



## **Alert - Contractors' responsibilities regarding Asbestos-Containing Materials (ACM)**

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This Alert serves to remind all Contractors of their obligations around working with Asbestos-Containing Materials (ACM) at 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**. Contractors must adhere to this at all times, regardless of any 'approvals' given by the Site Manager/Delegate.

Contractors are further reminded of BMW's procedures for 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' Asbestos Containing Material (ACM) Register, recording the name of Contractor Personnel, times arriving and departing the Premises, Order number, description of work and any other information required.
- Contractors are required to comply with the Occupational Health and Safety Act 1984 and the Occupational Health and Safety Regulations 1996, including compliance with the following codes of practice, when engaged by BMW to undertake asbestos-related work on Government buildings. These codes of practice are:
  - [National code of practice for the management and control of asbestos in workplaces \[NOHSC 2018\(2005\)\]](#)
  - [National code of practice for the safe removal of asbestos 2nd edition \[NOHSC:2002\(2005\)\]](#)
- Before starting work at a Premises, 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 required 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 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 an Unrestricted Asbestos Removal Licence or Restricted Asbestos Removal Licence.
- 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 BMW representative.
- The Site Manager is to be kept informed of progress and when work is scheduled to be completed.
- 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 during the work any ACM is disturbed, the Contractor must provide adequate 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 BMW, which may include suspension or termination of our agreement.**

If you have any queries on ACM authorisations or job scheduling, please discuss with your local BMW Officer.