



Infrastructure WHS Management Plan Mooloolaba 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 Mooloolaba 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 Mooloolaba 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 Mooloolaba 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 Level 1 – A Block

Telephone 0409040124

Office Hours 7:00^{am} – 4:00^{pm}

Normal teaching hours

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

Key contact details

Facilities Representative Coordinator 0409 040 124

Security Contact Protective Services (07) 3224 6666

DHPW Contact MRC 1800 308 233

Emergency Phone Numbers **000**

Police Station: Kawana Police (07) 5413 8700

Hospital: Sunshine Coast Uni Hospital (07) 5202 0000

Medical Centre: N/A N/A

Fire Brigade: Kawana Fire & Rescue (07) 5293 4201

State Emergency Services (SES): Maroochydore (07) 5479 7880

Water: Unity Water 1300 086 489

Gas: Energex 13 62 62

Electricity: Energex 13 62 62

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 Mooloolaba 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. TPL's are responsible for providing the appropriate WHS induction for their Site. Prior to working outside their Sites, TPL's 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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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
Training Restaurant Level 1 – A Block	Operates until 10:00 ^{pm} Noisy work only between 7:00am & 4:00pm in adjacent area upon request
Gym in D Block	Operated 6:00 ^{am} until 6:00 ^{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
A Block	3.6 metres	Trolley movement only	7:00 ^{am} – 4:00 ^{pm}

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
A Block	1 & 2	Passenger or Goods	10 persons	800kg
C Block	1,2 & 3	Passenger or Goods	18 persons	1350kg

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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.

- Gravelled area behind A Block

Accessing of Operational Areas and other restricted areas

Prior to accessing any Operational Area or other restricted areas contact the Site Services Coordinator during business hours on Ph No 0409040124 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
C Block Level 3 Roof	Alsynite Sheeting	Above Corridor

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 Level 3 Roof	Alsynite Sheeting	Consult Tafe Campus Sites Services representative for more detail



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. Note, some confined spaces may not be sign posted.

Area & Map Reference	Comments	Photo
<p>1- Storm tank</p> 	<p>Enclosed tank with top hatch access, not designed primarily for occupancy. Restricted access presents obstacles for potential rescue of persons working inside tank.</p> <p>May require entry at some future point during the life cycle of the vessel (i.e. cleaning, maintenance and inspection, decommissioning).</p> <p>Potential for engulfment if tank accessed without correct drainage or isolation of input water.</p> <p>Potential for harmful atmospheres dependent on possible presence of organic material (e.g. algae and organic sludges)</p>	

Roof top antenna Electro Magnetic Energy (EME)

N/A

Mechanized Waste Equipment

N/A

Cooking oil waste points

Cooking oil waste points are located adjacent to the A Block loading dock. 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.



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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 LPG supply at rear of A block
- LPG bottles kept behind 3 bay shed, rear of A Block

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 Site Services representative for details.

Combustible Cladding

The following areas of campus have Combustible Cladding in place.

Location	Description	Notes
Block A Block C	Presence of combustible cladding on external walls, above entrance/exits	A management-in-use plan for the building is in place until all combustible cladding is removed.
For any hot works in and around the combustible cladding, DTET and the Queensland Fire Department require the completion of a Hot Work Permit – Combustible Cladding Management In Use – PRIOR TO THE WORKS BEING UNDERTAKEN. See Example in Appendix1.		

The permit is to be obtained from trainingassets@desbt.qld.gov.au. **A minimum of 72hrs notice is required.**

- DTET will issue the combustible cladding specific Hot Works Permit, accompanied by:
 - the Fire Safety Strategy Report BR180158 dated 10.02.2021, and
 - the associated Management-In-Use Actions Register.
- All contractors carrying out work in and around combustible cladding need to review and consider all these documents prior to commencing works, to ensure they are aware of the locations of combustible cladding, the potential for fire risks in and around these locations, and ensure they understand the associated Management-In-Use actions.
- All contractors carrying out maintenance, servicing or building work must develop their own safe systems of work based on the information provided, and prepare a Safe Work Method Statement that addresses the risks associated with all work steps in regard to the combustible cladding, and all proposed mitigation measures to manage the risk.

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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 Mooloolaba Campus which includes an Environmental Management Plan (EMP).

The BMP and EMP are available from TAFE Queensland Site Services Office. 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.

Snakes/Seasonal Wildlife

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

Other Campus specific hazards

Car Park Flooding

Car Park 1 is subject to minor flooding during significant rain events.

Slips, Trips and Falls

This site has multiple pedestrian risks, including uneven paths, stairs, slopes and gradients.

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 Site Services representative for details.

SITE EVACUATION PROCEDURE

EVACUATION MAP

Mooloolaba Campus - 34 Lady Musgrave Drive, Mountain Creek QLD 4557



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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 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	1 3,4	Date added DEPW updated to DHLGPPW
June 2024	I	Lift types Brittle Roofing, Non- Trafficable Roofing Confined Spaces, Mechanized Waste Equipment	6 8 9	Passenger lifts added C Block added Storm water pits added as suspected Updated to N/A
September 2024	J	Combustible Cladding Other Campus Specific Hazards Site Evacuation Procedure Appendix 1	10 11 12 14	Hot Works Permit Combustible Cladding included Slips, Trips & Falls, Bodies of Water, Open & Accessible Workshops added Evacuation map updated Hot Works Permit – Cladding MIU added
December 2024	K	All Other Campus Specific Hazards	All 11	DESBT updated to DTET, DHLGPPW updated to DHPW Bodies of water removed