



# Infrastructure WHS Management Plan Bundamba 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 Bundamba 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 Bundamba 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 Bundamba 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	Corner Mary St and Byrne St, Bundamba, QLD, 4304
Telephone	0429 619 803
Office Hours	6:00am - 6pm

<b>Normal teaching hours</b>	Monday – Friday:	7:00 <sup>am</sup> –9.00 <sup>pm</sup>
	Saturday:	Closed
	Sunday/Public Holidays:	Closed

### Key contact details

Facilities Representative	Asset and Facilities Manager	(07) 3817 3271
Security Contact	Emergency Response	(07) 4694 1919
DHPW Contact	MRC	1800 631 328

### Emergency Phone Numbers

		<b>000</b>
Police Station:	Ipswich Police Station	(07) 3437 2777
Hospital:	Ipswich Hospital	(07) 3810 1111
Medical Centre:	Bundamba Family Practice	(07) 3816 1199
	35 Brisbane Road, Bundamba, QLD, 4304	
Fire Brigade:	Bundamba Fire & Rescue Station	(07) 3280 1117
State Emergency Services (SES):		13 25 00
Water:	Urban Utilities	13 23 64
Gas:	Elgas	131 161
Electricity:	Energex	13 62 62
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 Bundamba 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**

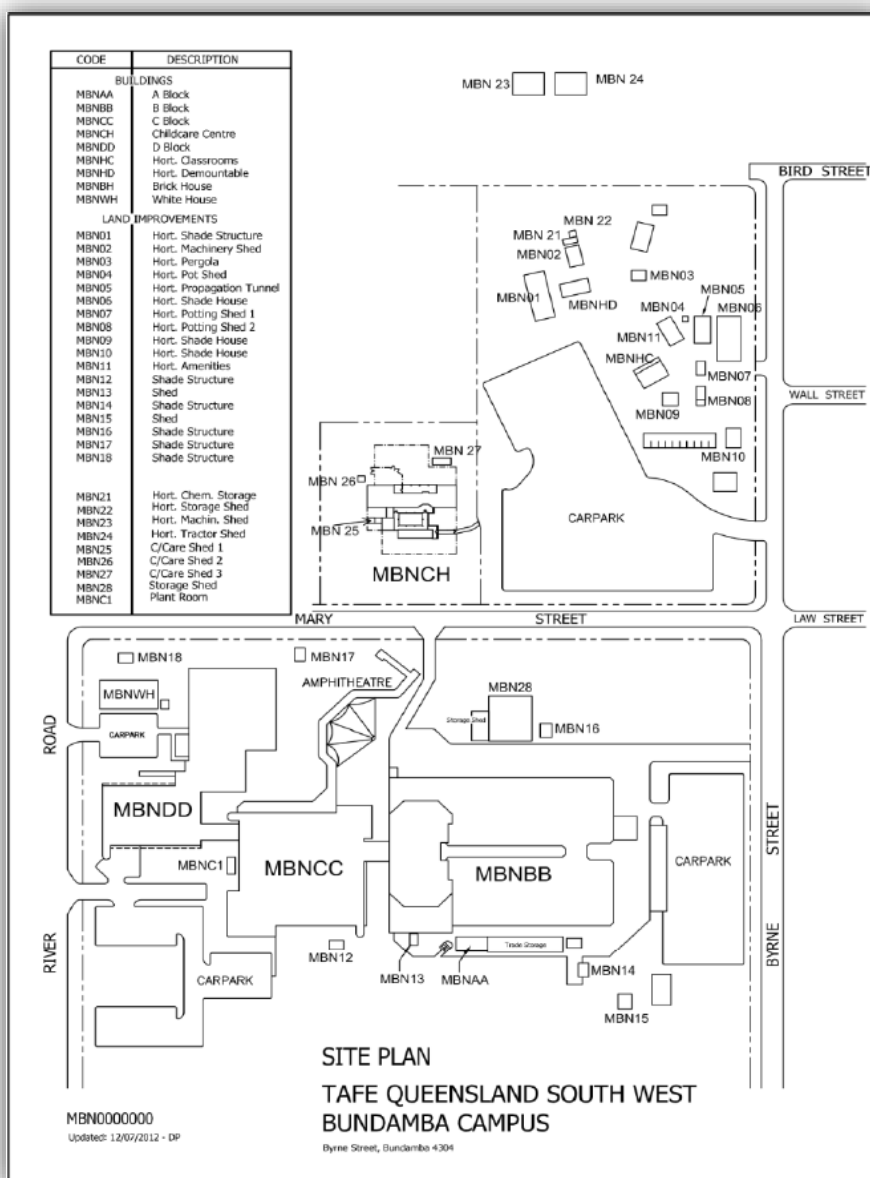
Visitors must contact TAFE Queensland prior to accessing Operational Areas of the Campus and be escorted by a TAFE Queensland authorised person.

## CAMPUS INFORMATION

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

Our Ipswich campus offers a comprehensive range of study areas including aged care, agriculture, and horticulture, automotive, beauty and hairdressing, building and construction, business, electrotechnology, engineering, general education, health care, hospitality, and information technology. The campus offers a range of specialist facilities available for our automotive, construction, engineering, hairdressing, horticulture, hospitality, and nursing students

### 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.

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### After hours works

To arrange access for afterhours works contact Asset and Facilities Coordinator Phone No 0437 205 850.

A notification period of 24 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
Hairdressing/ beauty	Operates until 9:00 <sup>pm</sup> Noisy work only between 9:00 <sup>pm</sup> & 7:00 <sup>am</sup> in adjacent area
Welding Workshop	Thursday night until 8:30 <sup>pm</sup>

### 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			0730 – 1500hrs

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
B Block	level 2, 3, 4 & 5	Passenger lift	1360w x 2033d	1150kg
C Block	Level 1, 2 & 3	Passenger lift		1140Kg
D Block	Level 1, 2 & 3	Passenger lift	1400w x 2000d (car)	1275kg

### 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.

- Designated parking outside Main store, entry via Byrne Street
- Designated parking outside Carpentry & Automotive
- Designated parking on ramp, entry via River Road

### Accessing of Operational Areas and other restricted areas

Prior to accessing any Operational Area or other restricted areas contact John Wilkins Site Services Coordinator PH. 0429 619 803 to arrange authorisation and access. Obey all signage regarding access and PPE required regarding 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
B Block	Polymer Skylights over Hairdressing Level 4	Hairdressing Salon on Mary
C Block	Return Air Extraction Hoods	
C Block	Fibreglass Sheeting over rear of Canteen area	Perished
D Block	Return to Air Extraction Hoods	

### **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
B Block	Return Air Extraction Hoods Skylights in Plant rooms	
B Block	Polymer Skylights over Hairdressing Level 4	Hairdressing Salon on Mary
C Block	Return Air Extraction Hoods	
C Block	Fibreglass Sheeting over rear of Canteen area	Perished
D Block	Return to Air Extraction Hoods	

### **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.








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### 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. Note photo 1 small door is B Block, not C Block as stated below.

Area & Map Reference	Comments	Photo
<p>1 - Small Door C block</p> 	<p>Area enclosed, possible engulfment</p>	
<p>2 – Small Door C block</p> 	<p>Area enclosed, possible engulfment</p>	
<p>3 – Hatch in floor C block</p>	<p>Shallow subterranean drains of limited size and depth (average worker standing in observed drains would not exceed thigh height)</p> <p>No potential for atmospheric safety based on limited drain size and open ventilation.</p> <p>No potential for engulfment based on size and access characteristics.</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**

Cooking oil waste points are located at D Block kitchen. 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.

## **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.

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### Gas storage on site Bundamba Campus

Gas	Number	Bottle size	Capacity	Total
Acetylene	6 4	G E D	10,200 litres 4100 litres 2000 litres	61,200 litres 16400 litres
Argon Non- Flammable	8	G 2 l E 2 m D s	10,200 litres 4100 litres 2000 litres	81,600 litres
Argo shield Non- Flammable	8 1	G 2 l E 2 m	10,200 litres 4100 litres	81,600 Litres 4100 litres
Carbon Dioxide CO2 Non Flammable	2	G l 31 kg F m 22 kg V T s 10kg	7500 litres 5100 litres 2250 litres	10200
LPG LPG	5 6	9 kg Q/T 18kg	16.6 litres 35.3 litres	83 Litres 211 .8 litres
Oxygen	12 4	G 2 l E 2 m D2 s	10,200 litres 4100 litres 2000 litres	122,400 Litres 16400 litres

**Total Flammable Gas onsite at Bundamba 216,694.8 Litres.**

### 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.

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### Other Campus specific hazards

#### **Pedestrian Crossing Mary Street**

The Pedestrian Crossing on Mary Street leading from Main Campus to Student carpark has been identified as a hazard as vehicles have failed to stop.

#### **Roof Leaks D Block**

D Block roof has numerous leaks which create a slip hazard during rain periods. Contact TAFE Queensland facilities representative for additional details.

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

#### **Service Tunnel**

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

Contractors should ensure their workers are aware of these hazards and consider when devising their own safe systems of work.

#### **D Block Structural Issue**

D Block has structural issues with D Block slab not tied into piers. Level 2 Training Kitchen wall could potentially collapse. Regular checks are being completed by structural engineers with controls in place. **Training should be suspended if wind speeds are 50km/hr or higher.** Please see TAFE Facilities team prior to accessing this area.

#### **Slips, Trips and Falls**

This site has multiple pedestrian risks, including uneven paths, edges, stairs, slopes and gradients. Consult TAFE Queensland facilities representative for details.

## SITE EVACUATION PROCEDURE

# EVACUATION MAP

Bundamba Campus - Corner Mary & Byrne Streets, Bundamba QLD 4304



### 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 LQCATRIX

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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	Other Campus Specific Hazards	13	Service Tunnel and D Block Structural Issue added
September 2024	J	Confined Spaces Hazardous Substances Site Evacuation Procedure	9 13 15	Photo 1 details updated Gas storage onsite table inserted Evacuation map updated
December 2024	K	All Construction Site Areas Other Campus Specific Hazards	All 10 12	DESBT updated to DTET, DHLGPPW updated to DHPW Roof replacement works removed Slips, Trips and Falls added