



Infrastructure WHS Management Plan Grovely 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 Grovely 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 Grovely 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 Grovely 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 | A Block opposite Library Entrance | |
| Telephone | 0412 039 145 | |
| Office Hours | Monday-Friday 6.30am – 3.00pm | |
| Normal teaching hours | Monday – Friday: | 8:00 ^{am} – 4:30 ^{pm} 6:00 ^{pm} – 9:00 ^{pm} – When scheduled |
| | Saturday: | 7:00 ^{am} – 5:00 ^{pm} – By prior arrangement |

Key contact details

| | | |
|---------------------------|------------------|--------------|
| Facilities Representative | Murray Andrew | 0412 039 145 |
| Security Contact | Security Officer | 0412 248 101 |
| DHPW Contact | MRC | 1800 631 328 |

Emergency Phone Numbers

| | | |
|---------------------------------|---|----------------|
| | | 000 |
| Police Station: | Ferny Grove Police Station | (07) 3872 1555 |
| Hospital: | North West Community Health Care | (07) 3335 8888 |
| Medical Centre: | Keperra Bulk Billing Medical Centre 14 Dallas Parade, Keperra, QLD, 4054 | (07) 3355 4802 |
| Fire Brigade: | Arana Hills QLD Fire and Emergency Services | (07) 3851 0563 |
| State Emergency Services (SES): | Brisbane | 132 500 |
| Water: | Urban Utilities | 13 23 64 |
| Gas: | N/A | N/A |
| Electricity: | AGL Energy | 13 12 45 |
| 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 Grovely 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

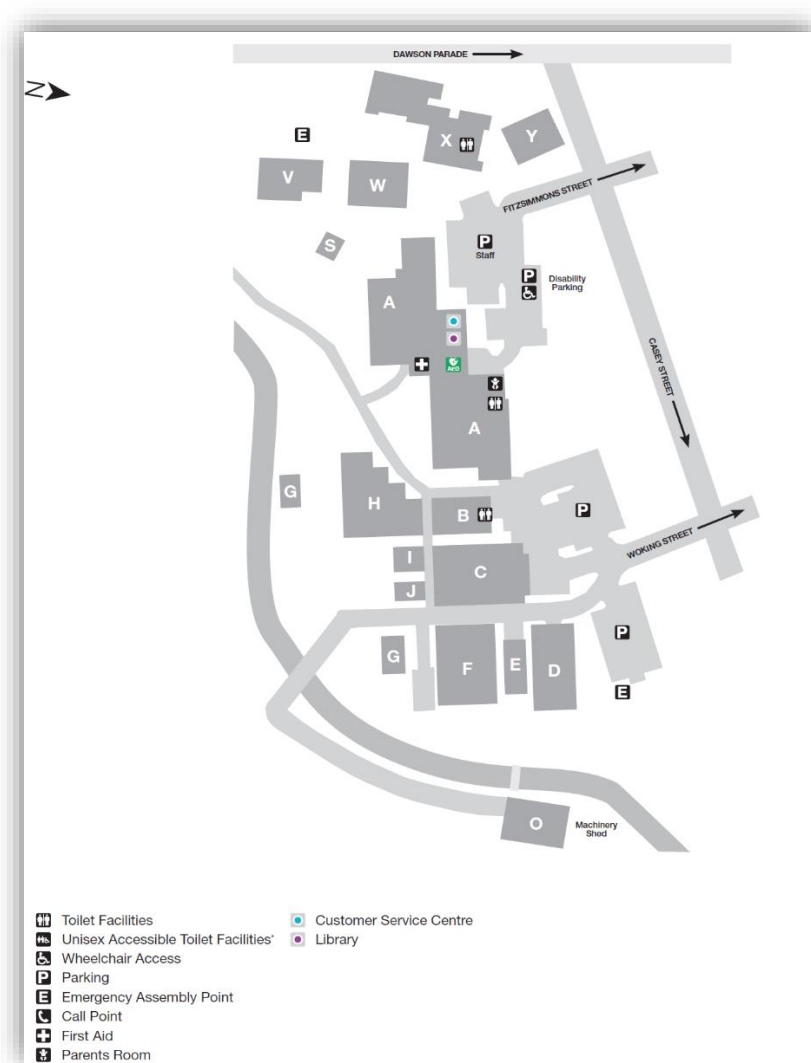
Grovelly TAFE was built in 1984 as a college of Horticultural Excellence and had a sister campus at Oxford Park for Rural Students (since passed over to Help - Enterprises). And is currently a sister campus to Bracken Ridge.

The campus is bordered by the Ferny Grove railway line to the south and Dawson Parade to the west. On the Dawson Parade side, the campus has the main Horticulture and Animal Science buildings and on the eastern side the main Turf and Green Facilities are located.

The Campus was given the old Special Education Unit and Kindergarten that was originally attached to the Grovelly State School in the 2000's. This area has now become the Animal Science and AMEP training areas.

There is a large machinery shed on the eastern side, holding specialised Horticulture machinery for training purposes. A creek tributary runs through the middle of the campus, feeding storm water from upper Dawson Parade and neighbouring shopping centre to Kedron Brook.

Campus Layout / Access Points



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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 Assistant Site Coordinator Murray Andrew Ph No: 0412 039 145.

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 Block Classrooms | Classes are held 6:00 ^{pm} – 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 |
|---------------------------------|------------|-------------|---|
| General Drop Off – A Block | 2.4 metres | Up to 500Kg | 7:00 ^{am} – 2:00 ^{pm} |
| Deliveries – D Block (forklift) | Unlimited | Unlimited | 7:00 ^{am} – 2:00 ^{pm} |
| Deliveries – Shed O (machinery) | Unlimited | Unlimited | 7:00 ^{am} – 2:00 ^{pm} |

Parking of any vehicle in loading docks is prohibited unless prior authorisation is obtained from TAFE Queensland unless being loaded / unloaded.

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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 | | | | |

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;

- Gate 2 Car parks are available in A Block car park (Fitzsimmons St),
- Gate 1 Woking Street carpark
- Gate 3 off Dawson Parade near Animal Science.

Accessing of Operational Areas and other restricted areas

Prior to accessing any Operational Area or other restricted areas contact Murray Andrew on 0412 039 145 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 |
|----------|-------------------|----------------|
| O Block | Alysnite Sheeting | Small sections |

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.

| | | |
|---|---------------------------------------|--|
| Animal Science Buildings (V and X Blocks) | High asbestos content within sheeting | Check BEMIR Asbestos document. Please see online report in BEMIR |
| Walkway Structures around B.BLK | Alysnite and BlueSteel iron sheeting | |
| O Block | Alysnite Sheeting | Small sections |

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

Potential confined space in B Block (Service tunnel under toilets)

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

Do not attempt to access or use window cleaning gantries unless authorised by the TAFE Queensland facilities representative and only use such equipment if you have been trained and are competent in its use, including emergency procedures.

Construction site areas

There is work being undertaken to replace the retaining walls that were falling down.

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.

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. The campus is highly populated with many Eucalyptus tree species and some Bunya pines. Permanent Signage has been placed around Bunya pines re cone drop zone.

Consult TAFE Queensland facilities representative for details.

Bush Fire Zone

N/A

Snakes/Seasonal Wildlife

Due to the bushland environment of this Campus, snakes are a potential hazard. Snake kits are in place around the campus.

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Other Campus specific hazards

Xray Machine

Xray machine located in X1.01. Please see Animal Science for SOP

Sports Turf Area

Retaining wall approx. 120m in length is in very poor state. Barrier tape is in place.

Trip Hazard

Timber steps behind F Block are uneven and present a trip hazard.

Creek Crossing

Creek crossing running through the campus crossing the road from Fuel Store Shed across to Machinery Shed. This crossing can flood during heavy rain.

SITE EVACUATION PROCEDURE

EVACUATION MAP

Grovely Campus - Fitzsimmons Street, Keperra QLD 4054



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

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 11 | Date added DEPW updated to DHLGPPW Update evacuation diagram |
| June 2024 | I | Non-Trafficable Roofing Confined Spaces Other Campus Specific Hazards | 8 10 | O Block added Possible confined space added Creek crossing, Trip Hazard and Sports Turf Area added |
| September 2024 | J | Other Campus Specific Hazards Site Evacuation Procedure | 10 11 | A Block Crib Wall removed Evacuation map updated |
| December 2024 | K | All | All | DESBT updated to DTET, DHLGPPW updated to DHPW |