

**Infrastructure WHS Management Plan
Bracken Ridge 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 Bracken Ridge 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 Bracken Ridge 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 Bracken Ridge 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	Northeast Corner of B Block E1.75
Telephone	(07) 3258 5259
Office Hours	Monday to Friday 06:00am to 03:00pm (Subject to change)

Normal teaching hours	Monday – Friday:	8:00 ^{am} – 4:30 ^{pm} 6:00 ^{pm} – 9.30 ^{pm} (when scheduled)
	Saturday:	7:00 ^{am} – 5:00 ^{pm} (prior arrangement only)
	Sunday/Public Holidays:	7:00 ^{am} – 5:00 ^{pm} (prior arrangement only)

Key contact details

Facilities Representative	Site Assistant	0478 279 752
Security Contact	Security Officer	0428 101 136
DHPW Contact	MRC	1800 631 328 or 3008 2100

Emergency Phone Numbers

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Police Station:	Sandgate	(07) 3631 7000
Hospital:	Prince Charles	(07) 3139 4000
Medical Centre:	Telegraph Road Clinic	(07) 3261 7000
	Shop 26, Bracken Ridge Shopping Centre 250 Telegraph Rd, Bracken Ridge, QLD, 4017	
Fire Brigade:	Bracken Ridge QFES	(07) 3631 5208
State Emergency Services (SES):	Brisbane	132 500
Water: (provider name)	Urban Utilities	132 364
Gas: (provider name)	Origin	133 574
	Leaking Gas	132 771
Electricity: (provider name)	CS Energy	(07) 3854 7777
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 Bracken Ridge 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 Bracken Ridge Campus

CAMPUS INFORMATION

Bracken Ridge TAFE Campus is a 14.7 Ha site located on the western side of Norris Road, bordered on the north by Pritchard Place. The street address is 157 Norris Road, Bracken Ridge, QLD 4017

The campus comprises a mixture of Trade Training, Business/Justice, Education, Hospitality, IT, AMEP/SEE and external RTOs, located within the 7 buildings on the site and providing education to many students.

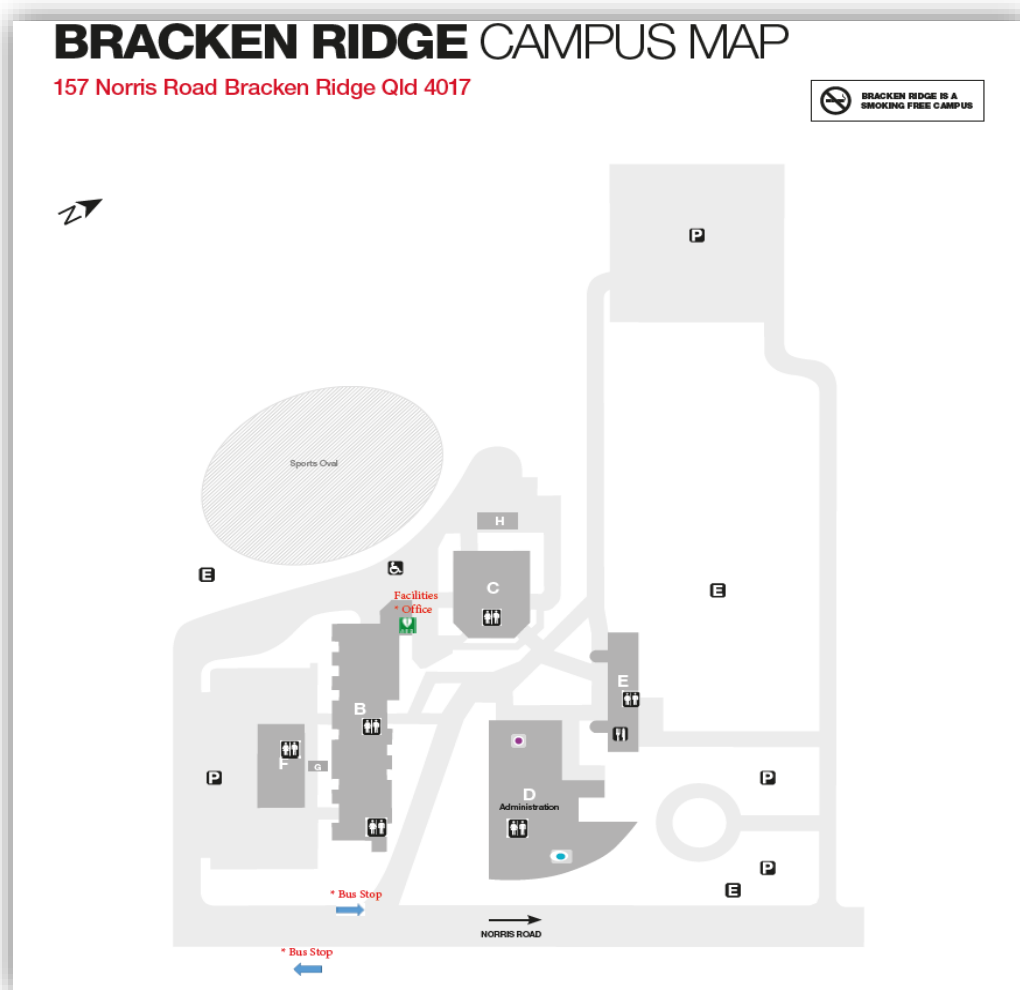
The campus has no A Block (B, C, D, E, F, G, H, Blocks only).

Gate 1 Access to Infrastructure and Facilities Office and buildings F, B, G, H. Main Contractor Parking
Gate 3 Access to Customer Service Centre, Library and buildings D, E, C. Main drop off/pick up point.
Gate 4 Restricted Access for Canteen and building E. Contractor Parking
Gate 5 Access to buildings C, H. Student Parking

There is a tunnel within the campus footprint that carries telecommunications, potable water, and fire hydrant water for the site.

The Campus was originally built in the late 1970's – started in 1978 and ready for students in 1980. It was originally built as a Community Campus and is not fenced.

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 Bracken Ridge Campus

After hours works

To arrange access for afterhours works contact Site Coordinator Ph: 0478 279 752 and Facilities.BrackenRidge@tafeqld.edu.au. A notification period of 48 business 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
B and C Block	Operates 4:30 ^{pm} – 8:00 ^{pm}

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.

- B Block Main Store deliveries for all TAFE regions and external third parties.
- D Block deliveries – mailroom.
- E Block deliveries – Hospitality and Canteen Services.

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

Dock	Max Height	Max Weight	Operating Hours
B Block Main Store Enter via Gate 1	N/A	N/A	6.00 ^{am} – 3.00 ^{pm} Subject to Change
E Block – back of canteen Enter Via Gate 4	N/A	N/A	8.00 ^{am} – 1.00 ^{pm}

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

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

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 Served	Lift Type	Size	Capacity
C Block (Eletech) Lift Room – C5 (plant room C5.04)	1 st – 4 th Level	Passenger	W 2.1m x L 1.5m x H 2.2m	1600kg – 21 persons
D Block (Simplex) Lift Room – External – D Block Courtyard D1.49	1 st – 2 nd Level	Passenger	W 1.23 m x L 1.475m x H 2.267m	612kg – 8 persons
E Block Lift #1 E1.44 (Schindler) Lift Motor Room – Ground floor beside lift E1.43	1 st – 2 nd Level	Passenger	W 1.45m x L 1.3m x H 2.2m	680kg 9 persons
E Block Lift #2 E1.57 (Schindler) Lift Room – Ground floor beside lift E1.56	1 st – 2 nd Level	Passenger	W 1.23 m x L 1.475m x H 2.267m	680kg 9 persons

Plant Rooms

Block	Room Location	Function
B Block	B1.57 Mezzanine	AC unit and limited roof access
C Block	C5.01 (main A.C), C5.03 (Optus) C2.40 (offshoot for main), C3.08 (Auditorium)	AC Chillers (Carrier + Powerpax) – Air Handling Units Optus Equipment Electric Hot Water Units
D Block	D1.25 and D1.45	AC Chillers + Air Handling Units
E Block	E1.35 and E1.61	AC Trane Chiller + Air Handling Units
E Block	Above Roof	Refrigeration Compressors and Gas Hotwater system

IT Server Room

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

There is an IT server located on C1 that contains switches and associated IT equipment. This room has 3 Argon gas bottles in case of fire. There is an external generator to back up this server room when there is a power outage, located on the southeast corner of C Block.

Roof Access (see facilities office for aerial diagrams)

Building	Location	Access to	Notes
B Block	Mezzanine above B1.57	5 th flat section along (East to West)	Internal ladder system.
B. Block	North and South Elevation via ladder brackets)	Lower Level	Own ladder required to access lower to higher section. Consider Safe Work Permit for access via trainingassets@desbt.qld.gov.au
C Block	C 5 (Stairwell 2)	Whole roof	Three step ladder access from plant room to roof via horizontal hatch door. Read EME doc.
D Block	D1.45 Plant room	West Roof and Main Roof	Internal ladder to roof. And then mini access ladder w Entry Kit onto main roof with static line and anchor points.
D Block	East Awning ground level	East Awning and Lower roof	1 x Ladder Dock w Guard rail, 5 anchor points then 1 x mini access ladder w entry kit
E Block	E2.41 (Cleaners Room)	Whole roof	Internal ladder system and vertical hatch.
Walkway (E to D)	North – East	Whole walkway	1 Ladder Bracket w wire strop, 3 x 3sity Anchors, 1 static line
F, G, H Blocks	N/A	N/A	No roof access.

Roof Fall safe systems are located on C, D (Eastern End), E BLK's, E to D (walkway). B.BLK (ladder brackets). See site facilities for aerial maps.

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 contractor car park Western side of B Block. Other areas only with Facilities permission.

Accessing of Operational Areas and other restricted areas

Prior to accessing any Operational Area or other restricted areas contact Site Coordinator 0478 279 752 and Facilities.BrackenRidge@tafeqld.edu.au 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
N/A		

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
D.BLK Western End above toilets in Library.	Alsynite Circular Dome Skylight	
F.BLK Roof	Alsynite Skylight Strip/s	No fall arrest or ladder systems in place. Contractor/s to consider this if needing to access.

Asbestos Sheet Roofing – Check BEMIR document in Facilities Office

The following areas have asbestos sheet roofing. A safe system of work must be devised for all works in and around the asbestos sheeting area/s, including obtaining any safe work permit that may be applicable and complying with conditions attached to the permit.

Location	Description	Notes
D Block - Roof	Asbestos sheeted skylight Soffit sheeting – Corrugated to Atriums)	Refer to BEMIR-QBuild for most up to date copy.
E Block Soffit	Asbestos sheeting (Underside to Sunhood)	Refer to BEMIR-QBuild for most up to date copy.

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





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.

Area & Map Reference	Comments	Photo
<p>1- B Block tank</p> 	<p>Enclosed tank with top hatch access, not designed primarily for occupancy. Restricted access presents obstacles for potential rescue of persons working inside tank.</p> <p>May require entry at some future point during the life cycle of the vessel (i.e. cleaning, maintenance and inspection, decommissioning).</p> <p>Potential for engulfment if tank accessed without correct drainage or isolation of input water.</p> <p>Potential for harmful atmospheres dependent on possible presence of organic material (e.g. algae and organic sludges)</p>	
<p>2- C block Hatch</p> 	<p>Small enclosure not designed primarily for occupancy. Restricted access presents obstacles for potential rescue of persons working inside.</p> <p>May require entry at some future point during the life cycle of the vessel (i.e. cleaning, maintenance and inspection, decommissioning).</p>	

Suspected confined spaces located E Block (unearthed- ladder inside), F Block Hopper, Oil Water Separator Holding Tank in Marine Building.

Roof top antenna Electro Magnetic Energy (EME)

The following telecommunication installations are present in or around the Campus.

CARRIER	INSTALLATION
Optus – Vodaphone – Kordia	Mobile Base Station C 5 – 6 x 5G antennas on C Block roof.

Prior to accessing the lift motor room - roof zone C, de-energising of Optus & Vodafone mobile phone towers on the lift motor room roof is required.

Access to roof is available via C Block SE stairwell (2) and entering the C5 Chiller Plant Room 2, then out through a small hatch to the left. Main Optus battery room is located in Plant Room 3 (C5.03) on C5 access C Block SE stairwell.

Contact TAFE Queensland facilities representative at least one week prior to planned access and to obtain a copy of the EME report. To arrange any mandatory de-energising, please contact the relevant Carrier direct (see contact details in the EME report).

Refer to the Campus EME report for further information on telecommunication installations.

If you have any further queries in relation to the EME report, please contact trainingassets@desbt.qld.gov.au.

Mechanized Waste Equipment

N/A

Cooking oil waste points

Cooking oil waste points are located in E Block Canteen rear door. Use caution in this area due to potential of waste oil and fat on the floor and avoid spills. Clean-up any spills that occur and do not leave discarded oil containers in the area.

- Grease traps are located on the northern side of E Block.
- Oil Water Separator - An oil water separator is located on the SW corner of B Block. There is a decanting tank (980L) and a holding tank (20000L).

Window Cleaning Gantries

N/A

The campus is not currently undergoing redevelopment.

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

The campus contains a number of large trees, which may present the risk of falling over or losing a limb. Some close to buildings and service tunnels. Consult TAFE Queensland facilities representative for details.



Combustible Cladding

The following areas of campus have Combustible Cladding in place.

Location	Description	Notes
N/A		

Bush Fire Zone

N/A

Snakes/Seasonal Wildlife

Snakes and possums are a potential low risk hazard for this site.

Other Campus specific hazards

Roof leaks

B Block, D Block & E Block.

Contact TAFE Queensland facilities representative for additional details.

Stormwater/Roadway Grates

Stormwater and roadway grates throughout the site. Please contact the Campus TAFE Queensland facilities representative for further information.

Lighting

Poor Lighting on Community Campus Pathway between bus stop and C.BLK Ramp.

Contractors and their workers should consider the above information when devising their own safe systems of work.

Service Tunnel

Service Tunnel is a cramped environment with trip hazards and head strike hazards.

Entry/exit door has no internal handle and emergency lighting is not backed up by battery.

Contractors should ensure their workers are aware of these hazards and consider when devising their own safe systems of work. Please see TAFE Facilities team for further assistance if access is required.

Trip Hazard C Block

Carpet has raised in C Block Level 4 Room C4.030 due to moving expansion joint presenting a trip hazard. Yellow fluorescent tape is marking the trip hazard. Care needs to be taken in this room until hazard has been rectified.

B Block Automotive Exhaust Extraction

Strong fumes may be present in B Block automotive workshop. Consult TAFE Queensland facilities team for details.



SITE EVACUATION PROCEDURE

EVACUATION MAP

Bracken Ridge Campus - 157 Norris Road, Bracken Ridge QLD 4017



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IN THE EVENT OF FIRE	EVACUATION PROCEDURES
 R emove persons from immediate danger area.	- Follow all instructions given by Wardens or Fire Officers.
 A lert nearby staff and members of the public and call 000 (operate Manual Call Point if applicable).	- Leave immediately by the nearest safe exit.
 C onfine fire and smoke. Close windows and doors (if safe). Keep low, under the smoke.	- Move quickly, do not run.
 E xtinguish and control the fire (if safe to do so).	- 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 Bracken Ridge 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	Emergency Contact Details Brittle Roofing Confined Spaces Other Campus Specific Hazards	3 9 10 12	Details updated Updated to N/A Suspected confined spaces added Oil Water Separator, Service Tunnel and C Block Trip Hazard added
September 2024	J	Roof Top EME Site Evacuation Procedure	11 13	Details updated Evacuation map updated
December 2024	K	All Key Contact Details, After Hours Work, Accessing Restricted Areas Lifts Other Campus specific hazards	All 3,6,8 7 12	DESBT updated to DTET, DHLGPPW updated to DHPW Facilities Representative details updated C Block lift details updated B Block automotive workshop fumes added