



Infrastructure WHS Management Plan GBRIMC 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 GBRIMC 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 GBRIMC 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 GBRIMC 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 | 55/61 Tingira Street, Portsmith QLD 4870 | | |
| Telephone | 1300 308 233 | | |
| Office Hours | 0800 – 1600 Mon - Fri | | |
| Normal teaching hours | Monday – Friday: | 8:00 ^{am} – 4:00 ^{pm} | |
| | Saturday: | Closed | |
| | Sunday/Public Holidays: | Closed | |

Key contact details

| | | | |
|---------------------------|--------------|----------------|--------------|
| Facilities Representative | Tyrone Small | 0431 884 544 | 0431 884 544 |
| | Mark Winter | 0408 434 409 | |
| Security Contact | Duty Officer | 0418 156 402 | |
| DHPW Contact | MRC | (07) 4232 5681 | |

Emergency Phone Numbers

| | | | |
|---------------------------------|---|----------------|--|
| | | 000 | |
| Police Station: | Cairns Police Station | (07) 4030 7000 | |
| Hospital: | Cairns Base Hospital | (07) 4226 0000 | |
| Medical Centre: | Cairns 24hr Medical Centre | (07) 4052 1119 | |
| | Cnr Florence & Grafton St | | |
| Fire Brigade: | Cairns Fire & Rescue | (07) 4232 5440 | |
| State Emergency Services (SES): | SES Cairns | 132 500 | |
| Water: | Cairns City Council | 1300 692 247 | |
| Gas: | Origin Energy | 13 24 61 | |
| Electricity: | Ergon Energy | 13 16 70 | |
| 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 GBRIMC 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'

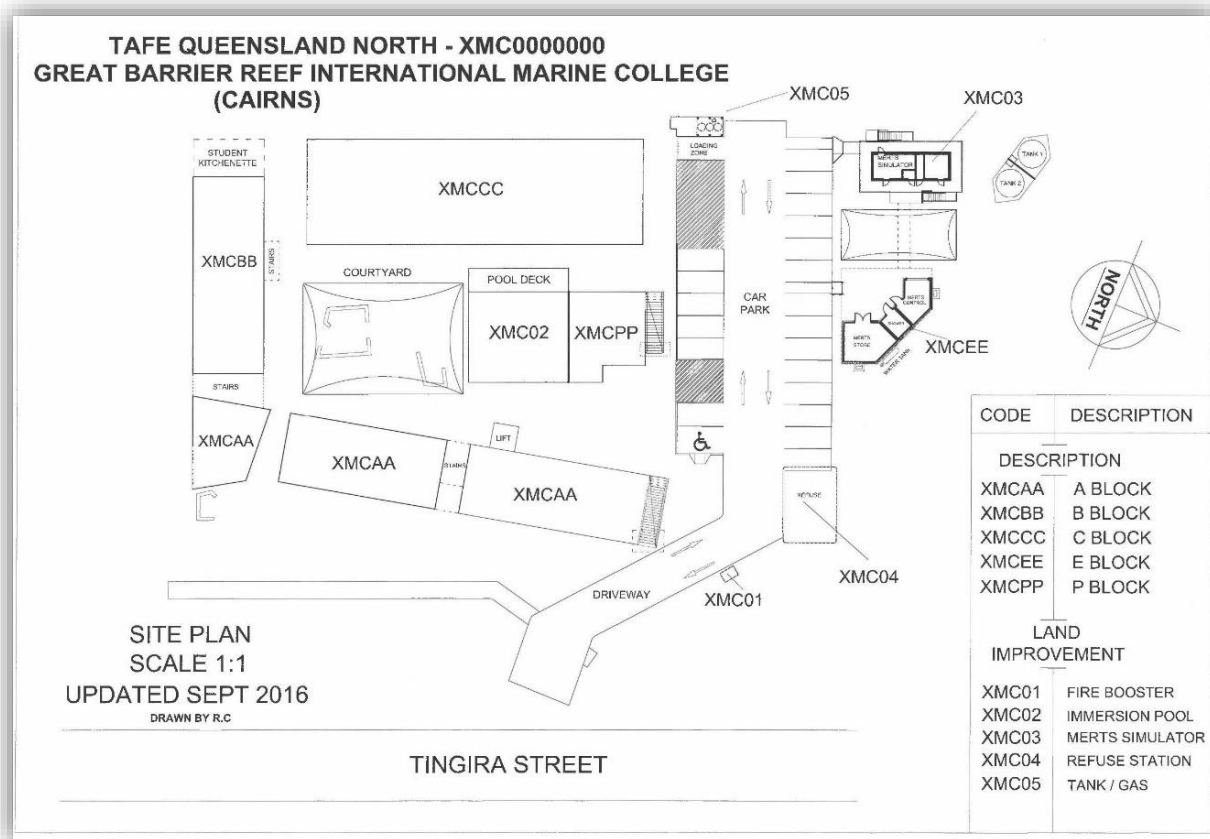
Third Party Lessees Workers are not required to complete a Campus WHS induction when working within a Site. TPLs are responsible for providing the appropriate WHS induction for their Site. Prior to working outside their Sites, TPLs must ensure their Workers obtain permission from TAFE Queensland and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

Afterhours works

To arrange access for afterhours works, contact the Site Services Coordinator on 0419 037 417.

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.

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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 |
|------|----------------|
| 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 |
|------|----------------|----------------|-----------------|
| 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 |
|-------------|-----------------|-----------|---|----------|
| XMCBB Block | Level G,1 | Passenger | W 1.58m x L 1.4m. x H 2.1m .9x2.1m door opening | 1000kg |

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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 designated car parks at the campus.

Accessing of Operational Areas and other restricted areas

Prior to accessing any Operational Area or other restricted areas contact the Facilities representative on 0428 512 129 or 0408 434 409 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 |
|-----------------|--|---|
| Roof XMCCC | Polymer sheeting on roof to provide natural light to Boat shed | Currently waiting to have some identified sheets replaced due to age. |

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 |
|-----------------|--|---|
| Roof XMCCC | Polymer sheeting on roof to provide natural light to Boat shed | Currently waiting to have some identified sheets replaced due to age. |

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

Water tanks behind XMC03 suspected 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.

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 currently undergoing redevelopment in vacant block behind C block.

Due to essential maintenance, access to A and B Blocks will be restricted for HVAC replacement and roof repairs. Staff and students will be temporarily relocated to the Cairns Campus while these works are undertaken.

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 several 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 do occasionally become a hazard. Warning signs are erected when a sighting is made.

Other Campus specific hazards

Slip Hazard

Painted concrete floor XMCEE E Block is slippery when wet. Caution should be taken when working around this area.

Consult with TAFE Queensland facilities for further information. Please ensure your workers are aware and this is considered this when developing safe methods of work.

SITE EVACUATION PROCEDURE

EVACUATION MAP

Great Barrier Reef International Marine College - 55-61 Tingira Street, Portsmith QLD 4870

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).

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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.

LOCATRIX

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 9 | Update Waste Equipment to Mechanised Update lift section to include reference to passenger lifts as required. Change DYJESBT to DESBT Update Other in regard to Fire Panel not operational |
| March 2024 | H | Title Key Contact Details & DEPW and TAFE Queensland Contractors Workers Site Evacuation Procedure | 1 3,4 11 | Date added DEPW updated to DHLGPPW Updated evacuation diagram |
| June 2024 | I | Lift types Confined Spaces, Mechanized Waste Equipment, Other Campus Specific Hazards | 6 8,9 | Review and updated by TAFEQ and DESBT Water tanks added as suspected confined space. MWE updated to N/A. Slip hazard added |
| September 2024 | J | Construction Site Areas Site Evacuation Procedure | 9 10 | Construction works added Evacuation map updated |
| December 2024 | K | All Construction Site Areas | All 9 | DESBT updated to DTET, DHLGPPW updated to DHPW Vacant area behind C Block added |