



# Infrastructure WHS Management Plan Ingham Campus

Part Two – Campus Specific  
December 2024



## **INTRODUCTION**

### **Context**

Refer to DTET Infrastructure Work Health Safety Management Plan for TAFE Queensland Campuses: Part One - General (TAFE Queensland WHS Plan Part One), available from TAFE Queensland facilities representative, for background and context to this DTET Infrastructure Work Health Safety Management Plan for TAFE Queensland Campuses: Part Two - Campus Specific (TAFE Queensland WHS Plan Part Two).

### **Purpose**

This TAFE Queensland WHS Plan Part Two for Ingham Campus has been developed to supplement the TAFE Queensland WHS Plan Part One, by providing additional information regarding hazards known to DTET, that may be present at Ingham Campus; facilitating a consistent approach to the provision of WHS information to stakeholders on the Campus. This plan also summarises Campus contact details, layout, access points, general WHS information, and evacuation signage details.

**IMPORTANT:** Read this TAFE Queensland WHS Management Plan Part Two in conjunction with the TAFE Queensland WHS Management Plan Part One available from TAFE Queensland facilities representative that contains information in relation to WHS requirements and general hazards that may be present at all Campuses.

A copy of this Plan will be available at the Ingham Campus TAFE Queensland facilities representative.

### **Terms and Definitions**

Terms and definitions used in this TAFE Queensland WHS Plan Part Two are defined in TAFE Queensland WHS Plan Part One and apply to both WHS Plans.

## CAMPUS AND EMERGENCY CONTACT DETAILS

### TAFE Queensland facilities office details

Location on Campus	A Block
Telephone	(07) 4042 2815
Office Hours	8:30 <sup>am</sup> – 4:30 <sup>pm</sup>

<b>Normal teaching hours</b>	Monday – Thursday:	8:30 <sup>am</sup> – 4:30 <sup>pm</sup>
	Friday:	8:30 <sup>am</sup> – 4:00 <sup>pm</sup>
	Saturday:	Closed
	Sunday/Public Holidays:	Closed

### Key contact details

Facilities Representative	Tyrone Small	0431 884 544	0431 884 544
Security Contact	State-wide Monitoring	(07) 3848 1888	
Security Contact	Protective Services	(07) 3224 6666	
DHPW Contact	MRC	(07) 4412 2385	

### Emergency Phone Numbers

		<b>000</b>
Police Station:	Ingham Police Station	(07) 4776 9777
Hospital:	Ingham Health Services	(07) 4720 3000
Medical Centre:	Ingham Family Medical Practice 22 Heard St, Ingham, QLD, 4850	(07) 4776 2101
Fire Brigade:	Ingham Fire & Rescue	(07) 4776 7300
State Emergency Services (SES):		132 500
Water:	Hinchinbrook Shire Council	(07) 4776 4600
Gas:	N/A	N/A
Electricity:	Ergon Energy	13 16 70
Dial Before You Dig	Web: <a href="http://www.1100.com.au/">www.1100.com.au/</a>	Tel: 1100

## **CAMPUS WHS INDUCTION**

### **DHPW and TAFE Queensland Contractors Workers**

Prior to commencing work on Ingham Campus, all DHPW and TAFE Queensland Contractors must go to the TAFE Queensland facilities representative office for information regarding Campus WHS induction arrangements.

**Note:** Workers accessing Operational Areas of the Campus accompanied by a TAFE Queensland authorised person familiar with the known hazards in the areas visited, are not required to undergo a WHS induction, as they are treated as Visitors. Such Workers would generally not complete trade type work; however, in emergencies it may be appropriate for these persons to undertake emergency work, once they have been made aware of known hazards.

### **Third Party Lessees (TPL) Workers'**

Third Party Lessees Workers are not required to complete a Campus WHS induction when working within a Site. TPLs are responsible for providing the appropriate WHS induction for their Site. Prior to working outside their Sites, TPLs must ensure their Workers obtain permission from TAFE Queensland and have any required access passes, work permits, safe work method statements and comply with any induction and security requirements.

### **Visitors**

Visitors must contact TAFE Queensland prior to accessing Operational Areas of the Campus and be escorted by a TAFE Queensland authorised person.

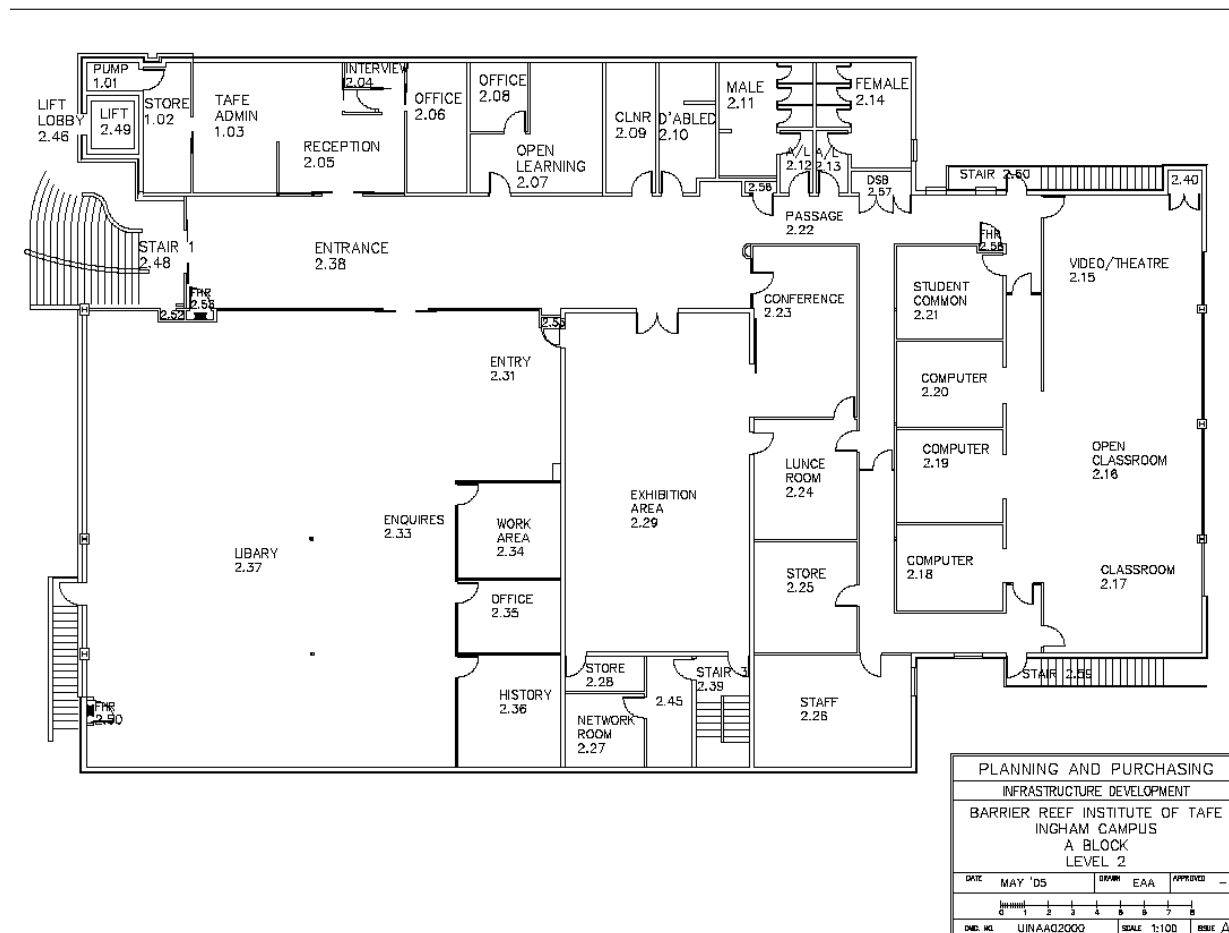
## DTET Infrastructure Work Health Safety Management Plan for TAFE Queensland Campuses: Part Two – Specific to Ingham Campus

### CAMPUS INFORMATION

For the health and wellbeing of our employees, students and visitors, all TAFE Queensland campuses are smoke-free.

Our Ingham campus features a range of purpose-built facilities. The campus offers a wide range of study areas including childcare, retail services, and skills for work and vocational pathways.

### Campus Layout / Access Points



The above Campus plan is an overview only. Contact the Campus TAFE Queensland facilities representative for further detailed plans as required.

### After hours works

To arrange access for afterhours works, contact Site Services Coordinator Ph No (07) 4750 5356.

**A notification period of 48 hours is required.**

Working on the Campus after hours may require the provision of a TAFE Queensland appointed security guard to control and monitor any security systems (alarms, etc.) and provide access to restricted areas. Contact the Campus TAFE Queensland facilities representative to discuss any costs and other matters associated with afterhours work.

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### Extended teaching hours

The following areas of the Campus may have extended teaching, requiring further restrictions on noisy or dusty working hours:

Area	Teaching Hours
N/A	

### Loading docks/deliveries

Consult with the TAFE Queensland facilities representative to verify appropriate delivery locations, operating hours and restrictions, and conditions of using loading docks.

Identify and use only the loading docks that are authorised for use. Loading docks are only to be used for the intended purpose. No goods, materials, or equipment can be stored or left in the loading dock or the corridors servicing the dock areas without express consent of TAFE Queensland facilities representative.

PCBU's should ensure their Workers are aware of the risks associated with loading dock areas and are instructed in the PCBU's work practices (including observing all signage and instructions) regarding such practices.

NOTE: No forklift on site.

Below are the locations of the Campus docks together with logistical information:

Dock	Maximum Height	Maximum Weight	Operating Hours
N/A			

Parking of any vehicle in loading docks is prohibited unless prior authorisation is obtained from TAFE Queensland unless being loaded / unloaded.

### Lifts

Only designated goods lifts are to be used to transport materials and/or deliveries through the Campus. Passenger lifts are not to be used at any time to transport materials and/or deliveries through the Campus without prior authorisation from TAFE Queensland facilities representative. All lifts are to be used within their designated Safe Working Load (SWL).

#### Lift types and locations:

Location	Levels Serviced	Lift Type	Size	Capacity
A Block	Level G, 1	Passenger	1400mmWx1760mmD x2240mmH. Door width 870mm	1020kg or 15 people

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### **Parking**

Only park trade vehicles in areas authorised by TAFE Queensland facilities representative. Under no circumstances are trade vehicles to be parked in disabled parking zones or other restricted parking areas.

Parking for trade vehicles is available in the following locations;

- Ground level carpark.

### **Accessing of Operational Areas and other restricted areas**

Prior to accessing any Operational Area or other restricted areas contact TAFE Queensland Facilities Representative 0428 512 129 to arrange authorisation and access. Obey all signage regarding access and PPE required in regard to the specific areas.

## **CAMPUS SPECIFIC HAZARDS**

Campus specific hazards, known to DTET include:

### **Brittle Roofing**

The following areas have brittle roofing. Prior to accessing any brittle roof area, a risk assessment and safe work method statement must be undertaken/completed, and control measures implemented.

A safe system of work must be devised for all works in and around the brittle roof area/s, including obtaining and completing any safe work permit that may be applicable, observing any additional matters of note on the permit, and complying with the safeguards on the reverse of the permit.

<b>Location</b>	<b>Description</b>	<b>Notes</b>
Front Awning	Alsynite Sheeting	Slightly damaged

### **Non-Trafficable Roofing**

The following areas have been identified as non-trafficable (roofing materials that are not designed to be walked on or subjected to any kind of foot traffic). People should not walk or stand on these roofing materials, as they may not be able to withstand the weight and pressure and could become damaged or collapse.

<b>Location</b>	<b>Description</b>	<b>Notes</b>
Front Awning	Alsynite Sheeting	Replaced

### **Electricity**

Due to the age of some areas of the Campus, Residual Current Detection (RCD) protection may not be fitted to all Campus mains power.

PCBU's must ensure that RCD protection is provided to their Workers if utilising Campus mains power. Contact the TAFE Queensland facilities representative if further detail is required.

### **Confined Spaces**

N/A

### **Roof top antenna Electro Magnetic Energy (EME)**

N/A

### **Mechanized Waste Equipment**

N/A

### **Cooking oil waste points**

N/A



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### **Window Cleaning Gantries**

N/A.

### **Construction site areas**

The Campus is not currently undergoing any redevelopment works, if/ when construction works do take place, do not enter Construction Work areas unless authorised by the Principal Contractor. Workers must report to the building site supervisor prior to entering such areas.

### **Hazardous substances**

The WHS Law, covers workplace hazardous substances and dangerous goods under a single framework for hazardous chemicals. Refer to Campus Hazardous Substances register for a complete list of known hazardous chemicals and their locations.

Contact TAFE Queensland facilities representative to obtain a copy of the Campus Hazardous Substances register.

### **Large Trees**

N/A

### **Combustible Cladding**

N/A

### **Bush Fire Zone**

N/A

### **Snakes/Seasonal Wildlife**

N/A

### **Other Campus specific hazards.**

#### **First Aid Treatment**

There are currently no First Aiders on site and recommend contractors carry their own first aid kit and be trained in its use. In case of emergency contact 000.

## SITE EVACUATION PROCEDURE

# EVACUATION MAP

Ingham Campus - 74 Townsville Road, Ingham Queensland 4850

### IN THE EVENT OF FIRE

- R**emove persons from immediate danger area.
- A**lert nearby staff and members of the public and call 000 (operate Manual Call Point if applicable).
- C**onfine fire and smoke. Close windows and doors (if safe). Keep low, under the smoke.
- E**xtinguish and control the fire (if safe to do so).

### EVACUATION PROCEDURES

- Follow all instructions given by Wardens or Fire Officers.
- Leave immediately by the nearest safe exit.
- Move quickly, do not run.
- If possible, close doors behind you.
- Report to your designated Assembly Area.
- Advise a Warden immediately if you are aware of people trapped in the building.
- Do not leave the Assembly Area until the Chief Warden gives the 'All-Clear'.
- If any injuries are sustained, notify a Warden.

Issue Date: 07/2024

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### DOCUMENT CONTROL

This TAFE Queensland WHS Plan Part Two will be reviewed quarterly by the DTET Manager Infrastructure WHS in consultation with relevant TAFE Queensland staff, and in addition to scheduled quarterly updates, updated whenever there are material changes to the Campus workplace that Workers need to be made aware of. Forward any suggestions for inclusion or revision to the Campus TAFE Queensland facilities representative.

Revisions to this plan are summarised in the table below. A copy of all previous revisions must be marked as superseded and archived.

Date	Revision	Section	Page	Revision Details
April 2021	A	All	All	Initial draft document
Mar 2022	B	Asbestos All	8 All	Revisions required by DESBT and TAFE Queensland following initial Pilot rollout.
July 2022	C	All	All	Revisions following Pilot rollout and transfer to new DESBT template.
Aug 2022	D	All	All	Revisions required by DEPW WHS
July 2023	E	All	All	Various and update to DYJESBT template
Sept 2023	F	All	All	Review and update by TAFEQ, DYJESBT and Chapalex Advisory
Jan 2024	G	Campus Specific Hazards All	10 All	Update Waste Equipment to Mechanised Update lift section to include reference to passenger lifts as required. Change DYJESBT to DESBT
March 2024	H	Title Key Contact Details & DEPW and TAFE Queensland Contractors Workers Site Evacuation Procedure	1 3,4 11	Date added DEPW updated to DHLGPPW Update evacuation diagram
June 2024	I	Lift types Brittle Roofing, Non-Trafficable Roofing Mechanized Waste Equipment Other Campus Specific Hazards	6 8 9	Passenger lift details updated Front awning added Updated to N/A First Aid Treatment added
September 2024	J	Site Evacuation Procedure	10	Evacuation map updated
December 2024	K	All	All	DESBT updated to DTET, DHLGPPW updated to DHPW