



# Infrastructure WHS Management Plan Bohle 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 Bohle 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 Bohle 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 Bohle 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 - 763 Ingham Road, Bohle, QLD, 4818	
Telephone	(07) 47505333	
Office Hours	8:30am-4:30pm	
<b>Normal teaching hours</b>	Monday-Friday	7:00 <sup>am</sup> – 5:00 <sup>pm</sup>
	Saturday:	Closed
	Sunday/Public Holidays:	Closed

### Key contact details

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

### Emergency Phone Numbers

		<b>000</b>
Police Station:	Deeragun Police Station	(07) 4751 7777
Hospital:	Townsville Uni Hospital	(07) 4433 1111
Medical Centre:	Northshore General Practice	(07) 4758 7000
	1/50 N Shore Boulevard, Burdell, QLD, 4818	
Fire Brigade:	Woodlands Fire & Rescue	(07) 4775 9200
State Emergency Services (SES):	QLD State Emergency Service	132 500
Water:	Townsville City Council	13 48 10
Gas:	Origin Energy	1800 808 526
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 Bohle 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 facilities representative prior to accessing Operational Areas of the Campus and be escorted by a TAFE Queensland authorised person.

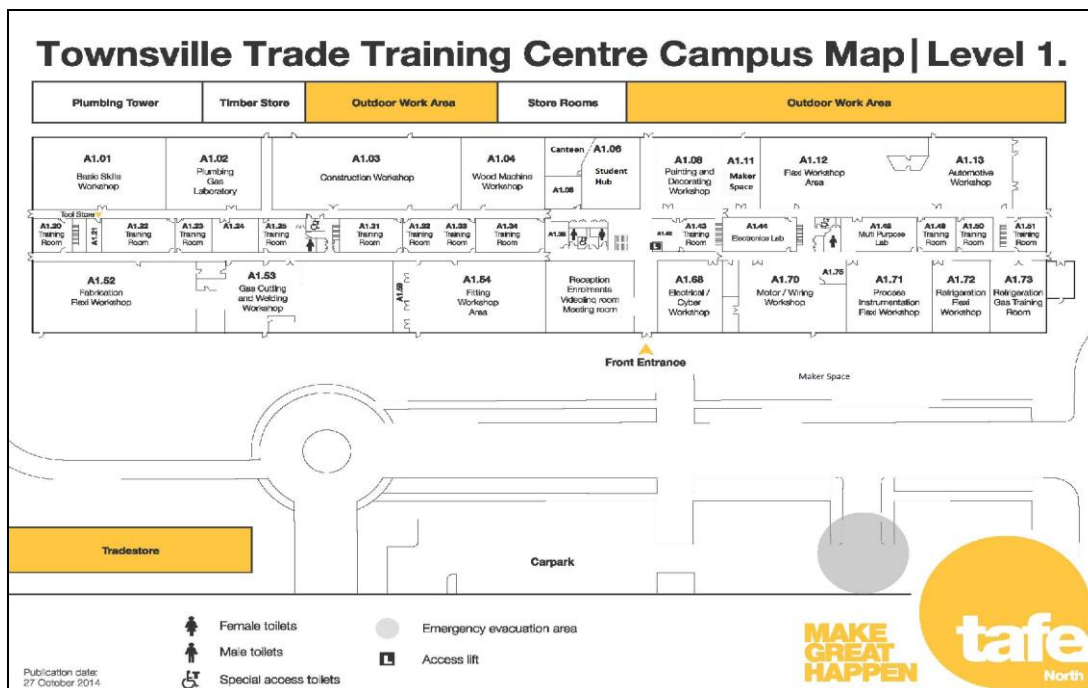
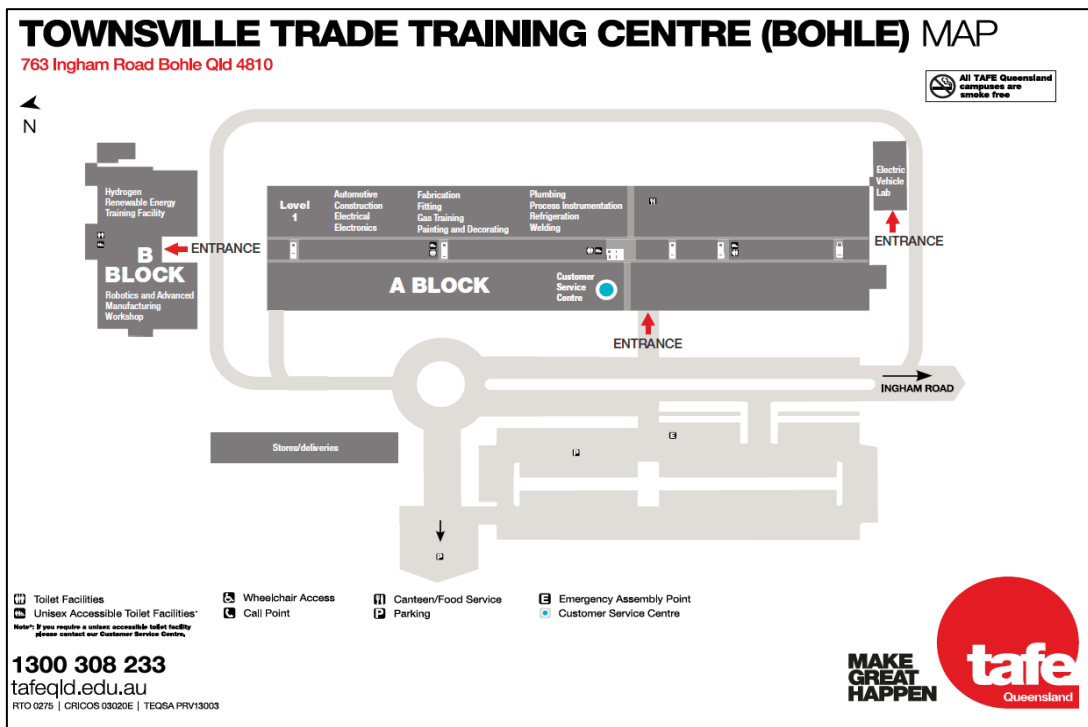
# DTET Infrastructure Work Health Safety Management Plan for TAFE Queensland Campuses: Part Two – Specific to Bohle Campus

## CAMPUS INFORMATION

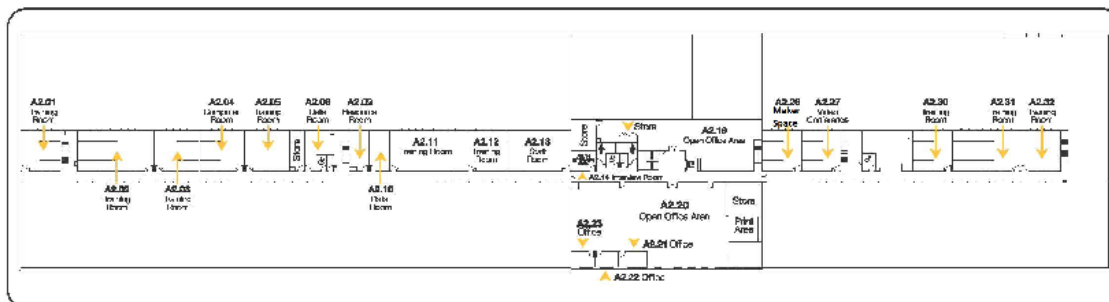
*For the health and wellbeing of our employees, students and visitors, all TAFE Queensland campuses are smoke free.*

Our Bohle campus features a range of purpose-built facilities including a construction workshop, metal fabrication facilities, and specialised automotive, diesel fitting, and fitting and machining workshops. The campus offers a wide range of study areas including automotive, building and construction, nanotechnology, engineering, and skills for work and vocational pathways.

## Campus Layout / Access Points

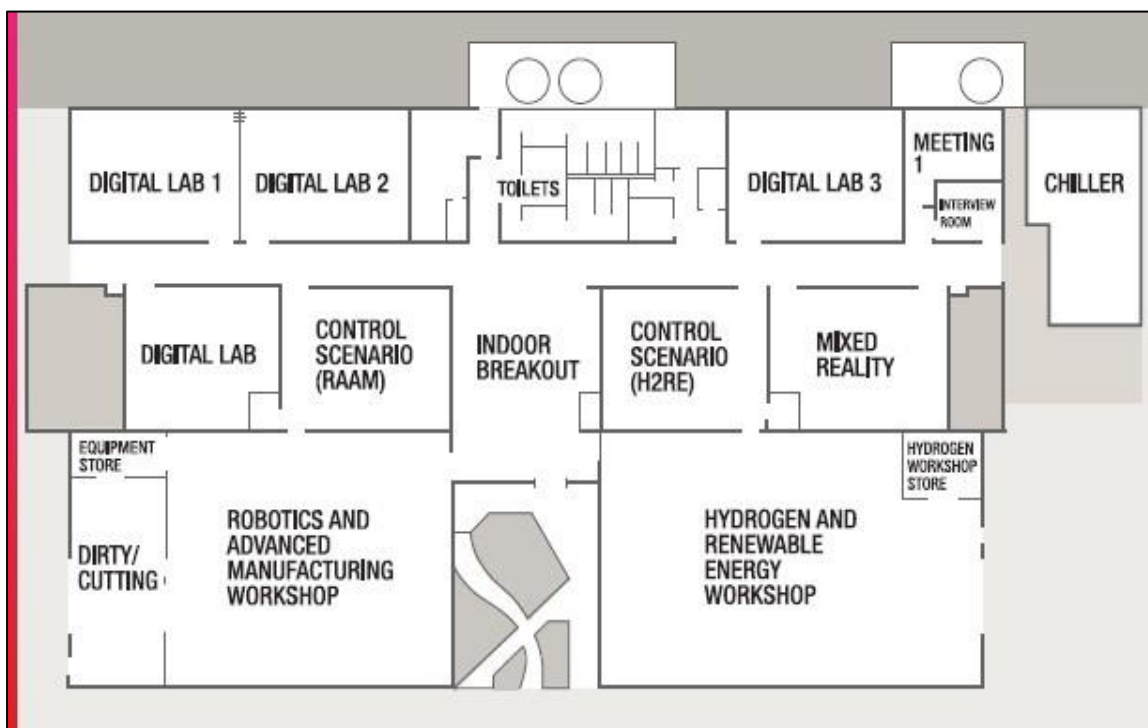


## Townsville Trade Training Centre Campus Map | Level 2.



- Female toilets
- Male toilets
- Special access toilets
- Access lift

Publication Date: July 2014



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

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### After hours works

To arrange access for afterhours works contact Site Services Coordinator on 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.

### 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
Bohle Campus	Operates until 9pm Noisy work by arrangement with Facilities staff

### 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.

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

Dock	Max Height	Max Weight	Operating Hours
N/A	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).

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### Lift types and locations:

Location	Levels Serviced	Lift Type	Size	Capacity
A block	Level G, 1	Passenger	W 1.58m x L 1.4m. x H 2.1m .9x2.1m door opening	1000kg

### 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 adjacent to Main Entrance.

### Accessing of Operational Areas and other restricted areas

Prior to accessing any Operational Area or other restricted areas contact TAFE Queensland Facilities Site Services Coordinator Ph No 0437 835 299 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.

Location	Description	Notes
Main Store	Polymer roof sheeting	

### 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.

Location	Description	Notes
Main Store	Polymer roof sheeting	

### 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.

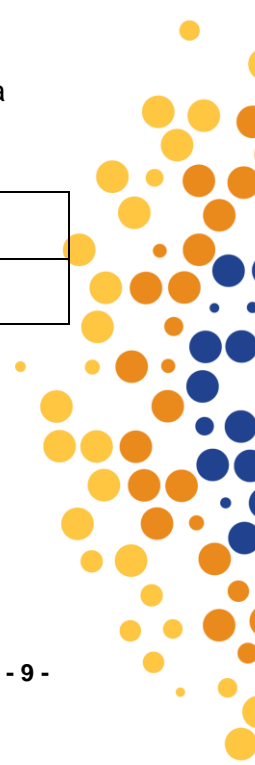
### Confined Spaces

The following areas are classed and signed as confined spaces. Prior to entry of any confined space, persons are required to have a safe system of work in place, including a confined space permit and all conditions attached to that safe system of work must be complied with.

Location	Description of area
TBC	Please see TAFE Facilities team

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

N/A



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

### **Mechanized Waste Equipment**

N/A

### **Cooking oil waste points**

N/A

### **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

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

### Combustible Cladding

The following areas of campus have Combustible Cladding in place.

Location	Description	Notes
A Block	Polycarbonate wall sheeting southern and western elevations across L1.  Awning soffits western elevation L1.  Signage installed southern and western elevation L1.	A management-in-use plan for the building is in place until all combustible cladding is removed.
<b>For any hot works in and around the combustible cladding, DTET and the Queensland Fire Department require the completion of a Hot Work Permit – Combustible Cladding Management In Use – PRIOR TO THE WORKS BEING UNDERTAKEN.</b> See Example in Appendix1.		

The permit is to be obtained from [trainingassets@desbt.qld.gov.au](mailto:trainingassets@desbt.qld.gov.au). **A minimum of 72hrs notice is required.**

- DTET will issue the combustible cladding specific Hot Works Permit, accompanied by:
  - the Fire Engineering Report 06997136 dated November 2022,
  - and the associated Management-In-Use Actions Register.
- All contractors carrying out hot works in and around combustible cladding need to review and consider all these documents prior to commencing works, to ensure they are aware of the locations of combustible cladding, the potential for fire risks in and around these locations, and ensure they understand the associated Management-In-Use actions.
- All contractors carrying out maintenance, servicing or building work must develop their own safe systems of work based on the information provided, and prepare a Safe Work Method Statement that addresses the risks associated with all work steps in regard to the combustible cladding, and all proposed mitigation measures to manage the risk.

### Bush Fire Zone

N/A

### Snakes/Seasonal Wildlife

Due to the bushland environment of this Campus, snakes are a potential hazard.

### Other Campus specific hazards

N/A



## SITE EVACUATION PROCEDURE

# EVACUATION MAP

Bohle Campus - 763 Ingham Road, Bohle QLD 4818

### IN THE EVENT OF FIRE

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

Issue Date: 07/2024

### 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.

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

### 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	1 3,4	Date added DEPW updated to DHLGPPW
June 2024	I	Loading docks Lift types Mechanized Waste	7 9	Updated to N/A Passenger Lift details added Updated to N/A
September 2024	J	Combustible Cladding Site Evacuation Procedure Appendix 1	11 12 14	Updated to include Hot Works Combustible Cladding Permit Evacuation map updated Hot Works Permit Combustible Cladding Management in Use added
December 2024	K	All	All	DESBT updated to DTET, DHLGPPW updated to DHPW

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

## Appendix 1

Department of  
Employment, Small Business and Training

### Hot Work Permit

#### Combustible Cladding Management-in-Use DESBT Infrastructure

Use this hot work permit for any temporary operation which involves open flames, heat, or sparks, including but not limited to welding, brazing, oxyacetylene cutting, soldering, heat torches and electro-fusion of polymer pipes in or around in situ combustible cladding.

Campus (tick applicable)	Acacia Ridge	Bohle	Mooloolaba	Mt Gravatt				
<b>Part 1 – Scope of Permit</b>								
Specific Location of the Works (circle applicable)	A Block	B Block	C Block	G Block	P Block	Link Bridge		
Brief Description of the Works								
Contractor Carrying Out the Works								
Contractor Supervisor Responsible for the Works								
Duration of Permit Date / Time	Start	/	/	:	Finish	/	/	:
<b>Part 2 – Permit Authorisation</b>								
Additional matters of note	Refer to Appendix 1 for QFD specific requirements							
<b>Permit Authorised by</b>								
Name				Organisation				
Position								
Signature				Date	/ /			
<b>Part 3 – Acknowledgement and Agreement</b>								
I acknowledge and agree to:								
<ol style="list-style-type: none"> <li>observe all additional matters of note in Part 2 above, including Appendix 1 - QFD specific requirements; and</li> <li>consider the safeguards on the reverse of this permit; and</li> <li>complete an appropriate fire watch and/or monitoring for a period to ensure no chance of ignition; and</li> <li>take all other precautions to carry out and complete the works in a manner that is safe and without risk.</li> </ol>								
I understand that the issuing of this permit, and with the WHS Special Precautions or safeguards attached to it, does not negate the responsibilities under the relevant WHS legislation, of the Contractor named in Part 1.								
I have read and understood the safeguards outlined on the reverse of this permit, Appendix 1 - QFD specific requirements, and agree to present this completed and authorised permit to TAFE Queensland facilities representative if requested.								
Print Name: Contractor's Representative				Date	/ /			
Position:								
Signature: Contractor's Representative				Date	/ /			

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### Safeguards for Hot Works

- Planning and Consultation**  
Prior to the works commencing the Contractor named in Part 1 of this permit ("Contractor") must ensure:
  - In consultation with Workers and any person who may be affected by or in connection with the works, consideration is given to the safeguards for the hot works;
  - The Contractor undertakes a full assessment of the risk associated with the hot works;
  - For high risk construction work, the Contractor develops a Safe Work Method Statement (SWMS), taking into account the assessment of the risks and appropriate methods of controlling such risks;
  - The Contractor positively identifies all services (electricity, teleo, gas, water, stressing cables, etc.) and devises a means to isolate or render harmless such services or structural elements;
  - The hot works will not affect the structural adequacy of the building or structure (compromising structural elements, etc.); and
  - The QBuild supervisor has been notified of the hot work and a hot work permit issued to the Contractor prior to carrying out the works.
- Work Systems**  
The Contractor named in Part 1 of this permit must establish control measure to eliminate risks arising from or in connection with the hot works. This should include, as a minimum, ensuring:
  - Persons completing hot works are:
    - competent in fire hazards and fire controls, has firefighting equipment close at hand (appropriate to the types of works undertaken), and monitors the area to ensure there is no outbreak of fire;
    - aware of the location of manual alarm call points, building firefighting equipment and emergency exits;
  - All services and positively located and protected (electricity, gas, water etc.) from hot work;
  - QBuild and TAFE Queensland is informed prior to disconnection or isolation of any alarms that require taking out of service;
  - Appropriate barricading and warning signs are positioned to prevent unauthorised persons from entering the hot work area;
  - All electrical power is protected by a residual current device (RCD);
  - All hot work equipment is appropriate to the task, well maintained and in a safe, serviceable condition
  - All oxyacetylene sets have flashback protectors at both the bottle and torch end of the equipment;
  - The work area is adequately ventilated;
  - Appropriate fire extinguishers are provided (in addition to that of the campus) in close proximity to the hot work area;
  - Appropriate and functional screens are provided to protect from sparks and welding flash;
  - Personal protective equipment (PPE) appropriate to address all risks from hot works is provided and it is maintained and worn by all Workers at all required times; and
  - On completion, the work area is made safe and free from risk (e.g. removing all waste, etc. from the workplace).

**Note:** Any special precautions noted in Part 2 of this permit are considered when establishing the control measures for the hot works.
- Fire Watch**  
The Contractor named in Part 1 of this permit must ensure an appropriate fire watch / monitoring process is in place for the works for a period to ensure no chance of ignition.
- Requirements within 8 meters of work**  
The Contractor named in Part 1 of this permit must establish control measure to eliminate risks arising from or in connection with the hot works. This should include, as a minimum, within 8 meters of the work, ensuring:
  - Flammable substances are removed from the area and any explosive atmosphere within the area is eliminated;
  - Floors are swept clean and combustible floors are whittled down, covered with damp sand or fire-resistant sheets;
  - Other combustibles are removed where possible, otherwise protected with fire resistant tarpaulins or metal sheets; and
  - All wall and floor openings are covered with fire resistant material.
- Work on Walls or Ceilings**  
The Contractor named in Part 1 of this permit must establish control measure to eliminate risks arising from or in connection with the hot works. This should include, as a minimum, for work on walls or ceilings, ensuring:
  - Construction (including covering or insulation) is non-combustible, or where this is not possible, take measures to prevent such material from burning, including any materials on the other side of walls or ceilings.
- Work on Enclosed Equipment**  
The Contractor named in Part 1 of this permit must establish control measure to eliminate risks arising from or in connection with the hot works. This should include, as a minimum, for work on enclosed equipment, ensuring:
  - Enclosed equipment is thoroughly cleared of all combustibles;
  - All containments are purged of flammable liquids/vapours and do not pose an explosive risk; and
  - The work area is adequately ventilated, and any confined / enclosed space hazards are addressed to ensure there is no risk.
- Training Instruction and Supervision**  
The Contractor named in Part 1 of this permit, must ensure:
  - That all workers involved in the hot works are conversant with their SWMS (if required), have received sufficient training, instruction and are appropriately supervised to enable them to perform the works in a manner that is safe and without risk; and
  - Workers who are undertaking "supervised on-the-job-training" using any plant and/or equipment are directly supervised by a competent/certified operator.
- Public Safety**  
When undertaking works in a public place, the Contractor named in Part 1 of this permit, must ensure:
  - Compliance with local government requirements (e.g. road or foot path closures);
  - The positioning and maintaining of barricades, screens and/or warning signs at a distance from the work to prevent injury to workers, pedestrians, others and collision by traffic; and
  - Safe wheelchair/disabled or physically impaired persons' access, past the works, barricades, screens are available at all times.

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## APPENDIX 1

QFD require the following points to be considered, addressed and complied with by the contractor(s) when undertaking the works.

Contractors must check off the following, to confirm that they have completed the items below:

- Contractors have been issued with and understood the requirements of the Campus specific:
  - Fire Engineering report (FER); and
  - Fire Engineering Management In Use Outcomes Action Register; and
- Contractors have been shown by TAFEQ the locations of combustible cladding onsite; and
- Contractors have been advised by TAFEQ on the potential for fire risk in these locations; and
- Any TAFEQ directives for safe actions required by contractors have been noted; and
- Any TAFEQ directives for minimum fire safety requirements during works have been noted (e.g. extinguisher present at hand, observer during works etc.); and
- TAFEQ reporting protocols for onsite arrival have been noted; and
- On completion of the nominated works, TAFEQ have conducted an inspection of the works location.

Contractor signature at works completion \_\_\_\_\_ TAFEQ signature at inspection completion \_\_\_\_\_

Contractor must return a copy of this completed Appendix 1 to DESBT at [trainingsassets@desbt.qld.gov.au](mailto:trainingsassets@desbt.qld.gov.au) and provide a copy to TAFEQ if requested.

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