

# Asbestos Management Plan Checklist

## To ensure the school's Asbestos Management Plan (AMP) contains the correct information

It is a requirement under the Health & Safety at Work Act 2015 and Asbestos Regulations made under the Act that every school has an Asbestos Management Plan.

This checklist outlines the requirements that each AMP needs to have and is based on the WorkSafe New Zealand's template - <https://www.worksafe.govt.nz/topic-and-industry/asbestos/asbestos-management-plans>

An AMP sets out where asbestos or asbestos-containing material has been identified or is assumed to be present, and how it will be managed. The school, as a Person in Control of a Business or Undertaking (PCBU) must ensure a copy of the AMP is readily accessible to workers and any other PCBUs such as contractors.

Use this checklist to ensure all necessary items are included in the AMP.

**School Name:**

**AMP Reviewer's Name:**

**Date AMP checklist completed:**

DD / MM / YY

## The workplace

YES NO

1. Name of the school and street address
2. Name of the person, position/job title, email and phone number who has management control of the school

## Plan preparation and review

YES

NO

3. Name of the person, position/job titles, email and phone number of the person preparing the plan

4. Date of when the plan was prepared

5. Version number of the plan

6. Dates the plan has been reviewed

7. Dates of when the plan is to be reviewed

## Identification of asbestos or Asbestos Containing Material (ACM)

YES

NO

8. Building or structure containing asbestos/ACM identified

9. Product or item containing asbestos/ACM identified

10. Type of asbestos – Chrysotile, Amosite, Crocidolite, other

11. Estimated volume or area

12. Description of condition – good, fair, damaged

13. How risk of exposure to asbestos/ACM will be managed, i.e., controls that will be put in place

14. Reasons for the control

15. Time frame for re-inspection

16. Method of identification

17. Photos of the surface or item

18. Asbestos identification method, i.e., asbestos register, signage, labels

19. Site plan indicates locations of asbestos and ACM

## Procedures for managing incidents or emergencies involving asbestos or ACM

YES

NO

20. Description of how incidents or emergencies involving asbestos/ACM will be managed

21. Name of main contact, position/job title, email, phone number who will manage incident/emergency

## Procedures for recording details of incidents or emergencies involving asbestos or ACM

YES NO

22. Information on how incidents or emergencies will be recorded

## Worker health monitoring (if applicable)

YES NO

23. School worker's health is being monitored

24. Describe health monitoring that has been or will be carried out.

25. Training that has been or will be provided.

**Please provide any comments or note any further actions:**

If you require further assistance please contact your Property Advisor or contact:  
TPHM.healthandsafety@education.govt.nz

### Further information:

Managing asbestos in schools - <https://www.education.govt.nz/school/property-and-transport/health-and-safety-management/asbestos/>  
WorkSafe New Zealand – Asbestos Management Plans - <https://www.worksafe.govt.nz/topic-and-industry/asbestos/asbestos-management-plans>

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