



# Infrastructure WHS Management Plan Toowoomba 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 Toowoomba 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 Toowoomba 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 Toowoomba 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 | A1.54          |
| Telephone          | (07) 4694 1381 |
| Office Hours       | 6am - 6pm      |

|                              |                         |  |
|------------------------------|-------------------------|--|
| <b>Normal teaching hours</b> | Monday – Friday:        | 8.00 <sup>am</sup> – 5.00 <sup>pm</sup><br>Some night classes until 9.00 <sup>pm</sup> |
|                              | Saturday:               | Times vary according to bookings requested   |
|                              | Sunday/Public Holidays: | Times vary according to bookings requested   |

### Key contact details

|                           |                        |                              |
|---------------------------|------------------------|------------------------------|
| Facilities Representative | Darren Hammermeister   | (07) 4694 1381; 0488 094 364 |
| Security Contact          | State-white Monitoring | (07) 3848 1888               |
| DHPW Contact              | MRC                    | (07) 4614 2371               |

### Emergency Phone Numbers

|                                 |  |                |
|---------------------------------|--|----------------|
|                                 |  | <b>000</b>     |
| Police Station:                 | Toowoomba Police Station   | (07) 4631 6333 |
| Hospital:                       | Toowoomba General Hospital                                       | (07) 4616 6170 |
| Medical Centre:                 | Toowoomba Medical Centre<br>146 Drayton St, Toowoomba, QLD, 4350 | (07) 4635 6111 |
| Fire Brigade:                   | Toowoomba Fire Station   | (07) 4616 1919 |
| State Emergency Services (SES): | QLD SES  | 132 500        |
| Water:                          | Toowoomba City Council   | 131 872        |
| Gas:                            | BOC  | 131 262        |
|                                 | Origin   | (07) 3867 0202 |
| Electricity:                    | Ergon Energy   | 13 22 96       |
| 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 Toowoomba 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'

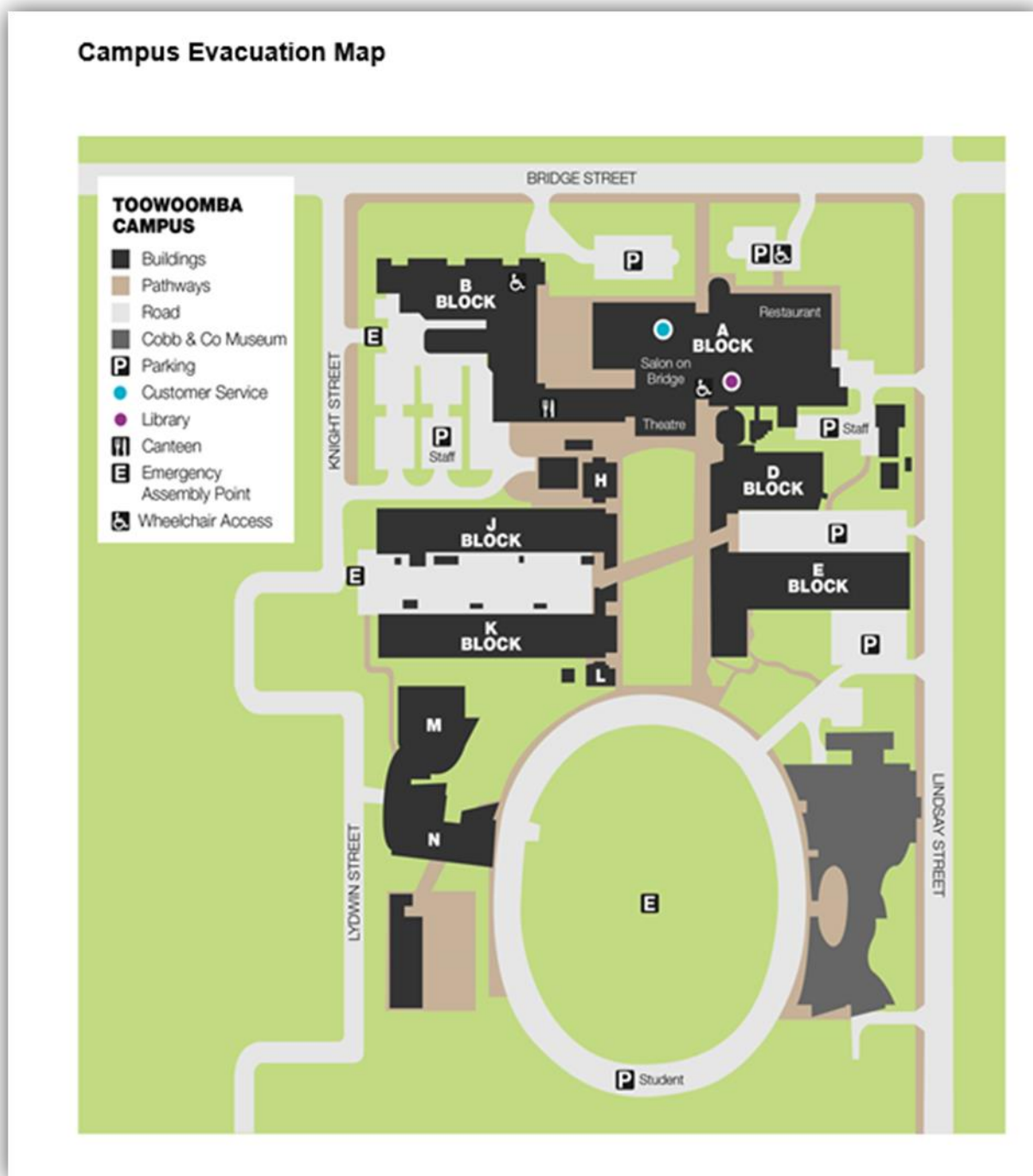
Third Party Lessees Workers are not required to complete a Campus WHS induction when working within a Site. TPLs are responsible for providing the appropriate WHS induction for their Site. Prior to working outside their Sites, TPLs must ensure their Workers obtain permission from TAFE Queensland and 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

### 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 Toowoomba Campus

### After hours works

To arrange access for afterhours works, contact Facilities Representative on phone no. (07) 4694 1919

#### 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                          |
|------|---|
| A.2  | Monday – Thursday to 9.00 <sup>pm</sup> |
| B.2  | Tuesday to 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.

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.

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

### 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            |
|----------|---|----------------|--|---------------------|
| A Block  | Lower Ground (LG)<br>Ground (G)<br>Level 1 (1)<br>Level 2 (2) | Passenger lift | W 1.3m x L 1.35m x<br>H 2.2m<br>.9m door opening<br>.7m cargo hold | 612kg<br>9 people   |
| B Block  | Ground (G)<br>Level 1 (1)<br>Level 2 (2)                      | Passenger lift | W 1.35m x L 1.95m x<br>H 2.25m<br>.9m door opening                 | 1190kg<br>17 people |

### 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.

- Consult TAFE Facilities Representative for details.

### Accessing of Operational Areas and other restricted areas

Prior to accessing any Operational Area or other restricted areas contact Facilities Representative Theresa Madson 3817 3382 / 0437205850 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.

| <b>Location</b>           | <b>Description</b>     | <b>Notes</b>      |
|---------------------------|------------------------|-------------------|
| E Block Automotive        | Alsynite Roof Sheeting | Good Condition    |
| Ceramics Shed             | Alsynite Roof Sheeting | Average condition |
| N Block Propagation House | Alsynite Roof Sheeting | 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.

| <b>Location</b>           | <b>Description</b>     | <b>Notes</b>      |
|---------------------------|------------------------|-------------------|
| E Block Automotive        | Alsynite Roof Sheeting | Good Condition    |
| Ceramics Shed             | Alsynite Roof Sheeting | Average condition |
| N Block Propagation House | Alsynite Roof Sheeting | 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.

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 Toowoomba 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.










| # | Building/Location      | Description        | Confined Space Criterion                        |  |   |  | Confined Space?<br>(If the answer to A, B, C and at least one of D is yes, then the space is a confined one) | Sign attached   |
|---|------------------------|--------------------|---|--|---|--|--|---|
|   |                        |                    | A: Is the space enclosed or partially enclosed? | B: Is the space not designed or intended to be occupied by a person? | C: Is the space designed or intended to be at normal atmospheric pressure while any person is in the space? | D: Does the space present a risk from:<br>1: Harmful airborne contaminants or contaminants that may cause fire or explosion?<br>2: An unsafe oxygen level?<br>3: Engulfment? |  |   |
| 1 | B Block Carpark        | Stormwater manhole | X   | X  | X   | 2, 3   | Y  |    |
| 2 | B Block Carpark        | Stormwater manhole | X   | X  | X   | 2, 3   | Y  |    |
| 3 | B Block Carpark        | Stormwater manhole | X   | X  | X   | 2, 3   | Y  |   |
| 4 | B Block Carpark        | Stormwater manhole | X   | X  | X   | 2, 3   | Y  |  |
| 5 | Between A and B Blocks | Stormwater manhole | X   | X  | X   | 2, 3   | Y  |  |
| 6 | Between A and B Blocks | Stormwater manhole | X   | X  | X   | 2, 3   | Y  |  |

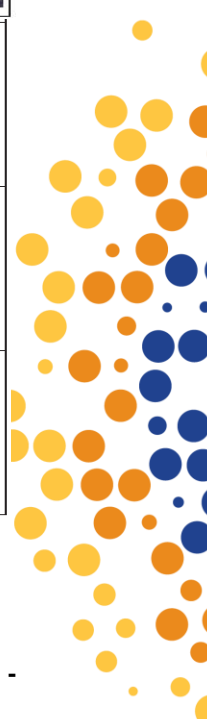
## DTET Infrastructure Work Health Safety Management Plan for TAFE Queensland Campuses: Part Two – Specific to Toowoomba Campus

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| 7  | A Block Main Entrance  | Stormwater manhole | X   | X  | X   | 2, 3   | Y   |    |
| 8  | A Block Stores Carpark | Stormwater manhole | X   | X  | X   | 2, 3   | Y   |    |
| 9  | A Block Stores Carpark | Stormwater manhole | X   | X  | X   | 2, 3   | Y   |    |
| 10 | A Block Rear           | Stormwater manhole | X   | X  | X   | 2, 3   | Y   |   |
| 11 | D Block Rear           | Stormwater manhole | X   | X  | X   | 2, 3   | Y   |  |
| 12 | Service Court          | Stormwater manhole | X   | X  | X   | 2, 3   | Y   |  |
| 13 | Service Court          | Stormwater manhole | X   | X  | X   | 2, 3   | Y   |  |
| 14 | E Block Rear           | Stormwater manhole | X   | X  | X   | 2, 3   | Y   | Y – Missing photo   |
| 15 | N Block Laydown        | Stormwater manhole | X   | X  | X   | 2, 3   | Y   | Y – Missing photo   |












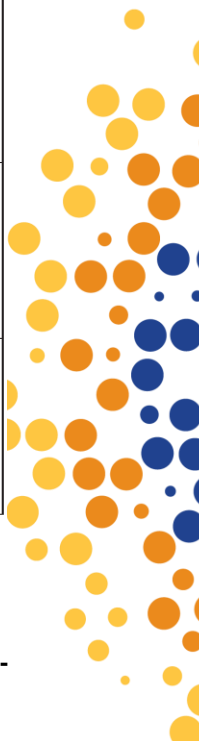
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| 16 | M Block           | Water Tank         | X   | X  | X   | 2, 3   | Y  |    |
| 17 | M Block           | Water Tank         | X   | X  | X   | 2, 3   | Y  |    |
| 18 | M Block           | Water Tank         | X   | X  | X   | 2, 3   | Y  |    |
| 19 | M Block           | Wastewater Tank    | X   | X  | X   | 2, 3   | Y  |   |
| 20 | M Block           | Wastewater Tank    | X   | X  | X   | 2, 3   | Y  |  |
| 21 | K Block           | Water Tank         | X   | X  | X   | 2, 3   | Y  |  |
| 22 | K Block Entrance  | Stormwater Manhole | X   | X  | X   | 2, 3   | Y  |  |
| 23 | K Block Laydown   | Stormwater manhole | X   | X  | X   | 2, 3   | Y  |  |
| 24 | Courtyard         | Stormwater manhole | X   | X  | X   | 2, 3   | Y  |  |










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| 25 | Courtyard         | Stormwater manhole | X   | X  | X   | 2, 3   | Y   |    |
| 26 | Courtyard         | Stormwater manhole | X   | X  | X   | 2, 3   | Y   |    |
| 27 | Courtyard         | Stormwater manhole | X   | X  | X   | 2, 3   | Y   |    |
| 28 | Courtyard         | Stormwater manhole | X   | X  | X   | 2, 3   | Y   |   |
| 29 | Visual Arts       | Inground Tank      | X   | X  | X   | 2, 3   | Y   |  |
| 30 | Visual Arts       | Water Tank         | X   | X  | X   | 2, 3   | Y   |  |
| 31 | Visual Arts       | Water Tank         | X   | X  | X   | 2, 3   | Y   |  |
| 32 | K Block           | Water Tank         | X   | X  | X   | 2, 3   | Y   |  |
| 33 | K Block           | Water Tank         | X   | X  | X   | 2, 3   | Y   |  |



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

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| 34 | Garden Between A and D Blocks  | Stormwater manhole | X   | X  | X   | 2, 3   | Y   |    |
| 35 | NTB02                          | Stormwater manhole | X   | X  | X   | 2, 3   | Y   |    |
| 36 | NTB03                          | Stormwater manhole | X   | X  | X   | 2, 3   | Y   |    |
| 37 | Carpark Between A and D Blocks | Stormwater manhole | X   | X  | X   | 2, 3   | Y   |   |
| 38 | E Block                        | Waste Oil Sump     | X   | X  | X   | 2, 3   | Y   |  |
| 39 | NBlock                         | Stormwater manhole | X   | X  | X   | 2, 3   | Y   |  |
| 40 | NBlock                         | Inground Tank      | X   | X  | X   | 2, 3   | Y   |  |

### Roof top antenna Electro Magnetic Energy (EME)

N/A



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

### **Mechanized Waste Equipment**

N/A

### **Cooking oil waste points**

Cooking oil waste point is located outside A 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**

Works are occurring with the refurbishment of the Plumbing Tower at the Western end of K Block.

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.

### **Combustible Cladding**

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**

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 Toowoomba 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.

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

### **Snakes/Seasonal Wildlife**

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

### **Other Campus specific hazards**

#### **Driveways**

Potholes and divots in bitumen driveways.

#### **Gro Pod near O Block**

The Gro-Pod near O block introduces CO<sub>2</sub> in an enclosed space. CO<sub>2</sub> monitors are installed. Contractors should familiarise themselves with the area and ensure their workers consider the associated risks when developing their safe systems of work.

Consult TAFE Queensland facilities representative for details.



## SITE EVACUATION PROCEDURE

# EVACUATION MAP

Toowoomba Campus - 100 Bridge Street, East Toowoomba QLD 4350

### 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).

Issue Date: 07/2024

### 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.



## DTET Infrastructure Work Health Safety Management Plan for TAFE Queensland Campuses: Part Two – Specific to Toowoomba 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<br>All  | 8<br>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<br>All   | 10<br>All       | Update Waste Equipment to Mechanised<br>Update lift section to include reference to passenger lifts as required.<br>Change DYJESBT to DESBT |
| March 2024     | H        | Title<br>Key Contact Details & DEPW and TAFE Queensland Contractors Workers                                  | 1<br>3,4        | Date added<br>DEPW updated to DHLGPPW   |
| June 2024      | I        | Non-Trafficable Roofing  | 8               | E Block, Ceramic Shed and N Block added   |
| September 2024 | J        | Key Contact Details<br>Construction Site Area,<br>Other Campus Specific Hazards<br>Site Evacuation Procedure | 3<br>14<br>15   | Facilities contact details updated<br>Plumbing tower added<br>Driveways added<br>Evacuation map updated                                     |
| December 2024  | K        | All<br>Cooking Oil Waste Point<br>Other Campus Specific Hazards  | All<br>14<br>15 | DESBT updated to DTET, DHLGPPW updated to DHPW<br>A Block waste point added<br>Gro Pod near O Block added                                   |