



# Infrastructure WHS Management Plan Cairns 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 Cairns 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 Cairns 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 Cairns 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 H Block, Cairns Campus, H1.01

Telephone (07) 4042 2558

Office Hours Monday–Friday  
0700 – 1630hr

**Normal teaching hours**

Monday – Thursday:	07:00 – 16:30
Friday	07:00 – 16:00
Saturday:	Closed
Sunday/Public Holidays:	Closed

### **Key contact details**

Facilities Representative Duty Officer 0418 156 402

Security Contact Infront Security 0439 723 199

DHPW Contact MRC (07) 4232 5681

### **Emergency Phone Numbers **000****

Police Station: Cairns Police Station (07) 4030 7000

Hospital: Cairns Base Hospital (07) 4226 0000

Medical Centre: Cairns 24HR Medical Centre (07) 4052 1119

Cnr Florence & Grafton St

Fire Brigade: Cairns Fire & Rescue (07) 4232 5440

State Emergency Services (SES): SES Cairns 132 500

Water: Cairns City Council 1300 692 247

Gas: Origin Energy 13 24 61

Electricity: Ergon Energy 13 16 70

Dial Before You Dig Web: [www.1100.com.au/](http://www.1100.com.au/) Tel: 1100



## **CAMPUS WHS INDUCTION**

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

Prior to commencing work on Cairns Campus, all DHPW and TAFE Queensland Contractors must go to the TAFE Queensland facilities representative office (H Block, H1.01) 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'**

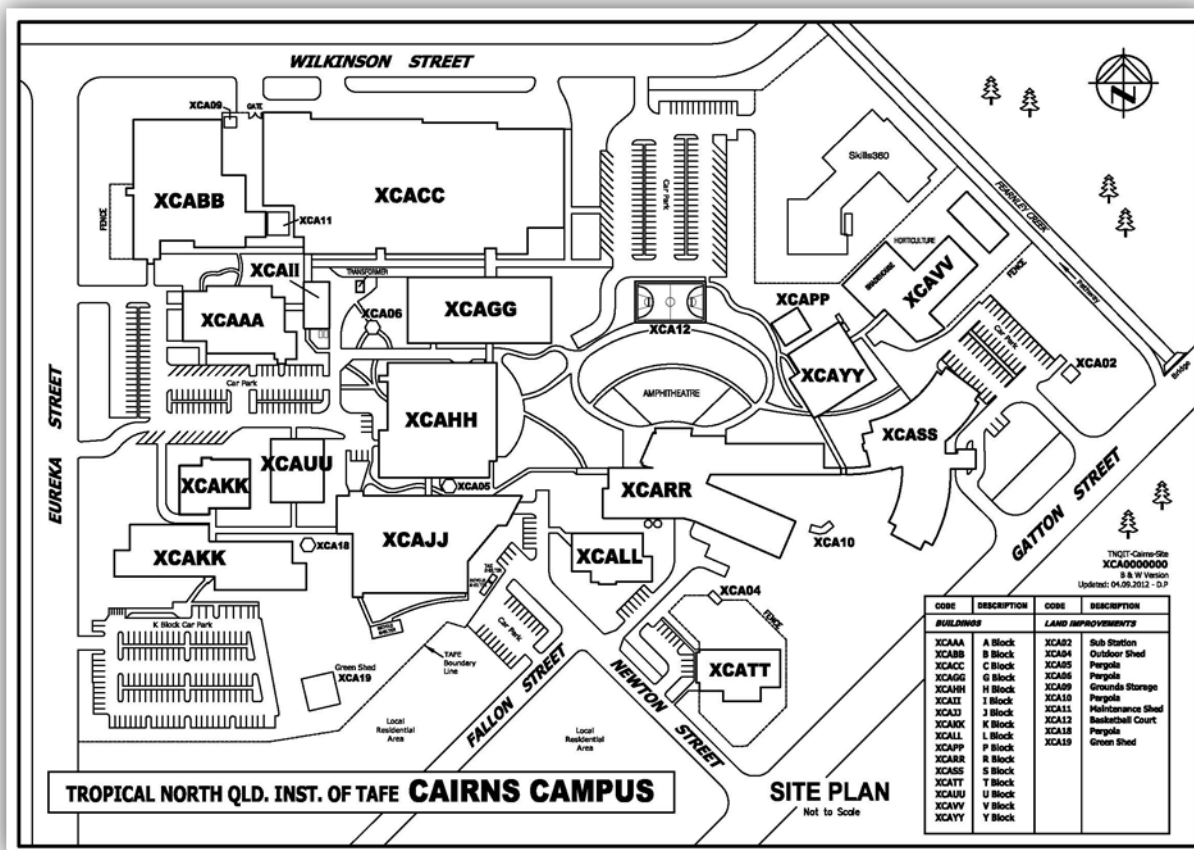
Third Party Lessees Workers are not required to complete a Campus WHS induction when working within a Site. TPLs are responsible for providing the appropriate WHS induction for their Site. Prior to working outside their Sites, TPLs must ensure their Workers obtain permission from TAFE Queensland and 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.

### After hours works

To arrange access for afterhours works, contact the Site Services Coordinator on 0419 037 417.

**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
C Block	Operates until 9:00 <sup>pm</sup> Wednesday evenings. 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	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.



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### 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
Service Lift (S Block)	Level 1, 2 & 3	Goods	W 1.5m x L 1.98m. x H 2.3m 1.145m door opening	1350kg
S Block	Level 1,2 & 3	Passenger	W 1.5m x L 1.98m. x H 2.3m 1.145m door opening	1350kg
K Block	Level 1 & 2	Passenger	W .42 x L .66m. x H 2.3m 1.0 m door opening	1420kg
H Block	Level 1 & 2	Passenger	W 1.5m x L 2.20m. x H 2.3m 1.7m door opening	1350kg
U Block	Level 1, 2 & 3	Passenger	W 1.20 x L 1.40 H 2.3 Door opening 0.8	612kg

### 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 designated carparks across the campus.

### Accessing of Operational Areas and other restricted areas

Prior to accessing any Operational Area or other restricted areas contact the Facilities Representative 0418 156 402 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
XCABBB (B Block) western end	Badly rusted metal sheeting	Deemed unsafe to walk on by contractors
V Block	Polymer Roof Sheeting	Poor condition

### 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
XCABBB (B Block) western end	Badly rusted metal sheeting	Deemed unsafe to walk on by contractors
V Block	Polymer Roof Sheeting	Poor condition

### 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.









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### BLOCK B

<b>Confined Spaces</b>	Stormwater drains contained within roofline of the building.
<b>Restricted areas/spaces</b>	Service pits contained within roofline of the building.
<b>Comments</b>	Refer to Campus Grounds section below for further details.

### BLOCK C

<b>Confined Spaces</b>	Air handling units for local exhaust extraction units (welding, etc) Rooms 2.04 & 2.10	
<b>Restricted areas/spaces</b>	Plant Rooms, Ceiling spaces and voids	
<b>Comments</b>	Room 2.04 - Restricted Area - Harmful concentrations of airborne contaminants may be present in this area due to dust and fumes from workshop activities. There is dust throughout the room from local extraction vent leakage.	
	Room 2.04 - Confined Spaces - Local Exhaust Ventilation Units	
	Room 2.10 - Restricted Area - Harmful concentrations of airborne contaminants may be present in this area due to dust and fumes from workshop welding, brazing and grinding throughout room from extraction vent leakage.	
	Room 2.10 - Confined Spaces - Local Exhaust Ventilation Units	

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### BLOCK I

<b>Confined Spaces</b>	Transformer Room Basement, electrical access pits external to the building
<b>Restricted areas/spaces</b>	Plant Room, Ceiling spaces and voids
<b>Comments</b>	<p>Harmful concentrations of airborne contaminants may be present in this area due to</p> <ul style="list-style-type: none"> <li>- electrical failure and burning of materials (e.g. insulation)</li> <li>- gases from decomposing organic material.</li> </ul>



### BLOCK V

<b>Confined Spaces</b>	Underground tanks (x3)
<b>Restricted areas/spaces</b>	Ceiling spaces and voids, External pits
<b>Comments</b>	<p>Difficulty locating access lids due to overgrown vegetation.</p> <p>Noticed portable 'confined space' signage on site.</p>



### CAMPUS GROUNDS

<b>Confined Spaces</b>	Stormwater pits, electrical supply pits
<b>Restricted areas/spaces</b>	All underground pits.
<b>Comments</b>	<p>Sealed pits throughout made determination difficult. Pits will be assumed to be confined spaces where the atmospheric contaminant risk could not be established.</p> <p>Pits need to be reviewed upon each entry and confirmed whether they are a confined space when opened and can be assessed.</p>

## Roof top antenna Electro Magnetic Energy (EME)

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

<b>CARRIER</b>	<b>INSTALLATION</b>
N/A	

## Mechanized Waste Equipment

N/A

## Cooking oil waste points

Cooking oil waste points are located at the H Block and S Block docks. 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.

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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

The campus contains a number of large trees, which may present the risk of falling over or losing a limb.

The campus also contains a number of palm trees where the fruit poses dropped object hazards at certain times of the year.

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

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

### Other Campus specific hazards

N/A



## SITE EVACUATION PROCEDURE

# EVACUATION MAP

Cairns Campus - Eureka Street, Manunda QLD 4870

**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



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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	1 3,4	Date added DEPW updated to DHLGPPW
June 2024	I	Lift types Brittle Roofing, Non-Trafficable Roofing, Mechanized Waste Equipment, Bushfire Zone	7 8 10,11	Passenger Lift details updated V Block added Updated to N/A
September 2024	J	Construction Site Areas Site Evacuation Procedure	11 12	A Block construction removed Evacuation map updated
December 2024	K	All	All	DESBT updated to DTET, DHLGPPW updated to DHPW