



Infrastructure WHS Management Plan Roma 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 Roma 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 Roma 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 Roma 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	K Block	
Telephone	0417 010 293	
Office Hours	8:30 ^{am} – 4:30 ^{pm}	
Normal teaching hours	Monday – Friday:	9:00 ^{am} – 3:00 ^{pm}
	Apprentice Block:	7:00 ^{am} – 5:00 ^{pm}
	Saturday:	As required
	Sunday/Public Holidays:	As required

Key contact details

Facilities Representative	Helen Dillon	0417 010 293
Security Contact	Facilities Representative	(07) 4694 1919 (Alarms & call outs)
DHPW Contact	MRC	(07) 4578 4000

Emergency Phone Numbers

		000
Police Station:	Roma Police Station	(07) 4622 9333
Hospital:	Roma Hospital	(07) 4624 2700
Medical Centre:	Maranoa Medical 27 Quintin St, Roma	(07) 4622 2266
Fire Brigade:	Roma	(07) 4622 4139
	Charleville	(07) 4654 7453
State Emergency Services (SES):	Roma	132 500
Water:	Maranoa Regional Council	1300 007 662; (07) 4624 0600
Gas:	Maranoa Regional Council	1300 007 662; (07) 4624 0600
Electricity:	Ergon	131 670
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 Roma 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'

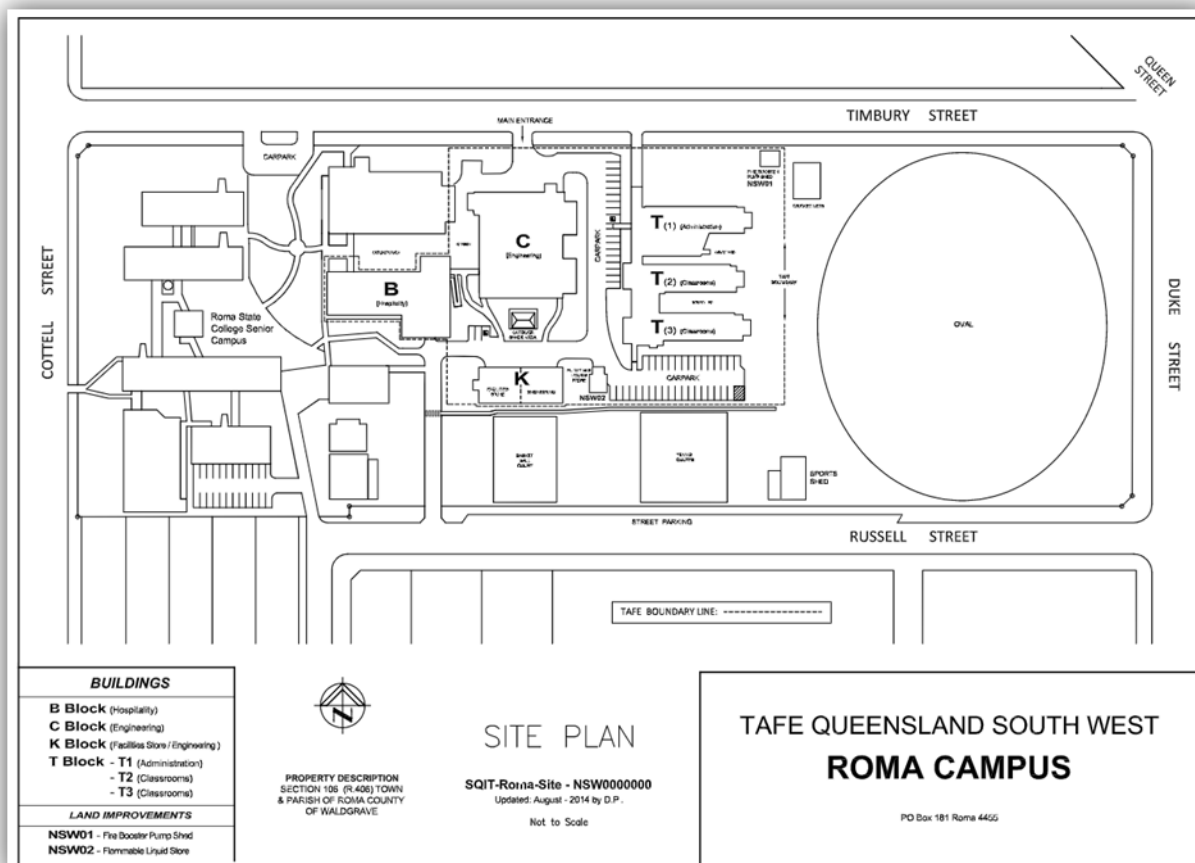
Third Party Lessees Workers are not required to complete a Campus WHS induction when working within a Site. TPLs are responsible for providing the appropriate WHS induction for their Site. Prior to working outside their Sites, TPLs must ensure their Workers obtain permission from TAFE Queensland and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

After hours works

To arrange access for afterhours works, contact Facilities Representative on (07) 4694 1919.

A notification period of 72 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.

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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
Night Welding classes	6:00 ^{am} – 9:00 ^{pm}

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
Hospitability Building (School Side) – rarely used	TBC – Consult with TAFE Queensland Facilities	TBC – Consult with TAFE Queensland Facilities	TBC – Consult with TAFE Queensland Facilities

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
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.

- Please see TAFEQ facilities representative

Accessing of Operational Areas and other restricted areas

Prior to accessing any Operational Area or other restricted areas contact Facilities Representatives Garry Spence, Helen Dillon or Janet Waldron on 0417 010 293 to arrange authorisation and access. **A minimum notification period of 72 hours is required.** 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 any safe work permit that may be applicable and complying with conditions attached to the permit.

Location	Description	Notes
C Block, K Block	Polycarbonate skylight	

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
C Block, K Block	Polycarbonate skylight	

Electricity

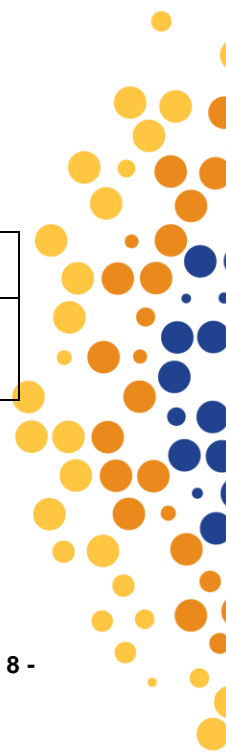
Due to the age of some areas of the Campus, Residual Current Detection (RCD) protection may not be fitted to all Campus mains power.

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
Confined Space Training Container	Located on site to house working at heights equipment



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#	Building/Location	Description	Confined Space Criterion					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: 1: Harmful airborne contaminants or contaminants that may cause fire or explosion? 2: An unsafe oxygen level? 3: Engulfment?	Confined Space? (If the answer to A, B, C and at least one of D is yes, then the space is a confined one)	
1	Front of T Block facing Tumbarry Street	Plastic Water Tank	X	X	X	3	Y	
2	Front of T Block facing Tumbarry Street	Stormwater Access	X	X	X	2, 3	Y	
3	Front of T Block facing Tumbarry Street	Stormwater Access	X	X	X	2, 3	Y	
4	T Block facing school oval	Plastic Water Tank	X	X	X	3	Y	
5	T Block facing school oval	Plastic Water Tank	X	X	X	3	Y	
6	T Block facing school oval	Plastic Water Tank	X	X	X	3	Y	
7	T Block rear facing carpark	Plastic Water Tank	X	X	X	3	Y	
8	K Block	Stormwater Access	X	X	X	3	Y	
9	C Block rear	Plastic Water Tank	X	X	X	2, 3	Y	

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10	T Block facing C Block	Plastic Water Tank	X	X	X	3	Y	
11	T Block facing C Block	Plastic Water Tank	X	X	X	3	Y	
12	T Block facing C Block	Plastic Water Tank	X	X	X	3	Y	
13	T Block facing C Block	Plastic Water Tank	X	X	X	3	Y	

Roof top antenna Electro Magnetic Energy (EME)

N/A

Mechanized Waste Equipment

N/A

Cooking oil waste points

N/A

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.

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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

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

N/A

SITE EVACUATION PROCEDURE

EVACUATION MAP

Roma Campus - Timbury Street, Roma QLD 4455

Timbury Street

Assembly Area

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IN THE EVENT OF FIRE

- R** Remove persons from immediate danger area.
- A** Alert nearby staff and members of the public and call 000 (operate Manual Call Point if applicable).
- C** Confine fire and smoke. Close windows and doors (if safe). Keep low, under the smoke.
- E** Extinguish 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

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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 Site Evacuation Procedure	1 3,4 12	Date added DEPW updated to DHLGPPW Update evacuation diagram
June 2024	I	Brittle Roofing, Non-Trafficable Roofing Mechanized Waste Equipment	8 10	Updated to include K Block Updated to N/A
September 2024	J	Site Evacuation Procedure	12	Evacuation map updated
December 2024	K	All	All	DESBT updated to DTET, DHLGPPW updated to DHPW