

ASBESTOS REGISTER USER GUIDE



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REVISION: REV01

DATE: 18th November 2015

1 Introduction

This document has been prepared as a guide to assist users of the JCU consolidated asbestos register. The consolidated asbestos register was provided to JCU on 24th September by GCG Health Safety & Hygiene. The Asbestos Register contains information from the following sources;

- Townsville Campus, Built Assets constructed prior to 31st December 1989. Included in the 2015 Intrusive Audit by GCG. Combined information from 2012 survey (verified) and 2015 survey for sixty three (63) buildings.
- Townsville, Western Campus and Western Hall assets, 2012 audit information only (not verified). Thirteen (13) Buildings.
- Townsville, Main Campus, Building 21, 2012 audit information only (not verified);
- Remote sites surveyed by GCG in July 2015.

At the time of preparing this user guide the following additions to the register were underway or planned;

- Townsville, Main Campus, Buildings 021, 191, 192, 193, 194 and North annex to 028. Intrusive asbestos surveys in progress, information to be added to Consolidated Register by end 2015.
- Cairns, 55 Greenslopes Street. Intrusive asbestos surveys in progress, information to be added to Consolidated Register by end 2015.
- Atherton, 48 Jack Street. Intrusive asbestos surveys in progress, information to be added to Consolidated Register by end 2015.
- Townsville, Main Campus, Services Infrastructure. Planned for inclusion in 2016.

The consolidated asbestos register was presented as an excel spreadsheet file. An excel spreadsheet was the chosen format because it is easy to use, editable, scalable and allows for quick sorting and filtering of data. At a future date, the asbestos register spreadsheet could also be uploaded into a database system, with a user interface to control inputs and outputs to the data and linking records and documents.

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2 Finding Information

During normal use, the asbestos register spreadsheet is locked so that cell contents cannot be edited. The user can; Select Cells, Sort, use AutoFilter, Copy cell contents and Print.

The Asbestos Register workbook contains the following two sheets of data;

- **Consolidated Asbestos Register**; contains information on known or presumed ACM.
- **Asbestos Not Detected**; contains a record of samples taken where no asbestos was detected.


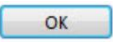
Each row of the spreadsheet contains information about an individual “Item” of ACM or suspected ACM.

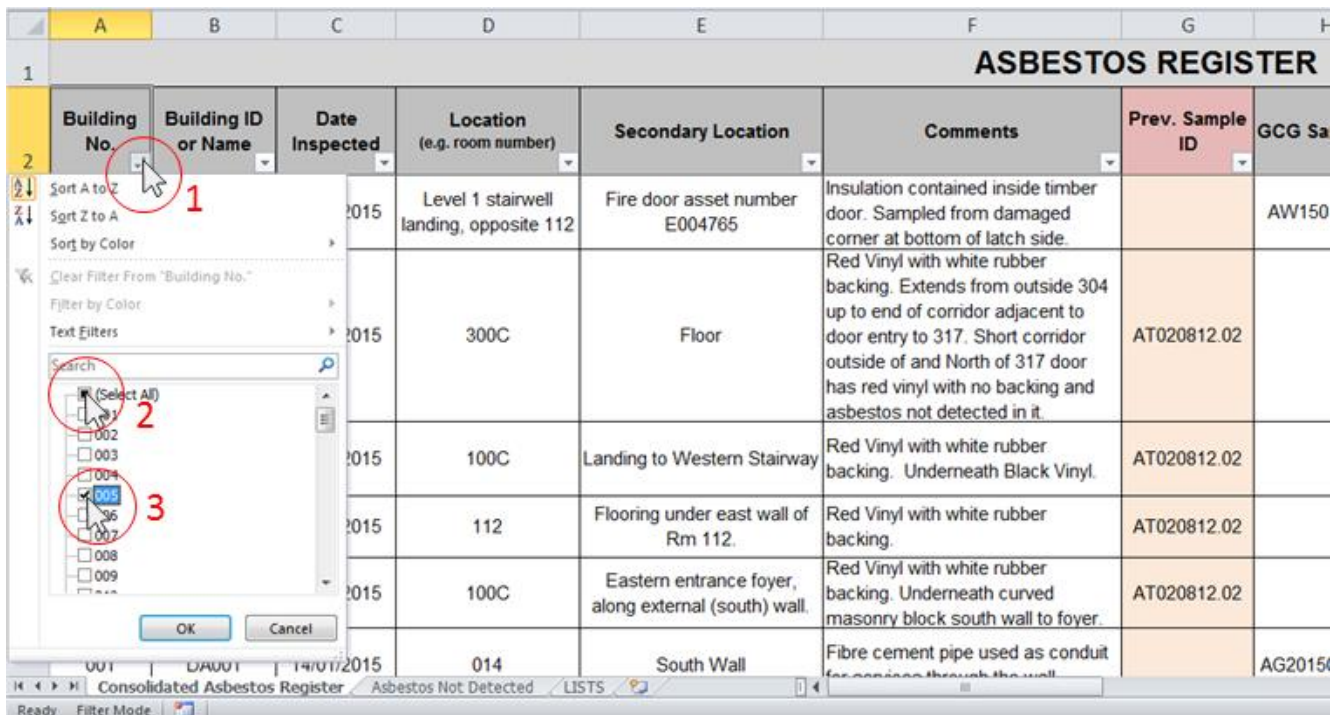
2.1 AutoFilter

In either sheet, the AutoFilter is a very useful way of finding the information needed for a particular location. For general information on using AutoFilters in excel spreadsheets, see link;

<https://support.office.com/en-us/article/Video-Filter-data-by-using-an-AutoFilter-35e0a442-27e9-4400-8a78-35c26e1a51b0>



To filter the spreadsheet so that only data for one building is shown;

1. In column A (Building No.) or B (Building ID or Name); click on the dropdown arrow  in the column header to reveal the AutoFilter menu.
2. Select specific values: Check “Select All” to clear all of the check boxes.
3. Select the check box for the building you want to see (005 in example below). Then click .




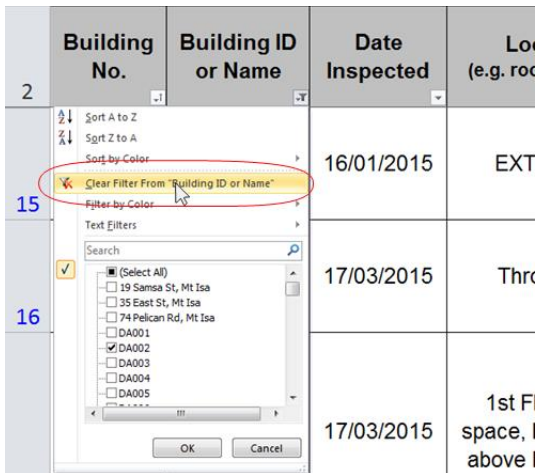
Building No.	Building ID or Name	Date Inspected	Location (e.g. room number)	Secondary Location	Comments	Prev. Sample ID	GCG Sa
001	001	14/07/2015	014	South Wall	Fibre cement pipe used as conduit for pipes through the wall.		AG2015
002							
003							
004							
005							
006							
007							
008							
009							
010							
011							
012							
013							
014							

4. Once the spreadsheet is filtered by Building, the data can be further filtered by location, e.g. room number, or by Application (floor covering, wall, fire door etc.).

5. When a filter is in place, the excel row numbers change colour from grey to blue and the dropdown symbol for the relevant columns changes from  to , see example below;

Not filtered					Filtered				
	A	B	C	D		A	B	C	D
1					1				
2	Building No.	Building ID or Name	Date Inspected	Location (e.g. room number)	2	Building No.	Building ID or Name	Date Inspected	Location (e.g. room number)
399	017	DB017	23/03/2015	External. North wing - West face	399	017	DB017	23/03/2015	External. North wing - West face
400	017	DB017	23/03/2015	External. North wing - West face	400	017	DB017	23/03/2015	External. North wing - West face
401	017	DB017	23/03/2015	External. North wing - West face	401	017	DB017	23/03/2015	External. North wing - West face
402	017	DB017	23/03/2015	External. North wing - North face	402	017	DB017	23/03/2015	External. North wing - North face
403	017	DB017	23/03/2015	External. North wing - North face	403	017	DB017	23/03/2015	External. North wing - North face
404	017	DB017	23/03/2015	External. F001 south entrance	404	017	DB017	23/03/2015	External. F001 south entrance

1. To clear a filter (and redisplay all hidden data) simply click on the dropdown arrow  in the column header to reveal the AutoFilter menu then select "Clear Filter from...", or Check "Select All" so that all checkboxes are ticked.



Notes;

- Remote (off campus) sites have "Remote" in column A and the Site Name/address in column B.
- If a room has no entries that means no asbestos has been found in that room (or no samples taken). In buildings surveyed by GCG, if a room or area was not inspected an entry will state that the room/area was inaccessible.
- Room numbers are those shown on labels above the doorway at the time of inspection, in some cases these numbers might not match with numbers shown on floor plans.
- Where equipment or asset numbers were displayed on items of ACM (e.g. fire doors) these numbers are recorded in the Register.
- Directions are based on the closest cardinal direction (North, South, East, West). In some cases, for improved precision, intermediate directions (NE, SE, SW, NW) may be used.

2.2 Sample ID & Asbestos Status

Column G “Prev. Sample ID” contains the sample identification (where available) from asbestos surveys undertaken prior to 2015 (e.g. by JTA or Abscan).

Column H “GCG Sample ID” contains the sample identification from asbestos surveys undertaken by GCG (2015 or later).

Column I “Asbestos Status” is populated by one of the following entries;

- **Detected** (this status indicates that a sample has been taken of the item or identical material from the same asset and that asbestos has been detected in that material, reference will be provided to the sample ID)
- **Strongly Presumed** (this status indicates, based on the weight of evidence, that the item contains asbestos but a sample has not been taken of that item or identical material)
- **Presumed** (this status indicates that based on the weight of evidence the item is likely to contain asbestos)
- **Not Detected** (this indicates that a sample has been taken of the specific item recorded and that asbestos was not detected in that sample)
- **Unknown** (this status indicates that insufficient information is available to confirm the asbestos status)

2.3 Item Description

Columns J, K & L contain information about the Application (i.e. Use/Purpose), Material Type and Friability. As far as practicable, these have been populated from a dropdown list to keep the entries consistent.

Columns M & N contain information about the quantity (e.g. square meters [m²] or linear meters) of ACM if known.

Column O indicates if an asbestos warning label was displayed on the item at the time of the inspection.

2.4 Risk Ranking & Recommended Control

Column V shows the risk rating for each item, calculated based on the ACM material type, extent of damage, surface treatment and occupancy scores. The risk assessment algorithm is recorded in the GCG Intrusive Asbestos Survey Report and in the JCU Asbestos Management Procedure.

The intention of the risk ratings is to allow prioritisation for removal and remediation. It should be noted that these ACM risk rankings only apply to normal use of the building and are not applicable to activities that are likely to actively disturb ACM e.g. maintenance, repair, refurbishment or demolition. A risk rating of “High” or “Very High” does not directly imply that persons are exposed to asbestos, this can only be determined by further detailed assessment e.g. air monitoring.

Column W shows the minimum control recommended by GCG at the time of assessment. These recommendations have been recorded in the JCU asbestos management plan. Timeframes for action will be prioritised based on risk and other relevant factors.

2.5 Removal Status

Column Y contains the removal status for each item. If the removal status is blank, this implies that the item is still insitu. An item of ACM will only be marked as “REMOVED” when the following conditions are met;

- The item has been removed.
- The appropriate clearance inspection(s) have been conducted and the certificate issued to JCU.
- The relevant documents for removal of the item have been recorded.

When the removal status of an item of ACM has is changed to “REMOVED”, conditional formatting will shade the row for that item grey and change the text to *white*, as shown in the example below;

ASBESTOS REGISTER									
Building No.	Building ID or Name	Date Inspected	Location (e.g. room number)	Secondary Location	Comments	Prev. Sample ID	GCG Sample ID	Asb St	
001	DA001	22/02/2015	EXTERNAL	Infill beneath window, south aspect	Only one window with fibre cement sheet infill. Appears to have been a loading dock at some point and now a window.		ASB_00093	Det	

2.6 Other Sources of Information

Below is a list of some of the additional information that is recorded with the asbestos register. These documents are available, if needed, from the JCU Asbestos Coordinator.

- GCG Intrusive Asbestos Survey Project Report, 23rd May 2015.
- GCG Covering reports for each building surveyed. These contain building specific information, photos of key items of ACM and Laboratory reports for identification analysis.
- Clearance certificates (and other removal documents including asbestos removal control plans and control monitoring reports) for removed items.
- Previous asbestos survey reports (by JTA & Abscan).

3 Updating the Register

3.1 Basic Rules for Editing

The Asbestos Register spreadsheet is password protected to restrict editing. The Password is held by the JCU Asbestos Coordinator.

Before any updates are undertaken the spreadsheet needs to be unlocked. After editing, the sheet must be locked again and the Password kept secure.

It is important that the Asbestos Register spreadsheet is only edited by people with a good understanding of Microsoft excel, following the instructions contained in this User Guide.

The asbestos register spreadsheet contains excel functions and conditional formatting that are vulnerable when the sheet is unlocked for editing. In particular, the following actions can introduce referencing errors that will affect the functions (e.g. risk scores) and formatting;

- Inserting or deleting cells
- Cutting and pasting cells
- clicking and dragging cells



3.2 Update Existing Entries

If new information is available about an existing entry in the Asbestos Register, the entry should be updated and a **comment regarding the update** added to the comments cell for that item in Column F.

Some examples are given below.

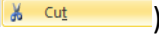
3.2.1 Updating Condition/Damage Score

To update the damage score (e.g. after periodic condition reassessment for insitu ACM);

1. Filter the Consolidated Asbestos Register sheet to find the item(s) to be updated (see section 2.1 above).
2. Expand the grouped “condition & risk details” in columns (P – U) by clicking on the  above column V.
3. Update the Damage score in column P by selecting the new value from the dropdown list. For information on the risk algorithm and damage scores, see the JCU HSE Asbestos Management Procedure.
4. Contract the grouped columns by clicking on the  above column V.
5. Add a suitable comment after the existing text in column F for that item. E.g. “Damage score changed from XX to YY based on inspection by John Smith 25-12-2015.”
6. Clear all filters.
7. In the Review menu bar, select “protect sheet” to Lock the sheet again with the nominated password.


3.2.2 Change Asbestos Status

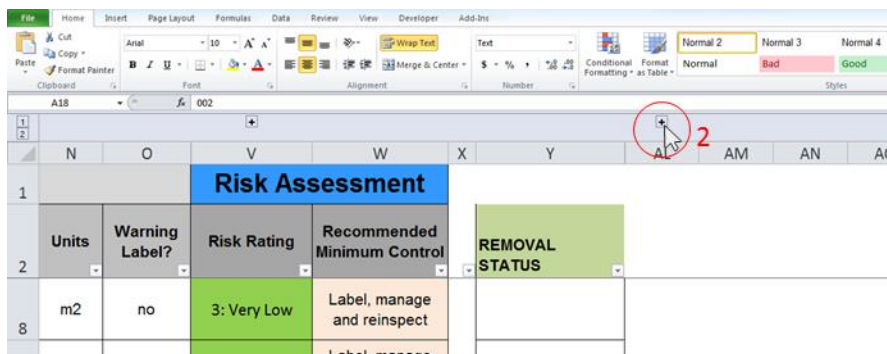
The example below shows how to change Asbestos Status from “Unknown” to “Not Detected”, based on destructive inspection and sample analysis.

1. Unlock both worksheets (Asbestos Register & Not Detected).
2. Filter the Consolidated Asbestos Register sheet to find the item(s) to be updated (see section 2.1 above). Filter by column I so that only items with asbestos status “unknown” are shown.
3. Ensure the relevant documentation (e.g. emails, consultant reports, laboratory reports) is on hand and electronic copies are saved with the asbestos register.
4. In column H, enter the relevant sample ID(s).
5. For the item(s) to be updated, use the dropdown list in column I (Asbestos Status) select “Not Detected”.
6. Add a comment for the item in column F, including your name and the date of the change.
7. Move the item to the Asbestos Not Detected sheet;
 - a. Click on the row number for the relevant item to select the entire row.
 - b. Cut the selection (Ctrl X or right click )
 - c. In the Asbestos Not Detected worksheet, in the first available empty row, right click in column A, select “Insert Cut Cells” to move the row.
 - d. Delete the redundant cells from column L to AK (e.g. right click, delete..., shift cells left).
 - e. Return to the Consolidated Asbestos Register worksheet, delete the empty row (right click, delete row).
8. Clear all filters.
9. In the Review menu bar, select “protect sheet” to Lock the sheet again with the nominated password.

3.3 Updating entries for Removed Items


It is important that information is not deleted or moved from the Asbestos Register when an item of ACM has been removed. Items of removed ACM need to have their Removal Status (column Y) changed to “REMOVED”, the process for this is;

10. Filter the Consolidated Asbestos Register sheet to find the item(s) that have been removed (see section 2.1 above). **It is important that only the correct items of ACM are marked as removed.**
11. Expand the grouped columns (Z – AK) by clicking on the  above column AL






12. For each item that has been removed, fill in the details in columns Z – AK, using the dropdown lists where available. The asbestos removal documents (particularly the **Clearance Certificate**) must be on hand so that the exact details of what was removed (and any remaining ACM) can be checked.

Risk Assessment		ASBESTOS REMOVAL DETAILS					DOCUMENT CHECKLIST (Recorded with Asbestos Register)							Validation
Risk Rating	Recommended Minimum Control	REMOVAL STATUS	Date Removed	Entire Described Item Removed?	Licensed Asbestos Removal Company	Clearance Person/Company	Removalists ARCP & SWMS	JCU Asbestos Permit	Notification to WH&SQ	Communication to JCU Personnel	Control Air Monitoring Reports	Clearance Certificate	Waste Disposal Certificate(s)	
5: Low	Label, manage and reinspect	REMOVED	22/08/2015	Yes	Townsville Asbestos	GCG Andrew Greenfield	Yes					Yes		REMOVED

13. If the entire item, as described in the Register, has not been removed a new entry must be created in the Asbestos Register to record the remaining ACM (See section 3.3). Also, if additional items of ACM were discovered during the removal process, these must be added to the Asbestos Register.
14. Once the cells with darker green shaded headers (Z-AD & AI) are populated, the Removal Status (column Y) dropdown can be selected to mark the item as “REMOVED”.
15. Check that the conditional formatting has updated on the row for the item that was removed.
16. Clear all filters.
17. Contract the grouped columns (Z – AK) by clicking on the  above column AL.
18. In the Review menu bar, select “protect sheet” to Lock the sheet again with the nominated password.

3.4 Adding New Entries

To include information about items of known or presumed ACM that are not already recorded in the Asbestos Register;

1. Ensure the relevant documentation (e.g. emails, consultant reports, laboratory reports) is on hand and electronic copies are saved with the asbestos register.
2. Empty rows containing the necessary formatting and functions are provided at the bottom of the Consolidated Asbestos Register table. (do not insert new rows, this will only copy the formatting, but not the functions) if additional rows are needed;
 - a. In the last empty formatted row, select cells from column A to AL (inclusive).
 - b. Click and drag the fill handle  down to create new formatted rows with the necessary functions.
3. Expand the grouped “condition & risk details” in columns (P – U) by clicking on the  above column V.
4. In the next available empty row (formatted with functions), enter the relevant details for the identified (or presumed) item of ACM.
 - a. Building No., ID, and location details must be consistent with other entries for same or similar locations so that the AutoFilter can be used to find/group items from the same location.
 - b. Enter the unique sample ID (matching the sample ID from the laboratory report) in column H.
 - c. In cells from column I to H, select the appropriate value from the dropdown list (where available) note that the values from columns I, J, K, P & Q are used in the risk score calculation. If uncertain about which values to select, seek advice from an experienced occupational hygienist.
 - d. Select the occupancy type from the drop down in column T.
 - e. Check that the Risk Rating in column V has calculated correctly.
 - f. Add the recommended minimum control, either from the drop down or manually.
5. Contract the grouped columns by clicking on the  above column V.
6. Clear any filters that are in place.
7. Re-sort the sheet by Building No (A-Z) then Location (Z-A).
8. In the Review menu bar, select “protect sheet” to Lock the sheet again with the nominated password.