



## NOTICE OF WORK SCHEDULED

### Operations & Maintenance

To Head, Department of: \_\_\_\_\_

To Contractor: \_\_\_\_\_

*Please note that the following project will shortly commence in your area and may affect some of your activities.*

Location: \_\_\_\_\_

Nature of work: \_\_\_\_\_

Starting date: \_\_\_\_\_

Anticipated completion date: \_\_\_\_\_

Office of Facilities Management  
Project Officer: \_\_\_\_\_

Telephone number: \_\_\_\_\_

*Every effort has been made to determine the existence of hazardous substances which may be relevant to these works.*

Hazards found?                      Yes \_\_\_\_                      No \_\_\_\_

*We offer the following details of hazardous substances we expect to encounter in the course of this project.*

Hazardous substance: \_\_\_\_\_

Surveyed by: \_\_\_\_\_

Survey date: \_\_\_\_\_

Special safety requirements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

More specific hazard details can be obtained from Environmental Services, Office of Facilities Management. The disposal of these substances has been carefully planned and will be performed by licensed contractors under the supervision of OFM and its consultants to nationally approved Occupational Health and Safety requirements.

Every effort has been made to determine the existence of hazardous substances which may be relevant to these works. However, experience has shown that substances such as asbestos may be discovered after commencement of the project.

## **DISCOVERY OF HAZARDOUS SUBSTANCES**

In the event that hazardous substances are discovered and reported by departmental staff, the following action should be taken by the Head of Department:

- advise the Project Officer
- advise the Safety and Health Office
- vacate the area

If hazardous substances are discovered and reported to OFM, OFM will:

- Advise the Heads of Departments in the building
- Advise the Safety and Health Office
- Arrange to vacate the area if necessary
- Implement a plan to identify the substance and its associated risk
- Implement a plan of removal or containment to conform with WorkSafe requirements.

Please feel free to circulate this notice to any or all of your staff, in particular to the Technical Administrative Officer and the Occupational Health and Safety representative.

We hope that the above information will serve to minimise the inconvenience to your department resulting from this project.

If hazardous substances are discovered and reported to Facilities Management, they will:

- advise the Heads of Departments in the building
- advise the Safety and Health Office
- arrange to vacate the area if necessary
- implement a plan to identify the substance and its associated risk
- implement a plan of removal or containment to conform with WorkSafe requirements.