



Infrastructure WHS Management Plan Bowen 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 Bowen 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 Bowen 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 Bowen 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, 98-158 Queens Road, Bowen, QLD 4805 |
| Telephone | (07) 4720 4433 |
| Office Hours | 8:30am-4:30pm |

Normal teaching hours

| | |
|-------------------------|---|
| Monday – Friday: | 8:30 ^{am} – 4:30 ^{pm} |
| 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 | |
| DHPW Contact | MRC | (07) 4862 7557 | |

Emergency Phone Numbers

| | | |
|---------------------------------|---|----------------|
| | | 000 |
| Police Station: | Bowen Police Station | (07) 4720 4555 |
| Hospital: | Bowen Hospital | (07) 4786 8222 |
| Medical Centre: | Bowen Medical Centre | (07) 4786 1711 |
| | 54 Powell Street, Bowen, QLD, 4805 | |
| Fire Brigade: | Bowen Fire & Rescue Station | (07) 4786 1811 |
| State Emergency Services (SES): | | 132 500 |
| Water: | Whitsundays Regional Council | 1300 972 753 |
| Gas: | Origin Energy | 1800 808 526 |
| Electricity: | Ergon Energy | 13 16 70 |
| 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 Bowen 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

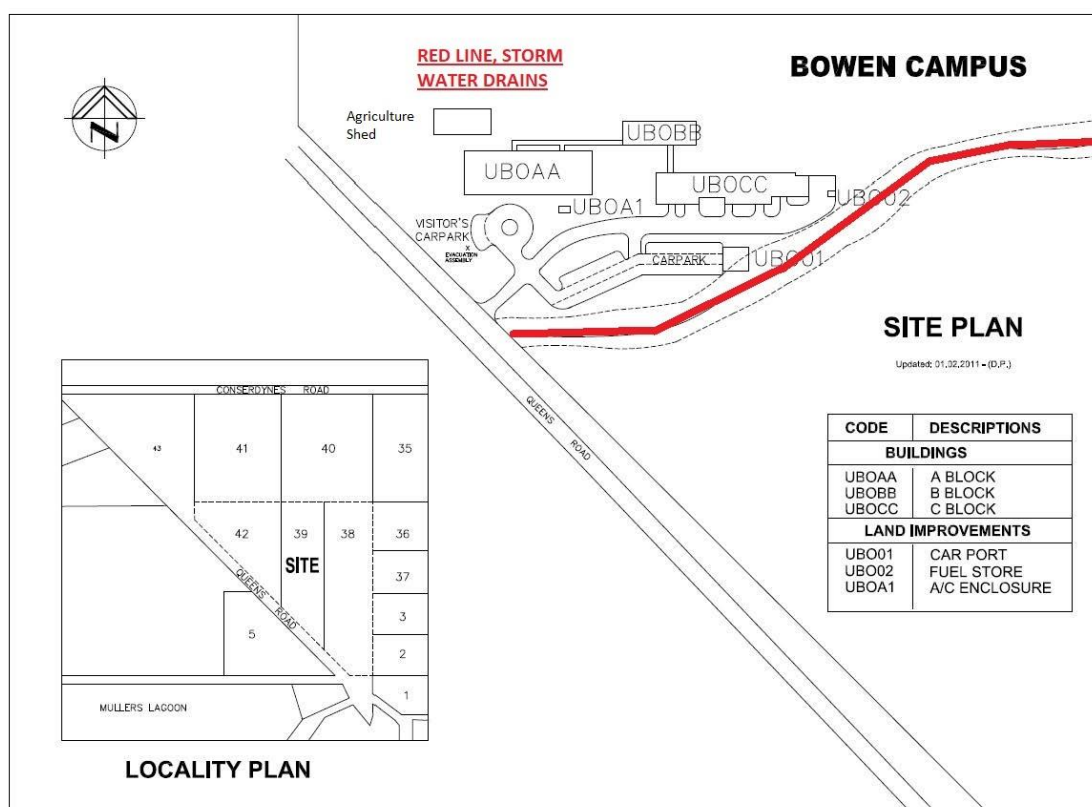
Visitors must contact TAFE Queensland prior to accessing Operational Areas of the Campus and be escorted by a TAFE Queensland authorised person.

CAMPUS INFORMATION

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

Our Bowen 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 aged care, automotive, childcare, engineering, health, 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 on 07 505 356.

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 |
|------|----------------|
| 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.

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

Please note: No forklift on site

| Dock | Max Height | Max 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 | W 1.27mXL1.37mXH 2.2m .9X2.1m door opening | 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 only in the designated carparks.

Accessing of Operational Areas and other restricted areas

Prior to accessing any Operational Area or other restricted areas contact 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 |
|----------|-------------|-------|
| 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 |
|----------|-------------|-------|
| N/A | | |

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.

Photovoltaic panels are located on A Block roof.

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 |
|-----------------|-----------------------------------|
| A Block ceiling | Access via level 2 cleaners' room |

| Area & Map Reference | Comments | Photo |
|---|---|---|
| Auto Shed Water Tank (Water Tank #2)  | <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> |  |

| Area & Map Reference | Comments | Photo |
|---|---|--|
| Main Campus Water Tank (Water Tank #1)  | <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> |  |



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

| Area & Map Reference | Comments | Photo |
|--|---|---|
| <p>Grey Water (Irrigation) 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>Auto Shed – Oil Trap/Separator</p>  | <p>Enclosed, and when vessel top open likely still partially enclosed, subterranean vessel.</p> <p>May require entry at some future point during the life cycle of the vessel (i.e. cleaning, maintenance and inspection, decommissioning), and is not designed primarily for occupancy.</p> <p>Designed primarily for the containment of hydrocarbon contaminated waters, and may also contain organic matter in standing waters (hydrogen sulphide exposure risk) – potential harmful atmospheric contaminations.</p> |  |

Roof top antenna Electro Magnetic Energy (EME)

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

| CARRIER | INSTALLATION |
|---------|--------------|
| N/A | |

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

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.

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

Gro Pod E Block

The Gro-Pod in E block introduces CO₂ in an enclosed space. CO₂ monitors are installed. Contractors should familiarise themselves with the area and ensure their workers consider the associated risks when developing their safe systems of work.

Consult TAFE Queensland facilities representative for details.



SITE EVACUATION PROCEDURE

EVACUATION MAP

Bowen Campus - 98-158 Queens Road, Bowen QLD 4805



Assembly Area

Imagery © 2024 Aerometrex

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).

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

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 | Lifts Mechanized Waste Equipment | 6 10 | Passenger Lift details updated Updated to N/A |
| September 2024 | J | Site Evacuation Procedure | 12 | Evacuation map updated |
| December 2024 | K | All | All | DESBT updated to DTET, DHLGPPW updated to DHPW |