



Infrastructure WHS Management Plan Coomera 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 Coomera 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 Coomera 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 Coomera 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 Coomera - A Block, Lower Ground
Marine Centre of Excellence – B Block Ground Floor

Telephone 07 55818 615

Office Hours 6am-2.30pm

Normal teaching hours Monday – Friday: 8:00^{am} – 9:00^{pm}
Saturday: 9:00am – 3.00pm
Sunday/Public Holidays: Closed

Key contact details

Facilities Representative Paul Brackin (07) 5581 8998

Security Contact Rostered Security Officer (07) 5581 8997

DHPW Contact MRC 1800 631 328

Emergency Phone Numbers **000**

Police Station: Coomera Police Station (07) 5519 5555

Hospital: Gold Coast University Hospital 1300 744 284

Medical Centre: Doctors at Coomera (07) 5630 3786
109 Foxwell Rd, Coomera, QLD, 4209

Fire Brigade: Pimpama Fire & Rescue (07) 5549 8500

State Emergency Services (SES): 132 500

Water: City of Gold Coast (07) 5667 5801

Gas: BOC Gas (07) 4743 8811

Electricity: Ergon Energy 1300 135 210

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 Coomera 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.

The Coomera campus consists of two buildings.

The Creative Campus, offering a range of courses including building design, graphic design, interactive digital media, IT, interior design, music, photography, and screen and media. The campus features a range of specialist facilities including Mac and PC labs, recording studios, digital video and editing suites, and a Black Box Theatre.

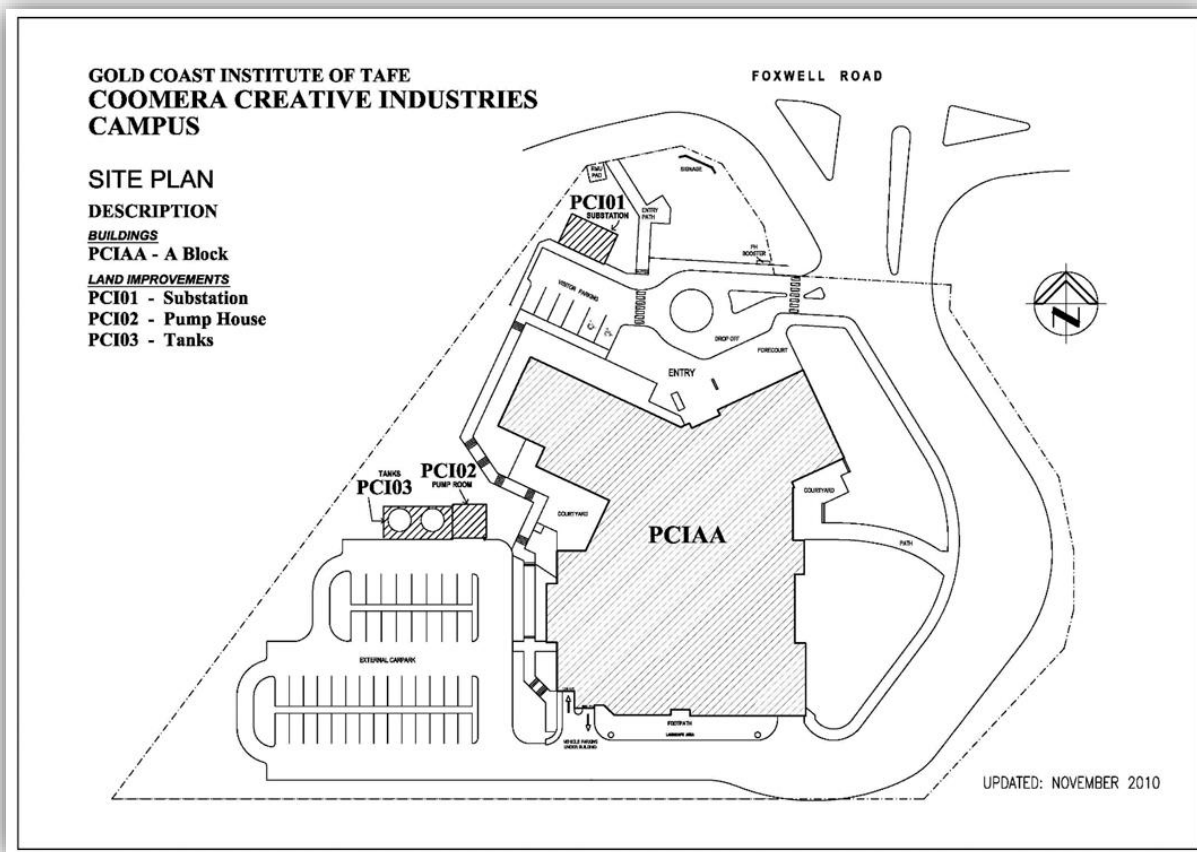
The Marine Centre of Excellence located on the eastern end of the site offers marine craft manufacturing and maintenance training. The campus consists of marine manufacturing workshops and classrooms. The site includes service intensive plant including resin spray booths, dust extraction systems and compressed air reticulation system. The facility includes HAZMAT area where Class 3 flammable and Class 8 Corrosive chemicals are stored. The Marine site has specific exclusion zones where electrical and battery powered tools are not permitted.

Campus Site Plan



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

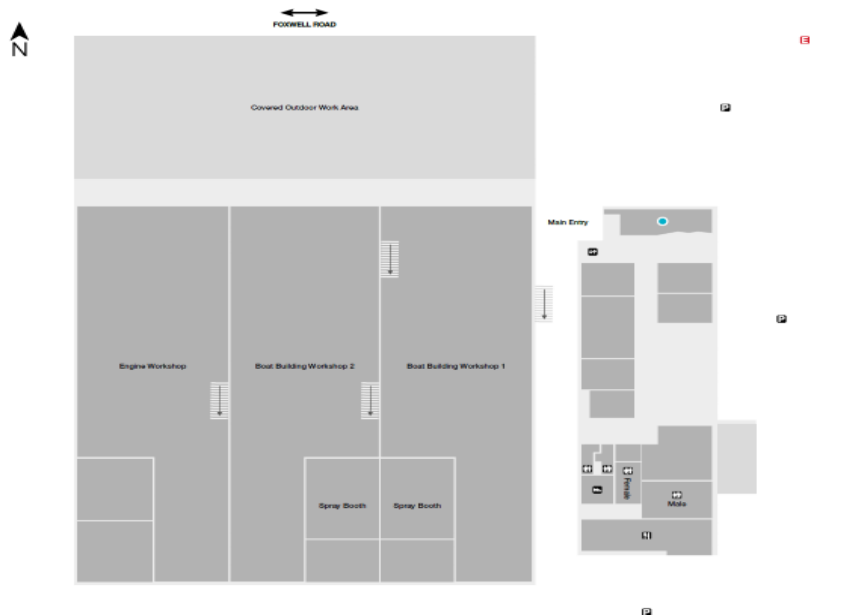
Coomera Creative Campus Plan



Coomera Marine Site Plan

198 Foxwell Road, Coomera QLD 4209

GROUND FLOOR



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 Facilities Representative Phone (07) 5581 8998.

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

Dock	Maximum Height	Maximum Weight	Operating Hours
Coomera Creative Back of Campus	2.3 meters	TBC – Contact TAFE Queensland Facilities Representative for details.	6:00 ^{am} – 2:30 ^{pm}
Coomera Marine Front of Campus	4.5 meters	TBC – Contact TAFE Queensland Facilities Representative for details.	6:00 ^{am} – 2:30 ^{pm}

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
Creative	Basement – Lv 5	Passenger Lift 1	1800kg	24 passengers
Creative	Basement – Lv 5	Passenger Lift 2	1800kg	24 passengers
Creative	Basement - Lv1	Goods Lift 3	2000kg	26 passengers
Marine	Ground – Lv 1	Disabled students	630kg	8 passengers

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.

- Carparks located at rear of facilities of Abel Smith Parade student and Executive car parks.

Accessing of Operational Areas and other restricted areas

Prior to accessing any Operational Area or other restricted areas contact Facilities Coordinator – 0428 039 618 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

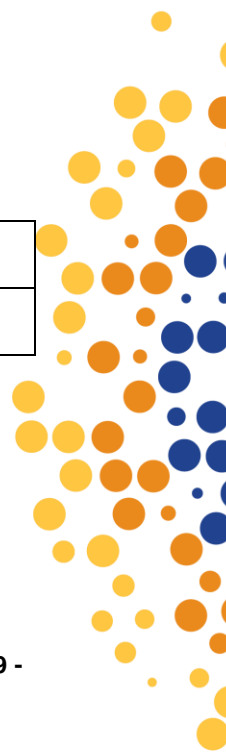
Due to the age of some areas of the Campus, Residual Current Detection (RCD) protection may not be fitted to all Campus mains power.

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.

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
Loading Dock	Storm and sewer pit



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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 in the Loading Dock area. 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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Combustible Cladding

The following areas of campus have Combustible Cladding in place.

Location	Description	Notes
A Block	Awning above main entrance	A management-in-use plan for the building is in place until all combustible cladding is removed.
For any hot works in and around the combustible cladding, DTET and the Queensland Fire Department require the completion of a Hot Work Permit – PRIOR TO THE WORKS BEING UNDERTAKEN See actions required below.		

The permit is to be obtained from trainingassets@desbt.qld.gov.au. **A minimum of 72hrs notice is required.**

- DTET will issue the Hot Works Permit, accompanied by:
 - the Fire Safety Strategy Report BR180158 dated 28.08.2020, and
 - the associated Management-In-Use Actions Register.
- All contractors carrying out work in and around combustible cladding need to review and consider all these documents prior to commencing works, to ensure they are aware of the locations of combustible cladding, the potential for fire risks in and around these locations, and ensure they understand the associated Management-In-Use actions.
- All contractors carrying out maintenance, servicing or building work must develop their own safe systems of work based on the information provided, and prepare a Safe Work Method Statement that addresses the risks associated with all work steps in regard to the combustible cladding, and all proposed mitigation measures to manage the risk.

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

This Campus has been identified as being located in a bush fire zone according to local Council mapping.

A Bushfire Management Plan (BMP) has been prepared for Coomera Campus which includes an Environmental Management Plan (EMP).

The BMP and EMP are available from TAFE Queensland facilities representative. Workers should have regard to the BMP and EMP when developing their safe systems of work and ensure compliance with the EMP and identify any additional measures arising as part of construction environmental management.



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Snakes/Seasonal Wildlife

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

Other Campus specific hazards

Fire Ants

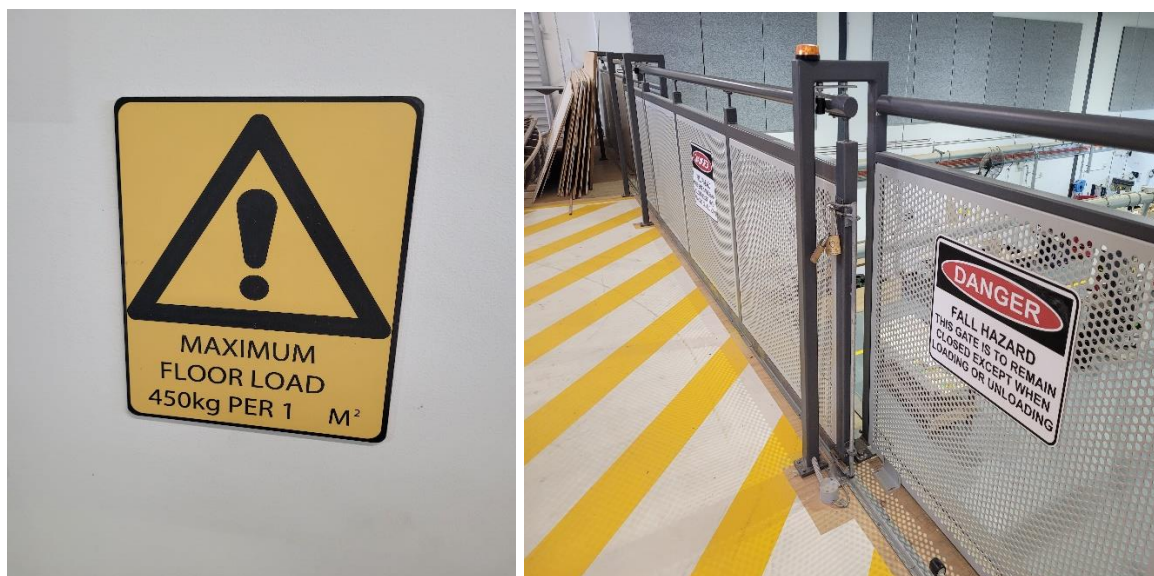
Fire ants have been identified at Coomera Marine. Fire ant nests have been treated and are continuing to be monitored.

Consult TAFE Queensland facilities for further details.

Coomera Marine Mezzanine Floor Weight Loading

Coomera Marine Mezzanine Floor has a weight loading of **450kg/M2**.

Contractors should be aware of these conditions when working in this area and building their safe systems of work.



SITE EVACUATION PROCEDURE

EVACUATION MAP

Coomera Campus - 198 Foxwell Road, Coomera QLD 4209



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**ontain 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

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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	11	Fire Ants and Current Treatment Mezzanine Floor Weight Loading added, L1 Mould removed
September 2024	J	Combustible Cladding Site Evacuation Procedure	11 13	Hot Works Permit details updated Evacuation map updated
December 2024	K	All	All	DESBT updated to DTET, DHLGPPW updated to DHPW