



Infrastructure WHS Management Plan Kingaroy 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 Kingaroy 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 Kingaroy 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 Kingaroy 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	B Block B1-01
Telephone	(07) 4160 4403
Office Hours	8:30 – 4:30pm M, T,T, F 9:00 – 4:30pm Wednesday

Normal teaching hours	Monday – Friday:	6:30 ^{am} – 5:30 ^{pm}
	Night Classes:	6:00 ^{am} – 9:00 ^{pm}
	(Welding/ Childcare)	Random during term
	Saturday:	Closed
	Sunday/Public Holidays:	Closed

Key contact details

Facilities Representative	Janelle Little	0427 378 639
Facilities Representative	Trevor Heslop	0418 881 645
Security Contact	Kingaroy Security	0419 717 172
DHPW Contact	MRC	1300 138 822

Emergency Phone Numbers **000**

Police Station:	Kingaroy	(07) 4160 4900
Hospital:	Kingaroy	(07) 4162 9200
Medical Centre:	S & B Medical Centre 19 Avoca St, Kingaroy, QLD, 4610	(07) 4162 2122
Fire Brigade:	Kingaroy	(07) 4336 2110
State Emergency Services (SES):	Kingaroy	132 500
Water:	South Burnett Council	(07) 4189 9100
Gas:	Kingaroy Plumbing (LP Gas)	(07) 4162 2411
Electricity:	Ergon	131 046
Dial Before You Dig	Web: www.1100.com.au/	Tel: 1100

CAMPUS WHS INDUCTION

DHPW and TAFE Queensland Contractors Workers

Prior to commencing work on Kingaroy 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.

CAMPUS INFORMATION

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.

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

After hours works

To arrange access for afterhours works, contact Facilities Representative Janelle Little on 0427 378 639.

A notification period of 72 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
Night classes	6.00pm – 9.00pm

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	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
Lift – A Block	Level 1 & 2	Passenger lift	W 1.3m x L 1.3m x H 2m - 0.8m door opening	680kg

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

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;

- Contact TAFE Facilities representative for details.

Accessing of Operational Areas and other restricted areas

Prior to accessing any Operational Area or other restricted areas contact Facilities Representative Janelle Little on 0427 378 639 or Trevor Heslop on 0418 881 645 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
C Block Toilets	Skylight Domes	
D Block Toilets	Skylight Domes	

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
C Block Toilets	Skylight Domes	
D Block Toilets	Skylight Domes	

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
See below:	



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

Asset / Physical Area	Description	Date of last assessment	GPS Reference	Potential hazards	Comments	Photograph
SM-18	Sewer inspection pit outside D1-11	15/5/2018	Lat: -26.571484 Long: 151.825822	Enclosed or partially enclosed: Yes Oxygen outside of safe range: No Fire/ explosion: No Impairment/ asphyxiation/ loss of consciousness: Yes Engulfment: No	Description of space: Inspection pit of unknown depth opening 600mm x 450mm metal lid. Method of securing space: Not Secure Signage in place: No	
SM-21	Sewer inspection pit in front corner of oval	15/5/2018	Lat: -26.570510 Long: 151.824279	Enclosed or partially enclosed: Yes Oxygen outside of safe range: No Fire/ explosion: No Impairment/ asphyxiation/ loss of consciousness: Yes Engulfment: No	Description of space: Inspection pit of unknown depth opening 600mm x 450mm metal lid., Method of securing space: Not Secure Signage in place: No	
ST-10	Grease trap and inspection pit	15/5/2018	Lat: -26.571415 Long: 151.825251	Enclosed or partially enclosed: Yes Oxygen outside of safe range: No Fire/ explosion: No Impairment/ asphyxiation/ loss of consciousness: Yes Engulfment: No	Description of space: Large pit of unknown depth 1.2m wide, 3m long, 3 x 600mm x 450mm concrete lids on trap, Inspection pit of unknown depth opening 600mm x 450mm metal lid. Method of securing space: Not Secure Signage in place: Yes	
PL-01	Sawdust extraction hopper - D122	15/5/2018	Lat: -26.571459 Long: 151.826155	Enclosed or partially enclosed: Yes Oxygen outside of safe range: No Fire/ explosion: Yes Impairment/ asphyxiation/ loss of consciousness: Yes Engulfment: No	Description of space: hopper and ducting, containing saw dust. Method of securing space: Secure - requires tool to access Signage in place: No	
PL-02	Disused metal silo	15/5/2018	Lat: -26.570943 Long: 151.826653	Enclosed or partially enclosed: Yes Oxygen outside of safe range: No Fire/ explosion: Yes Impairment/ asphyxiation/ loss of consciousness: Yes Engulfment: No	Description of space: 4 x 3 m metal silo Method of securing space: Secure - requires tool to access Signage in place: Yes	
SD-04	Septic pump out pit	15/5/2018	Lat: -26.570365 Long: 151.826180	Enclosed or partially enclosed: Yes Oxygen outside of safe range: No Fire/ explosion: Yes Impairment/ asphyxiation/ loss of consciousness: Yes Engulfment: No	Description of space: Large pit of unknown depth 2x2m wide, internal ladder & pump. Method of securing space: Not Secure Signage in place: Yes	

Roof top antenna Electro Magnetic Energy (EME)

N/A

Mechanized Waste Equipment

N/A

Cooking oil waste points

N/A

Window Cleaning Gantries

N/A

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

Construction site areas

New lift installation works are currently taking place in A Block Admin area. 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.

- Gas Storage on Site: See Campus for location.
- Flammables Stored on site: See Campus map for locations.

Large Trees

The campus contains a number of large trees, which may present the risk of falling over or losing a limb. Consult TAFE Queensland facilities representative for details.

There are a number of sturdy trees that are known to have white ants / termites. The trees are in no immediate danger of falling or losing limbs.

Combustible Cladding

N/A

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

Kingaroy Campus - Bunya Highway & Geritz Road, Kingaroy, QLD 4610

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 LOCATRIX

DTET Infrastructure Work Health Safety Management Plan for TAFE Queensland Campuses: Part Two – Specific to Kingaroy 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	Mechanized Waste Equipment Construction Site Areas	9 10	Updated to N/A Car Park resurfacing removed
September 2024	J	Site Evacuation Procedure	12	Evacuation map updated
December 2024	K	All Construction Site Area	All 10	DESBT updated to DTET, DHLGPPW updated to DHPW Lift upgrade installation added