extremely low. It is usually safer to leave it and review its condition over time. However, if the asbestos or ACM has deteriorated, has been disturbed, or if asbestos-contaminated dust is present, the likelihood that airborne asbestos will be released into the air is increased.

The type of material that binds asbestos fibres will influence the potential for airborne asbestos to be released into the air from different ACM. For example, friable materials such as a loosely bound sprayed (or limpet) coating is more likely to release fibres when disturbed than non-friable asbestos cement in which fibres are firmly bound. Friable asbestos is defined as any material that contains asbestos and is in a powder form or can be crumbled, pulverised, or reduced to powder by hand pressure when dry. Non-friable asbestos is defined as material containing asbestos that is not friable asbestos, including material containing asbestos fibres reinforced with a bonding compound.

When deciding if there is a risk to health from asbestos, consideration should be given to whether the ACM is:

- in poor condition;
- likely to be further damaged or to deteriorate;
- likely to be disturbed due to work practices carried out in the workplace (for example routine and maintenance activities and their frequency); or
- in an area where people are exposed to the material.

A risk assessment of each ACM item is performed by the licensed asbestos assessor / competent person for inclusion in the school's asbestos register. Further information about the risk assessment process is provide in the department's overarching Asbestos Management Plan.

3.3 Control Measures

3.3.1 Hierarchy of Controls

The NSW Department of Education control the risks arising from asbestos-related work in a way that is consistent with the hierarchy of controls which ranks control measures from the highest level of protection and reliability to the lowest. A combination of these controls may be required in order to adequately manage, and control risks associated with asbestos and ACM.

The Asbestos Management Procedure lists out the specific control measures which the NSW Department of Education implements in line with the hierarchy of controls.

The most suitable control measure should be selected in consultation with the competent person/licensed asbestos assessor.

3.3.1.1 Elimination

Elimination of the hazard and associated risk, for example by removing the asbestos, must always be considered first. While the ultimate goal is to have workplaces free of asbestos, it may not be reasonably practical or necessary to remove asbestos. Detailed guidance for arranging asbestos removal is available in the department's Asbestos Management Procedure.

Other ways to eliminate the risk include not conducting work that has the potential to disturb asbestos or making decisions as to whether the work can be performed without disturbing the asbestos through alternative options such as re-routing services to avoid penetrating ACM.

3.3.1.2 Substitution

Where products containing asbestos are removed, they must be replaced with products that do not contain asbestos.

3.3.1.3 Engineering Controls

Asbestos in NSW Department of Education facilities that is stable and will not be disturbed during routine activities may remain in situ and be managed in accordance with the requirements of this SAMP.

If it is not reasonably practical to eliminate the risk, the risk must be minimised as far as reasonably practicable by using an engineering control such as isolation controls which provide physical separation of workers from the asbestos hazard through a combination of barriers, distance, and enclosures. Examples may include restricting access to disused areas that contain ACM, covering or sealing a deteriorating asbestos-containing material with another material or paint, or using barriers and fencing to prevent access into an asbestos removal area by unprotected personnel. Further information relating to encapsulation is provided in the department's Asbestos Management Plan.

3.3.1.4 Administrative Controls

If the risk remains, administrative controls can be implemented. Administrative controls include safe work methods and procedures that are designed to minimise exposure to asbestos as well as information, training and instruction needed to ensure workers can perform their roles safely. Examples include the development of Safe Systems of Work, maintaining and communicating the presence and location of ACM through NSW Department of Education's asbestos registers, and reporting.

3.3.1.5 Personal Protective Equipment

If a risk to health remains after the higher order control measures have been implemented, personal protective equipment must be used to supplement higher order controls.

Personal protective equipment can be effective in controlling the risk from airborne asbestos fibres if appropriate equipment is selected and maintained, and employees are trained and supervised, and comply with the system. Department employees do not perform asbestos-related work, therefore personal protective equipment is not generally required.

4 Safe Work on Facilities

Detailed information relating to how asbestos is managed during works, including planned asbestos works, is provided in the department's Asbestos Management Procedure.

4.1 Importation of Materials

Imported material such as fill is a possible source of asbestos contamination. No individual or organisation is permitted to import or dump contaminated fill on to a department-owned site. The importation of any type of fill on to a department-owned site as part of any works must have an appropriate validation certificate ensuring that the fill is certified as virgin excavated natural material (VENM) by the supplier.

5 Incidents & Emergency Management

5.1 Unexpected Finds

An unexpected find is the identification of an asbestos hazard (or suspected asbestos hazard) which is not listed in the relevant asbestos register.

The following protocol must be followed in the event of an unexpected find:

1. Stop work
2. Isolate the area.
3. Inform the principal or workplace manager as soon as possible.

Further steps in the unexpected finds procedure are shown in **Asbestos Incident Management Procedure** and in Figure 1.

5.2 Incidents

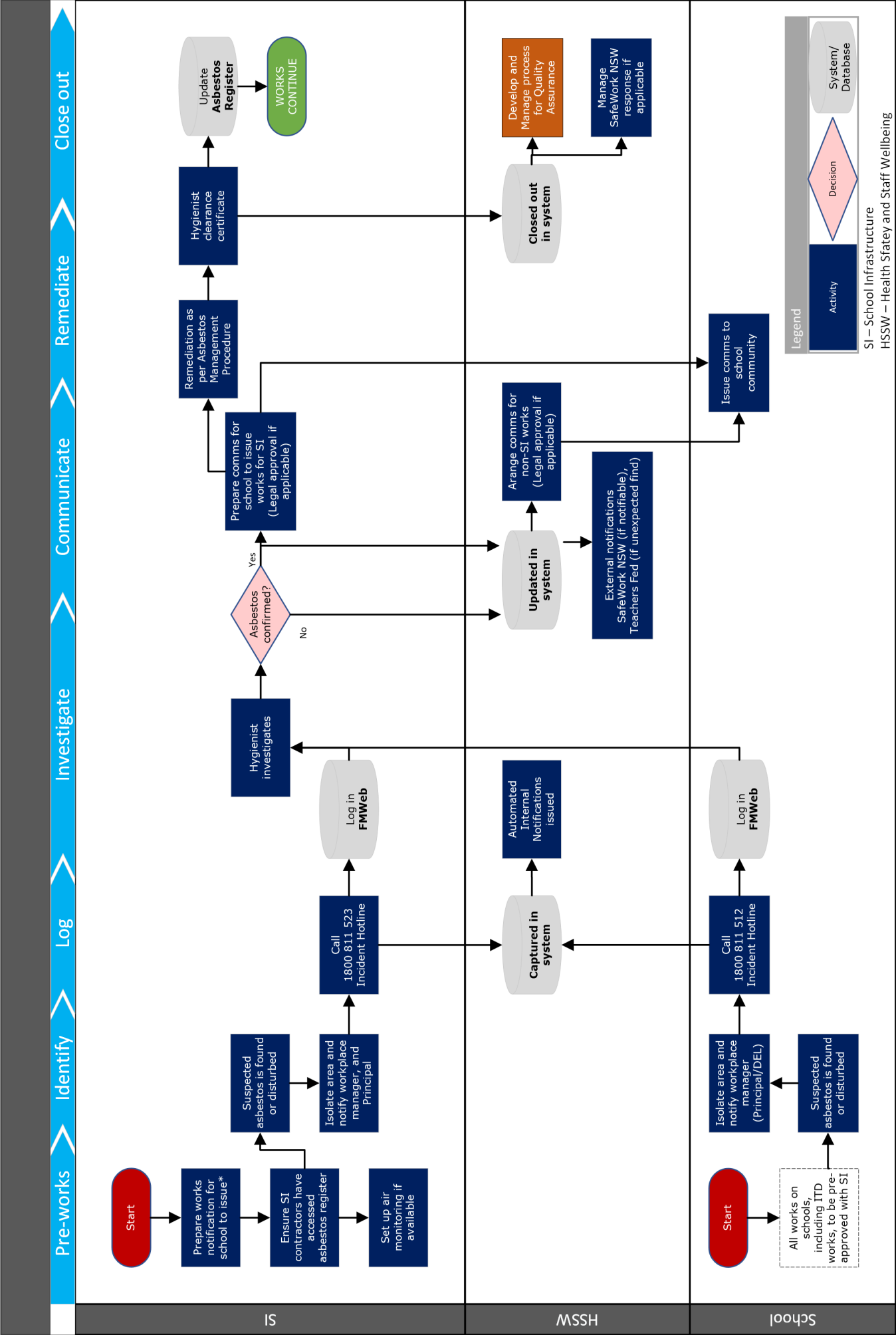
Where there are incidents of damage or disturbance to potential or known asbestos-containing material, the incident response procedure detailed in Figure 1 should be implemented as soon as practicable to reduce the risk of exposure to workers in the vicinity of the area.

Further steps in the incidents procedure are shown in **Asbestos Incident Management Procedure** .

5.3 Incident Notification

Asbestos incidents and near misses must be reported as soon as reasonably practicable within a 24- hour period either to the principal, other workplace manager or supervisor and/or directly to the Incident Report and Support Hotline on 1800 811 523 in accordance with the Incident Notification and Response Policy Procedures. Further details regarding notifiable incidents are contained in the **Asbestos Incident Management Procedure** .

Figure 1 - Asbestos Management in Schools - User Process



* If works have material impact to school/community and/or WHS concern
** E.g. if works arranged by the GA, ITD or if asbestos is identified by school staff

5.4 Emergencies, Vandalism & Illegal Dumping

An emergency can occur if a building, structure, or plant is structurally unsound or the collapse of a building, structure or plant is imminent. Information relating to emergency asbestos work can be found in the department's Asbestos Management Plan and Asbestos Incident Management Procedure.

Unexpected finds or accidental disturbances could occur from vandalism (for example, damage to ACM) or illegal dumping. In addition to the process outlined above, instances of vandalism and illegal dumping should be reported to the following:

1. The local police station.
 2. The School Security Unit on 1300 880 021.
 3. The EPA on 131 555 (for illegal dumping).
-

6 Review

To ensure the information is maintained and up to date, the asbestos registers and SAMP are reviewed and updated every 5 years or whenever.

- Further asbestos or ACM is identified at a facility;
- The SAMP is no longer adequate for managing asbestos or ACM at a facility;
- There is a review of the asbestos register or control measures;
- A health and safety representative requests a review;
- Asbestos or ACM is removed from or disturbed, sealed or enclosed at a facility; or
- Refurbishment or demolition work is to be undertaken.

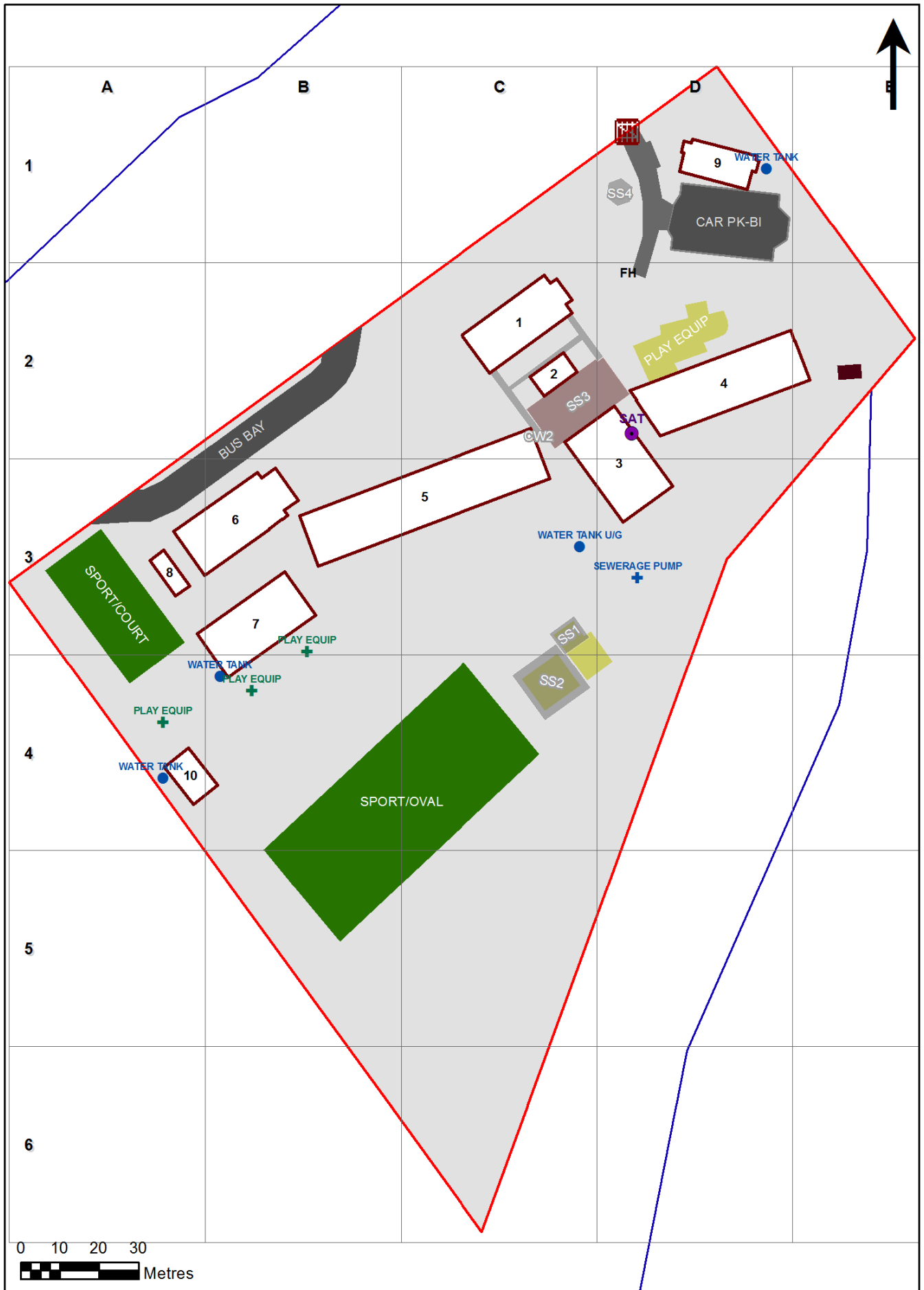
When reviewing the register, a competent person / licensed asbestos assessor should carry out a visual inspection of the listed ACM to determine its condition and revise the asbestos register as appropriate.

7 Definitions

Term	Meaning
Airborne asbestos	Any fibres of asbestos small enough to be made airborne. For the purposes of monitoring airborne asbestos fibres, only respirable fibres are counted
Asbestos	The asbestiform varieties of mineral silicates belonging to the serpentine or amphibole groups of rock-forming minerals, including actinolite asbestos, grunerite (or amosite) asbestos (brown), anthophyllite asbestos, chrysotile asbestos (white), crocidolite asbestos (blue) and tremolite asbestos, or a mixture that contains one or more of these.
Asbestos containing material (ACM)	Any material or thing that, as part of its design, contains asbestos.
Competent Person	In relation to carrying out clearance inspections under WHS Regulation clause 473â€”a person who has acquired through training or experience the knowledge and skills of relevant asbestos removal industry practice and holds: a certification in relation to the specified VET course for asbestos assessor work, or - a tertiary qualification in occupational health and safety, occupational hygiene, science, building, construction or environmental health. For all other purposesâ€”a person who has acquired through training, qualification or experience, the knowledge and skills to carry out the task.
Control measure	In relation to a risk to health and safety, means a measure to eliminate or minimise the risk
Demolition work	Work to demolish or dismantle a structure, or part of a structure that is loadbearing or otherwise related to the physical integrity of the structure, but does not include: <ul style="list-style-type: none"> the dismantling of formwork, falsework, or other structures designed or used to provide support, access or containment during construction work, or the removal of power, light or telecommunication poles.
Exposure standard	For asbestos is a respirable fibre level of 0.1 fibres/mL of air measured in a person's breathing zone and expressed as a time-weighted average fibre concentration calculated over an eight-hour working day and measured over a minimum period of four hours in accordance with: - the Membrane Filter Method - a method determined by the relevant regulator
Friable asbestos	Material that is in a powder form or that can be crumbled, pulverised or reduced to a powder by hand pressure when dry, and contains asbestos.
Hazard	A situation or thing that has the potential to harm a person. Hazards at work may include asbestos, noisy machinery, a moving forklift, chemicals, electricity, working at heights, a repetitive job, bullying and violence at the workplace.
In situ asbestos	Asbestos or ACM fixed or installed in a structure, equipment or plant but does not include naturally occurring asbestos.
Incident	An unplanned event that could result in an injury to a person or a loss of, or disruption to, an organisation's operations, services or functions.
Non-friable asbestos	Material containing asbestos that is not friable asbestos, including material containing asbestos fibres reinforced with a bonding compound.
Person conducting a business or undertaking (PCBU)	A person conducting a business or undertaking to the extent that the business or undertaking involves the management or control, in whole or in part, of the workplace. A person with management or control of a workplace does not include: - the occupier of a residence, unless the residence is occupied for the purposes of, or as part of, the conduct of a business or undertaking, or - a prescribed person.
Respirable asbestos	An asbestos fibre that: - is less than 3 microns wide, and - is more than 5 microns long, and - has a length to width ratio of more than 3:1

Structure	<p>Anything that is constructed, whether fixed or moveable, temporary or permanent, and includes:</p> <ul style="list-style-type: none"> • buildings, masts, towers, framework, pipelines, transport infrastructure and underground works (shafts or tunnels) • any component of a structure • part of a structure • volunteer means a person who is acting on a voluntary basis (irrespective of whether the person receives out-of-pocket expenses).
Unexpected find	<p>The identification of an asbestos hazard (or suspected asbestos hazard) which is not listed in the relevant asbestos register. Note that an asbestos find as part of hazard identification activities (such as an intrusive asbestos survey in preparation for a project) is not an unexpected find.</p>

4601 - Aldavilla Public School Site Plan (10454)



1:1,197

Printed: 11-Feb-2025

Asbestos Register - Aldavilla Public School - 4601 - North Coast

Limitations & Use of the Asbestos Register:

Asbestos registers maintained for the Department of Education are limited in that inspections are generally limited to accessible building materials.

As part of planning works on a NSW Department of Education facility, including plant, constructed or installed before 31 December 2003, the Project Manager must review the asbestos register and determine whether the asbestos documentation adequately covers the area to be disturbed. If the project will disturb an area listed as inaccessible on the register, or that could not reasonably be presumed to have been accessed, further intrusive sampling may be required. Note that this will include areas within wall cavities, behind fixed ceilings and subfloor areas where suitable access is not provided without damaging building materials, as well as sub-surface soils.

B001 - Administration - 1992 - Brick/Veneer							
Product	Material Description	Extent	Location	Friable/Non Friable	Material Condition	Risk Status	Result
No Asbestos							
B002 - Pupil Facilities - 1992 - Brick/Block							
Product	Material Description	Extent	Location	Friable/Non Friable	Material Condition	Risk Status	Result
No Asbestos							
B003 - Library - 1992 - Brick/Veneer							
Product	Material Description	Extent	Location	Friable/Non Friable	Material Condition	Risk Status	Result
No Asbestos							
B004 - General Learning - 1992 - Brick/Veneer							
Product	Material Description	Extent	Location	Friable/Non Friable	Material Condition	Risk Status	Result
No Asbestos							
B005 - General Learning - 1992 - Brick/Veneer							
Product	Material Description	Extent	Location	Friable/Non Friable	Material Condition	Risk Status	Result
No Asbestos							
B006 - Communal Facilities - 1992 - Brick/Veneer							
Product	Material Description	Extent	Location	Friable/Non Friable	Material Condition	Risk Status	Result
No Asbestos							
B007 - General Learning/Building Services - 2011 - Brick/Veneer							
Product	Material Description	Extent	Location	Friable/Non Friable	Material Condition	Risk Status	Result
No Asbestos							
B008 - Building Services - 2011 - Brick/Veneer							
Product	Material Description	Extent	Location	Friable/Non Friable	Material Condition	Risk Status	Result
No Asbestos							
B009 - Special Purpose - 1950 - Steel							
Product	Material Description	Extent	Location	Friable/Non Friable	Material Condition	Risk Status	Result
Exterior							

Ceiling Voids	No Asbestos Found						
Underfloor Voids	No Asbestos Found						
Interior							
B009 - R0001 - General Storeroom - 6.61 m2							
Floor Coverings Res/Textile	Vinyl Sheet	2m2	Throughout				Non asbestos-containing material
B009 - R0002 - Movement - 2.77 m2							
No Asbestos							
B009 - R0003 - Kitchen - Pre - 33.1 m2							
No Asbestos							
B009 - R0004 - Movement - 2.77 m2							
No Asbestos							
B009 - R0005 - General Storeroom - 1.45 m2							
Floor Coverings Res/Textile	Vinyl Tiles	2m2	Throughout	Non Friable	Minimal Damage	Low	Asbestos-containing material
B009 - R0006 - External Movement - 86.89 m2							
No Asbestos							
B009 - R0007 - Movement - .97 m2							
Floor Coverings Res/Textile	Vinyl Tiles	1m2	Throughout	Non Friable	Minimal Damage	Low	Asbestos-containing material
B009 - R0008 - General Storeroom - 1.45 m2							
Floor Coverings Res/Textile	Vinyl Tiles	2m2	Throughout	Non Friable	Minimal Damage	Low	Asbestos-containing material
B009 - R0009 - General Storeroom - .51 m2							
No Asbestos							
B009 - R0010 - External Movement - 17.06 m2							
No Asbestos							
B010 - Storage - 2022 - Metal Shed							
Product	Material Description	Extent	Location	Friable/Non Friable	Material Condition	Risk Status	Result
No Asbestos							

Demountables

There are no Demountable(s) Located at this school as per the AMS records as of 11-Feb-2025