



# Infrastructure WHS Management Plan Alexandra Hills 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 Alexandra Hills 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 Alexandra Hills 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 Alexandra Hills 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	
Telephone	(07) 3826 8441	
Office Hours	6AM – 3PM	
<b>Normal teaching hours</b>	Monday – Friday:	8:00 <sup>am</sup> – 5:00 <sup>pm</sup>
	Saturday:	As Required / NA
	Sunday/Public Holidays:	As Required / NA

### Key contact details

Facilities Representative	Tony Kavanagh	0429 046 885
Facilities Representative	Ross Black	0435 634 507

Security Contact	Infront Security (After Hours)	0413 450 507
	Infront Security (On-site Guard)	0418 774 693

DHPW Contact	MRC	(07) 3008 2100
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### Emergency Phone Numbers

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Police Station:	Capalaba Police	(07) 3433 3333
Hospital:	Redlands Hospital	(07) 3488 3111
Medical Centre:	One Life Medical Centre	(07) 3824 8144
	38/71 Cambridge Drive, Alexandra Hills, QLD, 4161	
Fire Brigade:	QFES	000
State Emergency Services (SES):		132 500
Water:	QLD Urban Utilities	13 23 64
Gas:	QFES	000
Electricity:	Energex	131 962
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 Alexandra Hills Campus, all DHPW and TAFE Queensland Contractors must go to the TAFE Queensland facilities representative office (Security office A Block) 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

### First aid kits and officers

First aid kits are available in all buildings throughout our training centres. Qualified First Aid Officers who can administer initial first aid treatment are available on all training centres.

If you need first aid, contact the **Security Officer** at Alex Hills on 0418 774 693.

**Defibrillators are available on campus, with a unit located in the A Block facilities office).**

### Misconduct

Any person who creates a disturbance while on Campus may be asked to leave by security personnel or authorised Senior Management. Failure to do so may result in police action.

Misconduct includes but is not limited to:

- disrupting the learning of students
- preventing staff from performing their duties
- endangering the health and safety of staff, student, or visitors
- interfering with the conduct of TAFE Queensland SkillsTech operations

### Accidents/incidents

Accidents/incidents occurring at a training centre must be reported to the Facilities Manager who will arrange the appropriate documentation for you to complete. Contact the Facilities Manager at Alex Hills campus on 0429 046 885.

### 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 Alexandra Hills Campus

### After hours works

To arrange access for afterhours works, contact Tony Kavanagh on Ph No 0429 046 885.

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
Lecture theatre A1.01	Operates until 8pm occasionally. Noisy work only between 12pm & 8:00am in adjacent area

### 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
Ig Block	Unlimited	Unlimited	6:00 <sup>am</sup> – 2:30 <sup>pm</sup>
BA Block loading zone	Unlimited	Unlimited	6:00 <sup>am</sup> – 2:30 <sup>pm</sup>
Rear of A Block loading zone	Unlimited	Unlimited	6:00 <sup>am</sup> – 2:30 <sup>pm</sup>

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 Served	Lift Type	Size	Capacity
A Block	Levels 1, 2	Passenger	9 Passengers	612kg
N Block	Levels 1,2	Passenger	13 Passengers	900kg

### 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.

- A, N, I, F or K block car parks.
- Contractors may park around buildings (behind the boom gate) at the advisement of the Operations Manager. Contractors must ensure parking is done in accordance with site requirements and does not impede in the movements of other vehicles such as Site Buggy's and Forklifts.

### Accessing of Operational Areas and other restricted areas

Prior to accessing any Operational Area or other restricted areas contact Tony Kavanagh on 0429 046 885 to arrange authorisation and access. Obey all signage regarding access and PPE required in regard to the specific areas.

### Emergency Management Plan

Consult with the TAFE Queensland facilities representative to obtain copies of evacuation/emergency management plans. Contractors should familiarise themselves and their workers with any associated evacuation/emergency management plans and procedures.



## 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
E BLOCK	Polymer skylight domes	Raised skylight domes cannot be stepped on due to the brittle material.

### 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
E BLOCK	Polymer skylight domes	Raised skylight domes cannot be stepped on due to the brittle material.

### 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.

<b>Location</b>	<b>Description of area</b>
Between M Block and carpark	Large water tank with access panel

## **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 in Ba block Café 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.

## **Oil Separator**

Located ID block. Maintained and serviced by contractor, and its contents disposed of by relevant contractor when required.

## **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.



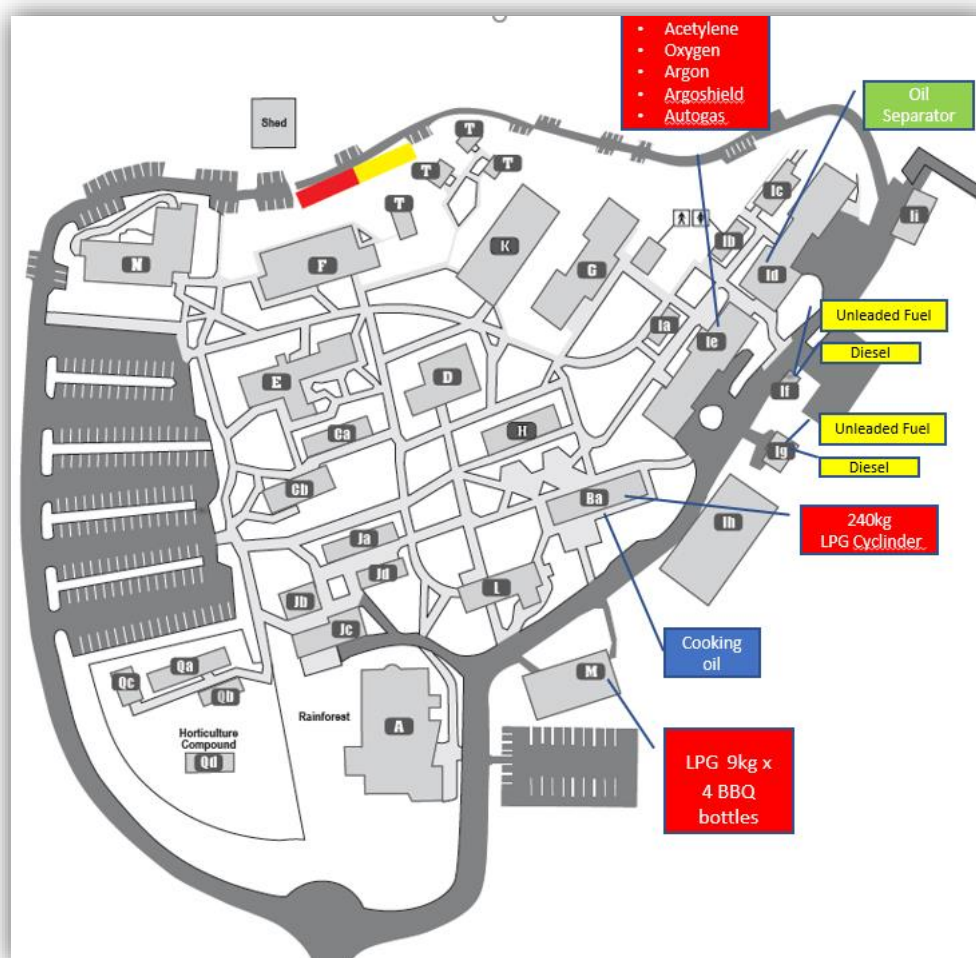
## DTET Infrastructure Work Health Safety Management Plan for TAFE Queensland Campuses: Part Two – Specific to Alexandra Hills Campus

### 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.

- Grounds Shed - 60L Unleaded fuel, 40L Diesel
- Fuel Storage Shed If Block - 200L Unleaded fuel, 200L Diesel Fuel
- B block Canteen - 240kg LPG Cylinder
- IE Block Gas storage (outside building) - Acetylene 192L Oxygen 192L, Argon 96L, Argoshield 240L, Autogas 60kg
- Ig Maintenace Shed – 40L unleaded fuel, 40LDiesel
- M block - LPG 9kg x 4 BBQ bottles



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### Combustible Cladding

The following areas of campus have Combustible Cladding in place.

Location	Description	Notes
N/A		

### 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.

### 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

#### Slips, Trips and Falls

This site has multiple pedestrian risks, including non-compliant paths, stairs, slopes and gradients.

Consult TAFE Queensland facilities representative for details.

## SITE EVACUATION PROCEDURE

# EVACUATION MAP

Alexandra Hills Campus - 29 Windemere Road, Alexandra Hills QLD 4161

### 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



# EMERGENCY ACTION GUIDE

WHS&G  
Issued 02/11/2017 V3.0

## EMERGENCY SERVICES DIAL **000** OR **112** FROM A MOBILE

Training centre	Security Officer/Emergency Contact/ First Aid		Operations Manager (spills/ hazards/waste)	Workplace Health & Safety Officer (incidents)
Acacia Ridge	Ext 4500	0407 143 422	0417 719 985	0400 611 574
Alexandra Hills	Ext 2222	0418 774 693	3826 3916	0400 611 574
Bracken Ridge	Ext 888	0428 101 136	0419 657 797	0409 562 439
Eagle Farm	Ext 3000	0412 248 078	0412 248 078	0409 562 439

### Medical emergency / serious injury or incident

- Call 000 or 112 (from mobile) and First Aid.
- Keep injured person safe and calm until help arrives.

### Evacuation alarm

- Go to the nearest evacuation assembly area (maps of locations are beside all doorways) with students and visitors.
- Notify fire wardens of any unaccounted persons.
- Remain there until all clear is given by a warden or emergency services.

### Lockdown

- Staff will be notified via emergency personnel, text or email broadcast.
- If safe to do so, go to a safe place in a secure room. Lock doors and windows.
- Stay out of sight and remain there until the all clear is given.

### Threat or display of weapons / violent behaviour

- Press duress alarm if available.
- If safe to do so, go to a safe place in a secure room. Lock doors and windows.
- Stay out of sight, call 000, then call the Operations Manager to notify them of your situation and location.
- Remain in a safe place until the all clear is given.

### If unable to separate from the threat:

- Press duress alarm if available.
- Call 000, then Operations Manager if safe to do so.
- Cooperate with demands and do not use aggressive language or behaviour.
- Stay as calm as possible until the situation is resolved.

### Storms and power failure

- Follow instructions provided by Regional broadcast.

1800 654 447  
tafeskillstech.edu.au

PTF06

REQ NO. 0078 | CPROG NO. 03006

SkillsTech



# LOCKDOWN

## Alexandra Hills

Dangerous person, siege or hostage incident, armed intruder, dangerous animals or other incident that requires lockdown

1. **Call 000 – POLICE AND AMBULANCE (if persons injured)**
2. If safe to do so, relocate self and others to safe areas – secured rooms if possible and lock doors and windows.
3. Call Facilities/Security on **0421 614 577** to notify of incident.
4. Remain in safe area until 'ALL CLEAR' given.
5. If you cannot separate from threat, comply with demands and remain as calm as possible until situation is resolved.
6. **DO NOT PUT YOURSELF IN HARMS WAY**

## DTET Infrastructure Work Health Safety Management Plan for TAFE Queensland Campuses: Part Two – Specific to Alexandra Hills 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	Lift types Construction site areas Other Campus Specific Hazards	7 9 11	Passenger lift details updated Works details updated Walkway Roof Sheets added
September 2024	J	Construction Site areas Other Campus Specific Hazards Site Evacuation Procedure	9 11 12	Guttering works added Trip Hazards removed Evacuation map updated
December 2024	K	All Other Campus Specific Hazards	All 11	DESBT updated to DTET, DHLGPPW updated to DHPW Slips, Trips and Falls added