



# Infrastructure WHS Management Plan Bundaberg 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 Bundaberg 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 Bundaberg 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 Bundaberg 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 118 Walker St, Bundaberg, QLD,4670

Telephone (07) 4150 5819

Office Hours 7am - 4pm

**Normal teaching hours**

Monday – Friday:	07:00 <sup>am</sup> – 16:00 <sup>pm</sup>
Saturday:	Closed
Sunday/Public Holidays:	Closed

### Key contact details

Facilities Representative Wayne Weldon (07) 4150 5819

Security Contact Protective Services (07) 3224 6666

DHPW Contact MRC 1300 138 822

### Emergency Phone Numbers **000**

Police Station: Bundaberg Police Station (07) 4153 9111

Hospital: Bundaberg Hospital (07) 4150 2222

Medical Centre: Central Medical (07) 4150 0000

11/56 Walker Street, Bundaberg South, QLD, 4670

Fire Brigade: QFRS – Bundaberg (07) 4153 9111

State Emergency Services (SES): Bundaberg 132 500; (07) 4154 6100

Water: Bundaberg Water 1300 883 699

Gas: Elgas 131 161

Electricity: Energex 13 62 62

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 Bundaberg 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**

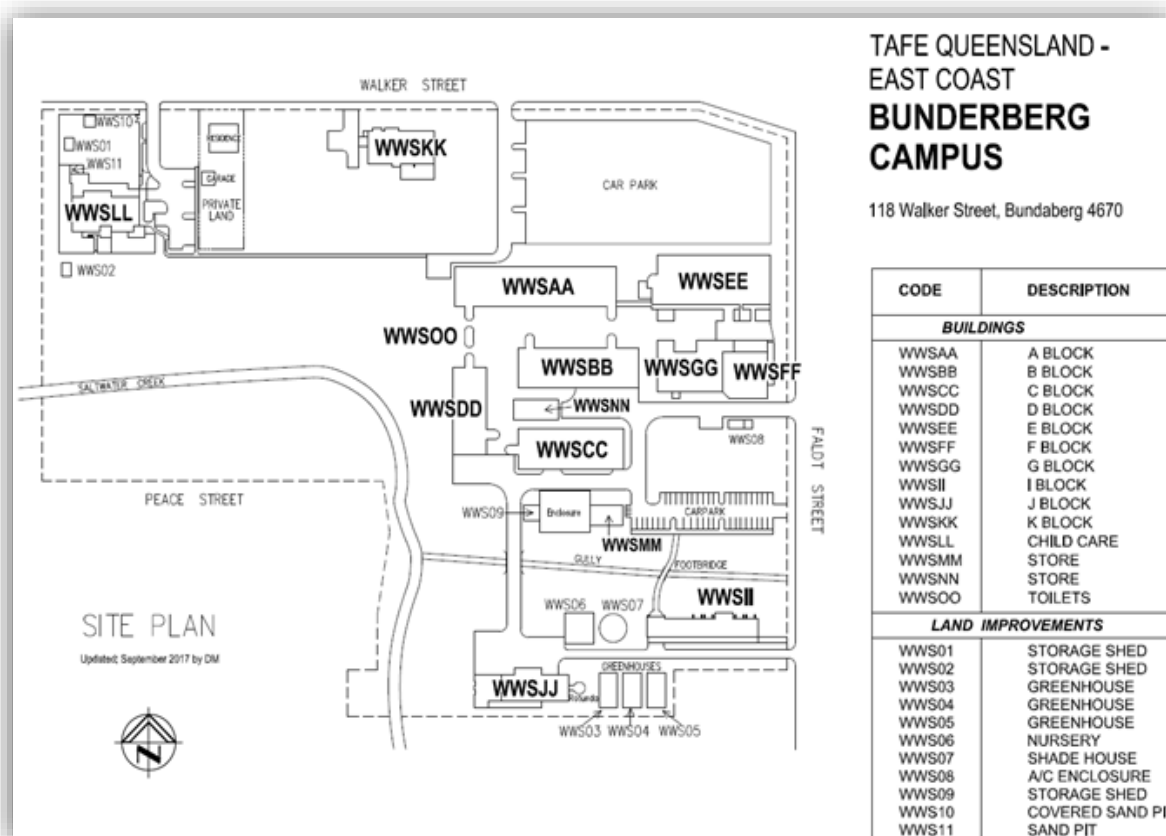
Visitors must contact TAFE Queensland prior to accessing Operational Areas of the Campus and be escorted by a TAFE Queensland authorised person.

## CAMPUS INFORMATION

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

Our Bundaberg campus offers courses across a range of program areas including community services, hair and beauty, nursing, hospitality and tourism, retail, and trades. The campus features specialist training facilities including a beauty and hairdressing salon, nursing ward, retail training facility, training restaurant, as well as construction, engineering and mechanical workshops. Please note: no cash payments accepted at this campus.

### 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 Facilities Representative on 07 4150 5819.

**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.

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

### 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 F1/2	Operates until late as per bookings
A2 Early Childhood (Excluded from Tafe)	7:00 <sup>am</sup> – 9:00 <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.

Plant and equipment only to be used by authorised TAFE staff.

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

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
E Block West End	Level 1, 2 & 3	Goods lift	L 2m x W 1.3m x H 2.1 860 x 2100 door opening	1088kg

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

### **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.

- Southern side of G Block next to substation, via Faldt St entrance
- Southern side of D Block, via Faldt St entrance

### **Accessing of Operational Areas and other restricted areas**

Prior to accessing any Operational Area or other restricted areas contact Wayne Weldon on (07) 4150 5819 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
F Block	Alsynite Roofing	Consult TAFE Site Services representative for more details.
M Block	Alsynite Sheeting	Consult TAFE Site Services representative for more details.

### 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
F Block	Alsynite Roofing	Consult TAFE Site Services representative for more details.
M Block	Alsynite Sheeting	Consult TAFE Site Services representative for more details.

### 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. (Non Compliance, non RCD protected circuits exist at this site)

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.








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

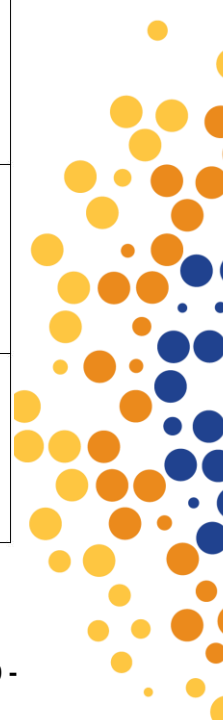
### Confined Spaces

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.

Asset / Physical Area	Description	Date of last assessment	GPS Reference	Potential hazards	Comments	Photograph
GT-45	Grease trap at west end of Block K in garden area.	6/6/2018	Lat: -24.879558 Long: 152.344169	Enclosed or partially enclosed: Yes Oxygen outside of safe range: No Fire/ explosion: No Impairment/ asphyxiation/ loss of consciousness: Yes Engulfment: No	Description of space: Method of securing space: Secure - requires tool to access Signage in place: Yes	
PL-19	Sawdust extraction hopper, east of Block C	6/6/2018	Lat: -24.880740 Long: 152.345166	Enclosed or partially enclosed: Yes Oxygen outside of safe range: No Fire/ explosion: Yes Impairment/ asphyxiation/ loss of consciousness: Yes Engulfment: No	Description of space: Method of securing space: Secure - requires tool to access Signage in place: Yes	
SM-06	Sewer manhole pit in the middle of the road, south of Block C	6/6/2018	Lat: -24.880686 Long: 152.345003	Enclosed or partially enclosed: Yes Oxygen outside of safe range: No Fire/ explosion: No Impairment/ asphyxiation/ loss of consciousness: Yes Engulfment: No	Description of space: Method of securing space: Secure - requires tool to access Signage in place: No	
SM-08	Sewer manhole in roadway, south of Block D, near stairs	6/6/2018	Lat: -24.880985 Long: 152.344500	Enclosed or partially enclosed: Yes Oxygen outside of safe range: No Fire/ explosion: No Impairment/ asphyxiation/ loss of consciousness: Yes Engulfment: No	Description of space: Method of securing space: Secure - requires tool to access Signage in place: Yes	
SM-62	Sewer manhole in roadway, in entrance of goods receivable centre compound	6/6/2018	Lat: -24.880718 Long: 152.345203	Enclosed or partially enclosed: Yes Oxygen outside of safe range: No Fire/ explosion: No Impairment/ asphyxiation/ loss of consciousness: Yes Engulfment: No	Description of space: Method of securing space: Secure - requires tool to access Signage in place: Yes	
SM-12	Sewer manhole on lower bank to the south of Block D, closest to stairs	6/6/2018	Lat: -24.880870 Long: 152.344385	Enclosed or partially enclosed: Yes Oxygen outside of safe range: No Fire/ explosion: No Impairment/ asphyxiation/ loss of consciousness: Yes Engulfment: No	Description of space: Method of securing space: Secure - requires tool to access Signage in place: Yes	
SM-53	Sewer manhole in trawler compound	6/6/2018	Lat: -24.881392 Long: 152.344768	Enclosed or partially enclosed: Yes Oxygen outside of safe range: No Fire/ explosion: No Impairment/ asphyxiation/ loss of consciousness: Yes Engulfment: No	Description of space: Method of securing space: Secure - requires tool to access Signage in place: No	

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Asset / Physical Area	Description	Date of last assessment	GPS Reference	Potential hazards	Comments	Photograph
SM-13	Sewer manhole on lower bank to the south of Block D, closest to creek	6/6/2018	Lat: -24.880769 Long: 152.344538	Enclosed or partially enclosed: Yes Oxygen outside of safe range: No Fire/ explosion: No Impairment/ asphyxiation/ loss of consciousness: Yes Engulfment: No	Description of space: Method of securing space: Secure - requires tool to access Signage in place: Yes	
SM-22	3 x Sewer manholes outside Block G toilet block access way, 1 potentially an oily water trap.	6/6/2018	Lat: -24.880326 Long: 152.345480	Enclosed or partially enclosed: Yes Oxygen outside of safe range: No Fire/ explosion: No Impairment/ asphyxiation/ loss of consciousness: Yes Engulfment: No	Description of space: Method of securing space: Secure - requires tool to access Signage in place: No	
SM-25	Sewer manhole outside door G1.14, beside acid trap	6/6/2018	Lat: -24.880496 Long: 152.345408	Enclosed or partially enclosed: Yes Oxygen outside of safe range: No Fire/ explosion: No Impairment/ asphyxiation/ loss of consciousness: Yes Engulfment: No	Description of space: Method of securing space: Secure - requires tool to access Signage in place: No	
SM-28	3 x Sewer manholes outside Block E toilet block access way	6/6/2018	Lat: -24.880467 Long: 152.345179	Enclosed or partially enclosed: Yes Oxygen outside of safe range: No Fire/ explosion: No Impairment/ asphyxiation/ loss of consciousness: Yes Engulfment: No	Description of space: Method of securing space: Secure - requires tool to access Signage in place: No	
SM-37	Sewer manholes outside Block A, in middle of car park	6/6/2018	Lat: -24.879768 Long: 152.344838	Enclosed or partially enclosed: Yes Oxygen outside of safe range: No Fire/ explosion: No Impairment/ asphyxiation/ loss of consciousness: Yes Engulfment: No	Description of space: Method of securing space: Secure - requires tool to access Signage in place: No	
SM-38	Sewer manholes outside Block A, in lower end of car park	6/6/2018	Lat: -24.879937 Long: 152.344764	Enclosed or partially enclosed: Yes Oxygen outside of safe range: No Fire/ explosion: No Impairment/ asphyxiation/ loss of consciousness: Yes Engulfment: No	Description of space: Method of securing space: Secure - requires tool to access Signage in place: No	
SM-40	Sewer manholes in roadway on north west end of Block A,	6/6/2018	Lat: -24.880140 Long: 152.344594	Enclosed or partially enclosed: Yes Oxygen outside of safe range: No Fire/ explosion: No Impairment/ asphyxiation/ loss of consciousness: Yes Engulfment: No	Description of space: Method of securing space: Secure - requires tool to access Signage in place: No	
SM-48	Sewer manholes outside Block B	6/6/2018	Lat: -24.880236 Long: 152.344794	Enclosed or partially enclosed: Yes Oxygen outside of safe range: No Fire/ explosion: No Impairment/ asphyxiation/ loss of consciousness: Yes Engulfment: No	Description of space: Method of securing space: Secure - requires tool to access Signage in place: No	
SM-49	Sewer manholes outside Block O toilets	6/6/2018	Lat: -24.880192 Long: 152.344742	Enclosed or partially enclosed: Yes Oxygen outside of safe range: No Fire/ explosion: No Impairment/ asphyxiation/ loss of consciousness: Yes Engulfment: No	Description of space: Method of securing space: Secure - requires tool to access Signage in place: No	



## **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 A Block beside Canteen and west end of K 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.

## **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.

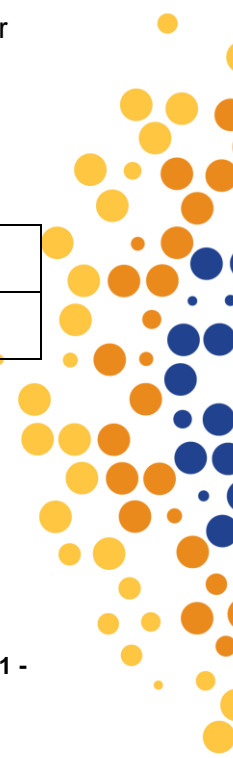
## **Combustible Cladding**

The following areas of campus have Combustible Cladding in place.

<b>Location</b>	<b>Description</b>	<b>Notes</b>
N/A		

## **Bush Fire Zone**

N/A



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

### Snakes/Seasonal Wildlife

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

### Other Campus specific hazards

#### Flooding

- Accessible creek/ causeway flooding hazard during significant rain events
- D Block Level 1 may be subject to flooding in severe weather events

#### Flammables

- A Block beside canteen - LP Gas storage (western end)
- D Block Level 2 - gas bottle storage at west end of building
- K Block kitchen - utilises plumbed natural gas
- Some workshop storage areas may contain glues and solvents in small amounts please check before commencing any works and consult Facilities.

#### Slips, Trips and Falls

This site has multiple pedestrian hazards, including uneven paths, stairs, steps and trafficable zones. Hardwood bridge is included in this.

Consult TAFE Queensland facilities representative for details.

#### Open and Accessible Workshops

Caution must be maintained as workshops and workshop equipment, tools and materials are often operationally ready, accessible and unsupervised.

Consult TAFE Queensland facilities representative for details.

#### Plant Access

Multiple maintainable plant located on outside plinths and landings pose a fall from heights risk and a DTET Roof Access permit should be obtained prior to works being carried out.

The permit is to be obtained from [trainingassets@desbt.qld.gov.au](mailto:trainingassets@desbt.qld.gov.au). **A minimum of 72hrs notice is required.**

Consult TAFE Queensland facilities representative for details.



#### HV Infrastructure

HV infrastructure is poorly enclosed and accessible.

Consult TAFE Queensland facilities representative for details.

## SITE EVACUATION PROCEDURE

# EVACUATION MAP

Bundaberg Campus - 118 Walker Street, Bundaberg QLD 4670



**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

## DTET Infrastructure Work Health Safety Management Plan for TAFE Queensland Campuses: Part Two – Specific to Bundaberg 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 Mechanized Waste Equipment	6 11	Passenger lift details added Updated to N/A
September 2024	J	Other Campus Specific Hazards Site Evacuation Procedure	12 13	Flooding details updated, Slips, Trips and Falls added, Open and Accessible Workshops, Plant Access & HV Infrastructure added Evacuation map updated
December 2024	K	All	All	DESBT updated to DTET, DHLGPPW updated to DHPW