Asbestos Awareness Toolbox Talk
Asbestos Management Plan & Asbestos Register

Project Name: _____   Date: _____

Company Name: _____   Presenter: _____

Subject: **Asbestos Management Plan & Asbestos Register**   Duration: _____

What is the aim of this Toolbox Talk?

Increase compliance in asbestos management on worksites to prevent exposure to asbestos fibres by reminding workers of the importance of an Asbestos Management Plan (AMP) and Asbestos Register.

Workers must manage asbestos in the workplace in accordance with WHS regulations!

◎ In a workplace, the person with management or control of a workplace must ensure, so far as is reasonably practicable, that all asbestos or ACMs at the workplace is identified by a competent person.

What is an Asbestos Management Plan (AMP)?

◎ An Asbestos Management Plan (AMP) is mandatory in the workplace to ensure all practicable steps are taken to prevent or minimise the risk of exposure to asbestos fibres by contractors, workers, the public or anyone present at a property if and when work is to be conducted where asbestos has been identified or is assumed.

◎ An AMP ensures asbestos is managed in accordance with regulations to identify asbestos, remove, manage or monitor its condition and implement appropriate control measures including ensuring asbestos or ACM is not disturbed.

◎ The Person with Management or Control of a Workplace (PWMCW) is responsible for developing and maintaining the AMP and all associated records including the Asbestos Register.

What is an Asbestos Register and why is it important?

◎ An Asbestos Register is a record of the locations where asbestos has been identified or is suspected in any property built before 2004 or if asbestos has been found at the workplace.

◎ An Asbestos Register should be in place as part of the Asbestos Management Plan.

◎ According to Work Health and Safety Regulations, Asbestos Registers must be a complete record of:

- All identified (or assumed) asbestos-containing materials (ACMs) in a workplace
- The date/s when asbestos or ACM was identified and the locations
- The type of asbestos (friable, non-friable, fixed or installed)
- The material or product containing asbestos (wall or floor coverings, lagging, sprayed insulation) and the condition of the material (sealed, unsealed, damaged etc.)
- The details and locations of inaccessible areas where asbestos is suspected (although unconfirmed) including in fire doors, within roofs, wall cavities, electrical, ducts etc.
- If testing is conducted, results of any analysis that confirms a material is or is not asbestos
- Photographs or drawings that visually demonstrate the location and type of asbestos or ACM
- If no asbestos or ACMs have been identified, it should be noted that it is unlikely to be present

Who is responsible for ensuring the asbestos register is maintained and accessible?

The person with management or control of the workplace must ensure that the asbestos register is readily accessible to:

◎ A worker who has carried out, carries out or intends to carry out work at the workplace

◎ Health and safety representatives who represent workers that carry out or intend to carry out work at the workplace

◎ A Person Conducting a Business or Undertaking (PCBU) who has carried out, carries out or intends to carry out work at the workplace

◎ A PCBU who has required, requires or intends to require work to be carried out at the workplace

When should the Asbestos Register be updated?

◎ An Asbestos Register must be reviewed and revised if the Asbestos Management Plan is reviewed, if further asbestos or ACMs are identified and if asbestos is removed, disturbed, sealed or enclosed.

◎ The register should be reviewed at least once every five years to ensure it is kept up to date.

◎ For more information on AMPs and Asbestos Registers download the free **Asbestos Management Handbook for Commercial and Non-residential Properties and associated templates**.

For Fact Sheets, information & ACM images visit asbestosawareness.com.au – it's not worth the risk!

Participant's Name	Signature	Company	Date