

CATEGORY 1

- In many instances, the presence of mould will not be a significant safety hazard. Most mould impacted surfaces can be cleaned and restored through routine maintenance and upkeep.
- Mould can be significantly reduced if dust is not left to sit on surfaces. Regularly dusting of items will prevent a lot of mould types from forming when ideal growth conditions are experienced.
- Mould types present on personal items, and most internal surfaces, is the result of settled dust interacting with condensation. These mould genus types are like the ones found in all domestic homes.

CATEGORY 2

- Mould on building surfaces and air conditioner units can require more specialised cleaning. These kinds of mould can be addressed by submitting a ServiceNow request and logging a hazard only report in Gsafe.
- Local areas can assist Facilities by making surfaces accessible for cleaning. This can include moving desks and cabinetry away from the walls and removing rubbish and non-critical items to make the room easier for access. Assistance can be sought from MoveServices if required.
- Facilities can be further assisted by keeping dust loading on surfaces to a minimum. Cleaning staff will not move furniture or personal items.

CATEGORY 3

- Significant mould outbreaks can occur due to different types of water ingress and for no obvious reason in sensitive areas. Some mould outbreaks can be resistant to regular cleaning and maintenance due to underlying conditions. When these incidences occur, specialist advice should be sought.
- Facilities may exclude occupants from the space and restricting access by way of barricades and warning signage.
- The area will be safe for reoccupation once remediation has occurred, and specialist advice has been sought.

NOTE: In most instances, protracted investigation can result in continued mould exposure when exposure can be significantly reduced with prompt and proactive decisions.

- Visible mould on office equipment, personnel items, books, trinkets/souvenirs and electronic equipment.
- Mould resulting from incorrectly stored food items and within fridges and microwaves.

Recommended Advice

- Keep surfaces free of dust by regularly cleaning. Clean food and drink spillage quickly and thoroughly.
- Minimise personal items and furniture in office spaces, especially cardboard and paper. Replace pot plants with artificial varieties.
- Wipe down visibly mouldy surfaces using cleaning spray and disposable wipes.
- Avoid long absences to the office and plan accordingly to not have the room completely closed off if required.
- Remove and dispose of personal contents which are mould impacted that are not possible, or economical, to clean.



- Visible mould growth can be seen to areas such as walls, floors, windows or ceilings.
- Visible mould growth can be seen to air conditioning vents.

Recommended Advice

- Lodge a ServiceNow request to have the surfaces cleaned.
- Provide photos and descriptions of the mould in the ServiceNow request.
- Assist Facilities by keeping dust levels to a minimum and cleaning small and minor amounts.
- Log a hazard report in Gsafe.



- Water ingress from contaminated source (i.e. overland flow or flood, sewage backflow, water ingress passing through contaminated void or riser).
- Long term water ingress resulting in significant mould growth.
- External evidence (i.e. consultant report) suggesting a significant contamination.
- Reoccurring dampness or unpleasant odour that is resistant to remediation and with no apparent source.
- Occupiers of the space report significant health impacts (e.g. missed workdays or medical professional assessment).
- Mould is impacting a specialist space (i.e. library, archives, regulated laboratory facility) or specialist equipment with non-ordinary hazards.

Recommended Advice

- Log an incident report in Gsafe.
- Log a ServiceNow request for Facilities to investigate.
- Exclude personnel and restrict access to the area until remediation can occur.
- Contact the Occupational Hygienist.

