

CLIENT: James Cook University (JCU)

CLIENT CONTACT: Simon Leavers

REVISION: REV01

DATE: 18th November 2015

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



ABN 26 114 988 751

BRISBANE | PERTH | TOWNSVILLE | MORANBAH | EMERALD | HOBART

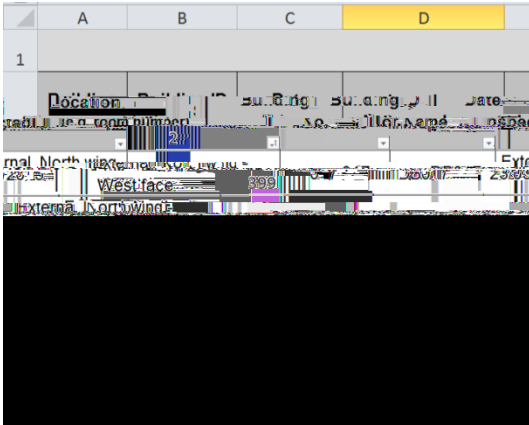
Unit 12, 8 Navigator Place, Hendra, QLD, 4011

Telephone: 61 7 3216 4897

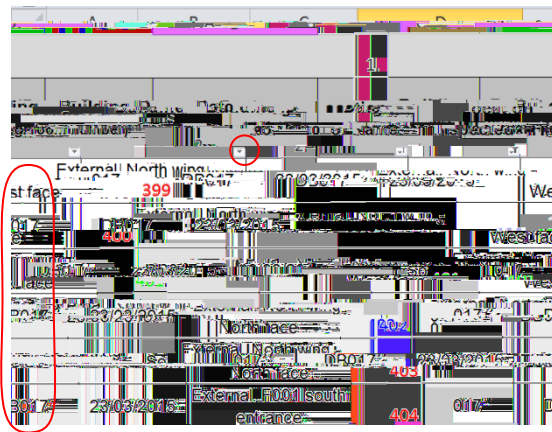
Email: info@gcg.net.au


- 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;

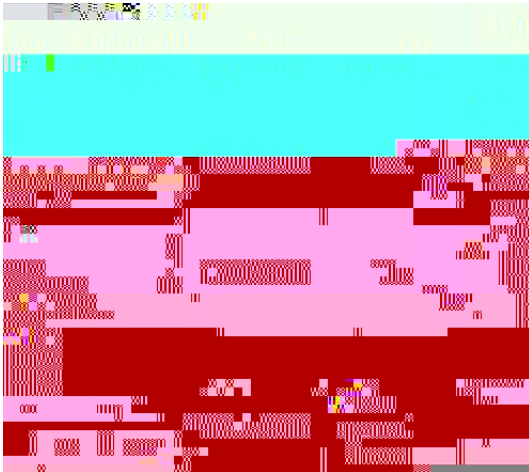
Not filtered



Filtered



- 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.

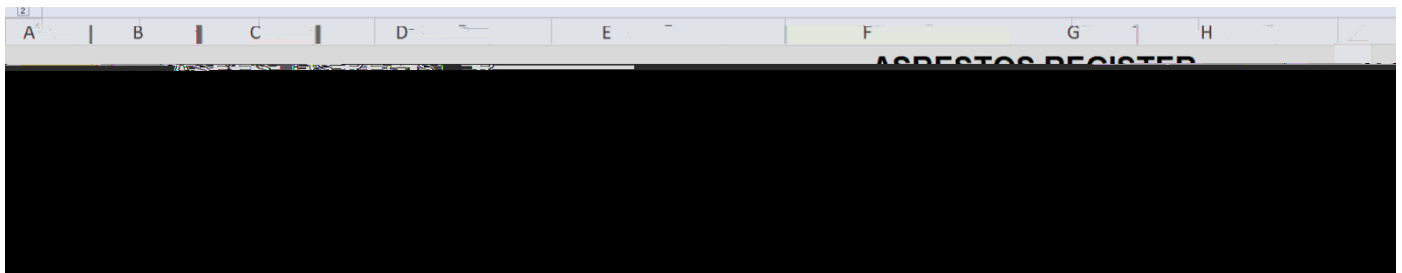
Column Y contains the removal status for each item. If the removal status is blank, this implies that the item is still insitu. An item of ACM will only be marked as "REMOVED" when the following conditions are met;

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 , as shown in the example below;



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).

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

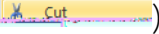
- Cutting and pasting cells

- clicking and dragging cells

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

Some examples are given below.

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.

It is important that information is not deleted or moved from the Asbestos Register when an item of ACM has been removed

To include information about items of known or presumed ACM that are not already recorded