

From: Ringland, John
Sent: Monday, 14 March 2022 11:16 AM
To: RWH Staff
Cc: Tapper, Greg; Wheatley, Zac; Grant, Don; Smart, Sam; Martin, Jacob
Subject: Procedure change to ceiling repairs in Ray Walsh House (including lighting)
Attachments: Work Requests for Building Services - How To Guide - May 2021.pdf

Users of Ray Walsh House,

What is happening?

TRC has revisited existing procedures regarding any maintenance or installation tasks that require access or disturbance of the ceiling cavity at Ray Walsh House.

As of now, any tasks that require accessing the ceiling or disturbing ceiling tiles will require formal approval through the maintenance team.

This includes replacement or repair of faulty lighting. In order to protect all TRC workers (including contractors), any tasks that require the replacing or repair of lights will now include managing the work area underneath the lights in question by creating a special enclosed workspace with plastic sheets to prevent any risk of contamination to the rest of the workplace.

Unfortunately this extra work involves significant preparation and planning, and may take longer than previous. It is requested that anyone who needs this type of work done report it as quickly as possible in order to allow the appropriate preparations be made.

We also ask for patience and understanding from staff who make requests as we acknowledge the extra time can cause frustrations, but any delay is due to ensuring the health and safety of all our staff.

Why is it happening?

Some of the learnings from the incident that occurred on Level 2 at the end of last year highlighted the need to be vigilant when working around or near the ceiling at Ray Walsh House given the potential for workers to be exposed to asbestos containing material (ACM).

This is also in line with our Asbestos Management Plan.

These new procedures will go a long way to reducing any potential risks to workers within Ray Walsh House.

In order to minimise the further need to replace lights on an ongoing basis, the maintenance team will be replacing existing lights with LED tubes which will further reduce the need to access the ceiling.

What do I need to do?

To raise a maintenance task go to MILO > My TRC Anywhere > My Work Requests > Add (*see attached*)

If you see a work space that has been encapsulated by plastic, please do not disturb as it is likely ceiling work will be going on inside.

To refresh yourself on the protocol for suspected asbestos finds, please refer to *Standard Work Practice (SWP) – SWP 21021 - Asbestos - Unexpected Find Protocol*:

<https://etrc.tamworth.nsw.gov.au/T1Prod/CiAnywhere/Web/PROD/ECMCore/Rendition/Get?docsetId=361752&renditionType=pdf&suite=ECM>

Finally, all users of Ray Walsh House are reminded that although the risk may be low, our policy states that unauthorised staff are not to access the respective ceiling spaces, including moving or attaching items to ceiling tiles.

Regards,

John Ringland

Manager Risk and Safety

P 02 6767 5471 | M 0467 947 578 | E j.ringland@tamworth.nsw.gov.au

437 Peel Street
PO Box 555 Tamworth NSW 2340
www.tamworth.nsw.gov.au

TOYOTA

TAMWORTH
50
1973-2022
COUNTRY
MUSIC
FESTIVAL

THERE'S A LOT TO CELEBRATE

NEW DATES! 18 - 24 APRIL 2022 **TCMF.COM.AU #TCMF2022**

Tamworth
REGIONAL COUNCIL

*Tamworth Regional Council acknowledges the Gamilaroi/Kamillaroi p
Custodians of this land. We would like to pay respect to Elders past
respect to other Aboriginal and Torres Strait Islander peoples living i*