**Contractor Alert**

**Issued April 2019**

**Contractor responsibilities regarding Asbestos-Containing Materials (ACM) at Department of Education Sites**

This Alert is to remind all contractors of their obligations around working with Asbestos Containing Materials (ACM) at Western Australian Department of Education sites. Contractors are reminded that **all asbestos-related work MUST be undertaken when no staff or students are on site for the entire duration of the job**, regardless of any 'approvals' given by the site manager or delegate.

Contractors are further reminded of the following Department of Finance (Finance) requirements for undertaking ACM work:

* Prior to commencing work at a premises, the contractor must check and complete any required information in the Building Maintenance Logbook and the Premises’ ACM Register. Contractor personnel names, arrival and departure times on Premises, Order number, description of work and any other information must be recorded.
* Contractors are required to comply with the Western Australian Work Health and Safety laws, including compliance with the following approved codes of practice:
  + [Code of practice – How to manage and control asbestos in the workplace](https://www.commerce.wa.gov.au/sites/default/files/atoms/files/221183_cp_manageasbestos.pdf)
  + [Code of practice – How to safely remove asbestos](https://www.commerce.wa.gov.au/publications/code-practice-how-safely-remove-asbestos)
* Before starting work, the contractor (contractor personnel or subcontractors) must:
  + examine the ACM Register for the premises and acknowledge that it has been read and understood by completing the information in the Building Maintenance Logbook or other attendance register maintained at the premises;
  + notwithstanding the ACM Register, inspect the work area for the presence of any additional ACM before proceeding with the works;
  + determine whether ACM is likely to be disturbed during the work and if so, notify the site manager/delegate; and
  + determine if the work requires a [licensed asbestos contractor](https://www.commerce.wa.gov.au/worksafe/asbestos-frequently-asked-questions#do-i-require-a-licence-to-remove-asbestos-at-a-workplace-).
* Where the contractor identifies or suspects the presence of any ACM after work has started, the contractor must immediately stop work and notify the site manager and Finance representative.
* The site manager is kept informed of progress and when work is scheduled for completion.
* The premises is to be left in a clean, tidy and presentable state to the satisfaction of the site manager, and all ACM and asbestos materials must be removed.
* If licensed asbestos work has been undertaken, then a [clearance certificate](https://www.commerce.wa.gov.au/worksafe/asbestos-frequently-asked-questions#do-clearances-have-to-be-conducted-for-class-a-and-class-b-removal-work-) will be required before the area can be reoccupied. The clearance certificate will need to be provided to the Finance representative and to the site manager so it can be filed in the Asbestos Management File.
* If ACM is disturbed during work, the contractor is to provide detailed information and documentation about the ACM to the site manager for inclusion in the Asbestos Management File.

**Breaches in relation to ACM handling will result in a sanction under your contract with Finance, which may include suspension or termination of our agreement.**

Please discuss any issues regarding ACM or job scheduling with your local Finance Representative.