



Infrastructure WHS Management Plan Hervey Bay 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 Hervey Bay 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 Hervey Bay 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 Hervey Bay 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	WHBS1 Block
Telephone	(07) 4120 6288
Office Hours	7am - 4pm

Normal teaching hours	Monday – Friday:	8:00 ^{am} – 4:30 ^{pm}
	Saturday:	Closed
	Sunday/Public Holidays:	Closed

Key contact details

Facilities Representative	Coordinator	(07) 4120 6288
Security Contact	Protective Services	(07) 3224 6666
DHPW Contact	MRC	1300 138 822

Emergency Phone Numbers **000**

Police Station:	Hervey Bay Police Station	(07) 4128 5333
Hospital:	Hervey Bay Hospital	(07) 4325 6666
Medical Centre:	Main Street Medical Centre	(07) 4128 3644
	71 Main St, Pialba, QLD, 4655	
Fire Brigade:	Hervey Bay Fire & Rescue	(07) 4338 5400
State Emergency Services (SES):		(07) 4124 6900
Water:	Wide Bay Water	1300 808 888
Gas:	Ergon	13 22 96
Electricity:	Ergon	13 22 96
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 Hervey Bay Campus, all DHPW and TAFE Queensland Contractors must go to the TAFE Queensland facilities representative office 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.

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After hours works

To arrange access for afterhours works, contact Site Services Coordinator during business hours Ph No (07) 4120 6288.

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
H Block Gymnasium	Operates until 6pm on weekdays

Loading docks/deliveries

Consult with the TAFE Queensland Site Services 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
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 Served	Lift Type	Size	Capacity
N/A				

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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.

- Clearly signed locations.

Accessing of Operational Areas and other restricted areas

Prior to accessing any Operational Area or other restricted areas contact Site Services Coordinator during business hours Ph No (07) 4120 6288 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
M Block	Alsynite awning	Poor condition

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.

Please discuss with TAFE Queensland Site Services representative prior to accessing any roof area.

Location	Description	Notes
M Block	Alsynite awning	Poor condition

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.

Confined Spaces

Confined spaces are clearly identified, and details can be obtained from the Site Services Coordinator during business hours Ph No (07) 4120 6288. 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: Some Confined Spaces are un-sign posted.



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Asset / Physical Area	Description	Date of last assessment	GPS Reference	Potential hazards	Comments	Photograph
GT-01	Grease trap, at the end of Block D, located between Block D & Block M	3/5/2018	Lat: -25.299298 Long: 152.831363	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: Unknown depth and internal size of pit. Method of securing space: Secure - requires tool to access Signage in place: Yes	
GT-02	Grease trap,	3/5/2018	Lat: -25.299298 Long: 152.831363	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	
SD-01	Sewer pump out pit access point on Western side of building P	3/5/2018	Lat: -25.298532 Long: 152.829824	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: 600mm diameter lid Method of securing space: Secure - requires tool to access Signage in place: Yes	
SD-02	Sewer pump out pit access point on Western side of building P	3/5/2018	Lat: -25.298532 Long: 152.829824	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: 600mm diameter lid Method of securing space: Secure - requires tool to access Signage in place: Yes	
SM-01	Sewer access point on North of building W	3/5/2018	Lat: -25.299455 Long: 152.831530	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: 600mm diameter lid Method of securing space: Secure - requires tool to access Signage in place: Yes	
SM-05	Sewer access point West of building N	3/5/2018	Lat: -25.298565 Long: 152.830522	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: 600mm diameter lid Method of securing space: Secure - requires tool to access Signage in place: Yes	
SM-06	Sewer access point	3/5/2018	Lat: -25.298544 Long: 152.830327	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: 600mm diameter lid Method of securing space: Secure - requires tool to access Signage in place: Yes	
SM-07	Sewer access point	3/5/2018	Lat: -25.298777 Long: 152.830538	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: 600mm diameter lid Method of securing space: Secure - requires tool to access Signage in place: Yes	
SM-08	Sewer access point	3/5/2018	Lat: -25.298801 Long: 152.830831	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: 600mm diameter lid Method of securing space: Secure - requires tool to access Signage in place: Yes	



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Asset / Physical Area	Description	Date of last assessment	GPS Reference	Potential hazards	Comments	Photograph
SM-09	Sewer access point	3/5/2018	Lat: -25.298870 Long: 152.830791	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: 600mm diameter lid Method of securing space: Secure - requires tool to access Signage in place: Yes	
SM-10	Sewer access point on North of building G	3/5/2018	Lat: -25.298818 Long: 152.829999	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: 600mm diameter lid Method of securing space: Secure - requires tool to access Signage in place: Yes	
SM-11	Sewer access point on Western end of building G	3/5/2018	Lat: -25.298940 Long: 152.829833	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: 600mm diameter lid Method of securing space: Secure - requires tool to access Signage in place: Yes	
SM-12	Sewer access point between building F & G	3/5/2018	Lat: -25.299070 Long: 152.829888	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: 600mm diameter lid Method of securing space: Secure - requires tool to access Signage in place: Yes	
SM-13	Sewer access point	3/5/2018	Lat: -25.299129 Long: 152.830036	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: 600mm diameter lid Method of securing space: Secure - requires tool to access Signage in place: Yes	
SM-14	Sewer access point on North East corner of tennis court	3/5/2018	Lat: -25.298048 Long: 152.831724	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: 600mm diameter lid Method of securing space: Secure - requires tool to access Signage in place: Yes	
SM-15	Sewer access point behind building A	3/5/2018	Lat: -25.300217 Long: 152.831154	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: 600mm diameter lid Method of securing space: Secure - requires tool to access Signage in place: Yes	
SM-16	Sewer access point on North end of car park adjacent to building N	3/5/2018	Lat: -25.298726 Long: 152.831593	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: 600mm diameter lid Method of securing space: Secure - requires tool to access Signage in place: Yes	
ST-01	Oil Separator trap with 2 x inspection access points on North eastern end of building N	3/5/2018	Lat: -25.298373 Long: 152.831245	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: 600mm diameter lids on access points 3 x (600mm x 900mm) lids on trap Method of securing space: Secure - requires tool to access Signage in place: Yes	

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Asset / Physical Area	Description	Date of last assessment	GPS Reference	Potential hazards	Comments	Photograph
ST-02	Separator trap with 2 x inspection access points on North Western end of building G	3/5/2018	Lat: -25.298753 Long: 152.829850	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: 600mm diameter lids on access points 3 x (600mm x 900mm) lids on trap Method of securing space: Secure - requires tool to access Signage in place: Yes	

Roof top antenna Electro Magnetic Energy (EME)

N/A – Note planning development for a Telstra Phone tower to be erected at the campus.

Mechanized Waste Equipment

N/A

Cooking oil waste points

Cooking oil waste points are located adjacent to D Block. 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 redevelopment.

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.

LPG supply to D Block

Trade Gas at P Block

Fuel storage B08

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

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

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.

Bodies of Water

There are unfenced bodies of water on this site, including dams, creeks and ponds.

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.

SITE EVACUATION PROCEDURE

EVACUATION MAP

Hervey Bay Campus - 47-95 Urraween Road, Urraween QLD 4655



Assembly Area

Imagery © 2024 Aerometrex

Imagery © 2024 Aerometrex

IN THE EVENT OF FIRE	EVACUATION PROCEDURES
<ul style="list-style-type: none"> Remove persons from immediate danger area. Alert nearby staff and members of the public and call 000 (operate Manual Call Point if applicable). Confine fire and smoke. Close windows and doors (if safe). Keep low, under the smoke. Extinguish and control the fire (if safe to do so). 	<ul style="list-style-type: none"> - 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	Brittle Roofing, Non-Trafficable Roofing Mechanized Waste Equipment EME, Large Trees, Snakes/Wildlife Other Campus Specific Hazards	8 11 12	M Block awning added Updated to N/A Updated from N/A to include hazard Updated to include Trip Hazards, Bodies of Water & Open and Accessible Workshops
September 2024	J	Site Evacuation Procedure	13	Evacuation map updated
December 2024	K	All	All	DESBT updated to DTET, DHLGPPW updated to DHPW