

# Asbestos Management Plan Checklist

## Ensure your 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 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	

The workplace		Mark complete
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		
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)

<b>8</b>	Building or structure containing asbestos/ACM identified	
<b>9</b>	Product or item containing asbestos/ACM identified	
<b>10</b>	Type of asbestos – Chrysotile, Amosite, Crocidolite, other	
<b>11</b>	Estimated volume or area	
<b>12</b>	Friable or non-friable	
<b>13</b>	Description of condition – good, fair, damaged	
<b>14</b>	How risk of exposure to asbestos/ACM will be managed, i.e. controls that will be put in place	
<b>15</b>	Reasons for the control	
<b>16</b>	Timeframe for completion	
<b>17</b>	Method of identification	
<b>18</b>	Photos of the surface or item	
<b>19</b>	Asbestos identification method, i.e. asbestos register, signage, labels	
<b>20</b>	Site plan indicates locations of asbestos and ACM	

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

<b>21</b>	Description of how incidents or emergencies involving asbestos/ACM will be managed	
<b>22</b>	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

**23** Information on how incidents or emergencies will be recorded

### Workers carrying out work involving asbestos – information and training

**24** Information and training have been provided to workers carrying out asbestos related works, i.e. record of learning

**25** Information and training that is still be provided to workers carrying out asbestos related works, i.e. register of training that is to be provided to workers

### Workers roles and responsibilities

**26** Each worker has been identified, their role and responsibilities and what tasks/main activities and responsibilities

**27** Each contractor or subcontractor carrying out asbestos/ACM, their role and responsibilities have been listed.

### Worker health monitoring

**28** School worker's health is being monitored

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

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

If you require further assistance please contact your Property Advisor or contact:

[EIS.HealthandSafety@education.govt.nz](mailto:EIS.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>