



# Infrastructure WHS Management Plan Browns Plains 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 Browns Plains 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 Browns Plains 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 Browns Plains 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 Customer Service - 61 Grand Plaza Drive, Browns Plains, QLD, 4188

Telephone 13 72 48

Alt Telephone 0475 978 756

Office Hours 8am to 4pm

**Normal teaching hours**

Monday – Friday:	8:30 <sup>am</sup> – 6:00 <sup>pm</sup>
Saturday:	Closed
Sunday/Public Holidays:	Closed

### Key contact details

Facilities Representative Tony Sidin 0421 614 577

Security Contact Infront Security 0475 978 756

DHPW Contact MRC PH 3008 2100

### Emergency Phone Numbers **000**

Police Station: Browns Plains Police Station (07) 3802 7100

Hospital: Logan Hospital (07) 3299 8899

Medical Centre: Browns Plains Medical & Dental (07) 3380 0111

2-10 Grand Plaza Dr, Browns Plains, QLD, 4118

Fire Brigade: West Logan Fire Station (07) 3081 6800

State Emergency Services (SES): 13 25 00

Water: Logan City Council 1300 086 489

Gas: N/A N/A

Electricity: Energex 13 62 62

Dial Before You Dig Web: [www.1100.com.au/](http://www.1100.com.au/) Tel: 1100



## CAMPUS WHS INDUCTION

### DHPW and TAFE Queensland Contractors Workers

Prior to commencing work on Browns Plains Campus, all DHPW and TAFE Queensland Contractors must go to the TAFE Queensland facilities representative office 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 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

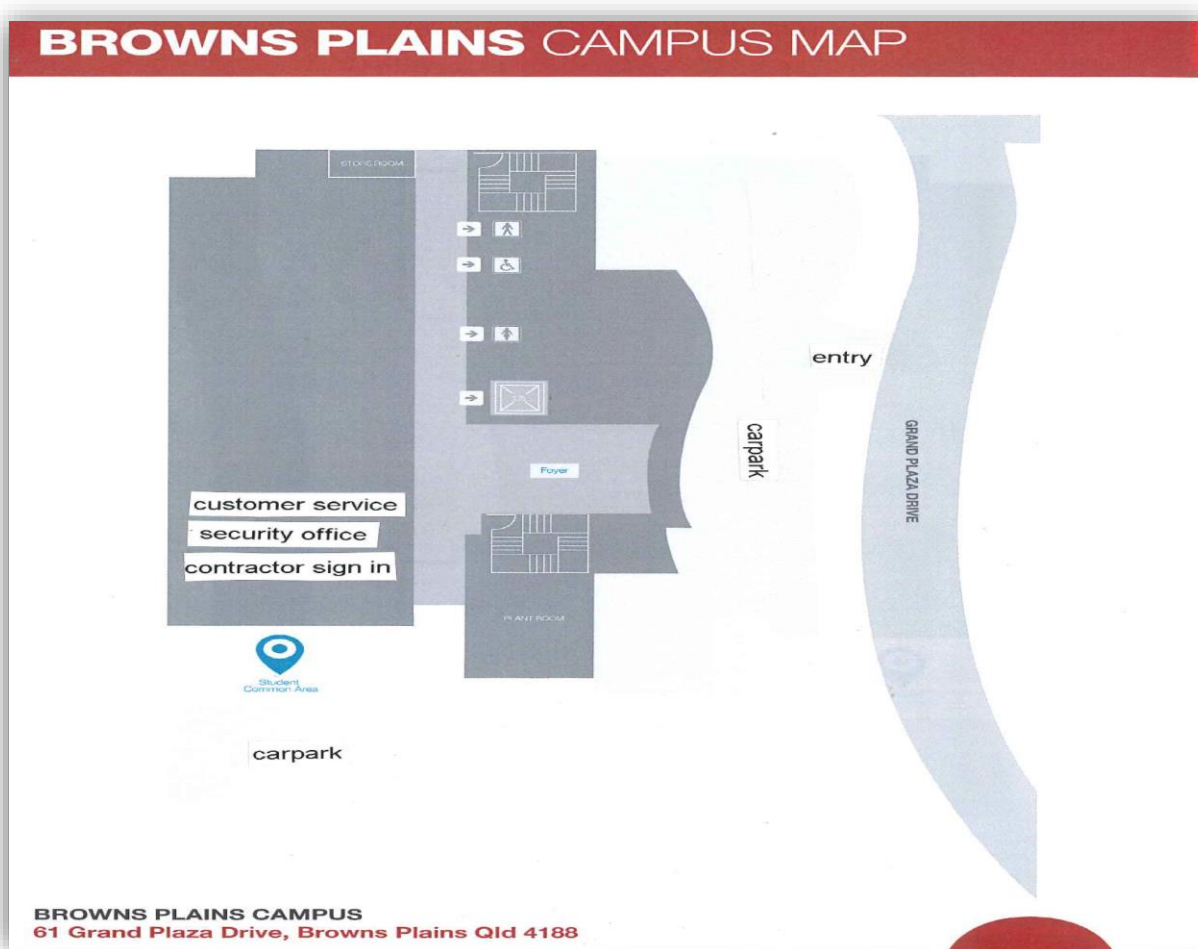
Visitors must contact TAFE Queensland prior to accessing Operational Areas of the Campus and be escorted by a TAFE Queensland authorised person.

## CAMPUS INFORMATION

*For the health and wellbeing of our employees, students and visitors, all TAFE Queensland campuses are smoke free.*

TAFE Queensland offers a wide range of study areas throughout the Greater Brisbane area including agriculture and horticulture, animal studies, automotive, aviation, beauty and hairdressing, building and construction, business and justice, child care, community services, electrotechnology and utilities, engineering, general education and training, hospitality and cookery, information technology, manufacturing and design, nursing and health, resources and mining, sports and fitness, tourism and events, and visual and creative arts.

### 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 Browns Plains Campus

### Afterhours works

To arrange access for afterhours works, contact Tony Sidin Ph. No 0421 614 577.

**A notification period of 24 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
All areas	4:30 <sup>pm</sup> – 8:30 <sup>pm</sup> Tuesday and Thursday

### 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. All deliveries via front door.

### 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 Served	Lift Type	Size	Capacity
A Block	3	Passenger or Goods	1000KG	13 Persons

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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;

Contact Tony Sidin Ph. 0421 614 577

### **Accessing of Operational Areas and other restricted areas**

Prior to accessing any Operational Area or other restricted areas contact Tony Sidin Ph. 0421 614 577 to arrange authorisation and access. Obey all signage regarding access and PPE required regarding 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
N/A		

### 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
A Block	Metal deck roofing with no edge protection	Stick to walkways or determine other means to access

### Electricity

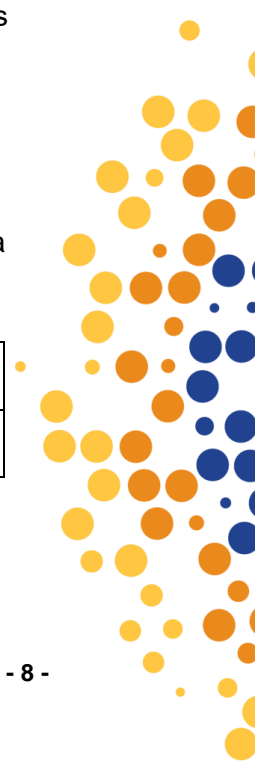
Due to the age of some areas of the Campus, Residual Current Detection (RCD) protection may not be fitted to all Campus mains power.

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
N/A	





## **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**

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.

## **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**

N/A

## **Other Campus specific hazards**

N/A

## SITE EVACUATION PROCEDURE

# EVACUATION MAP

Browns Plains Campus - 61 Grand Plaza Drive, Browns Plains QLD 4118



Assembly Area

Imagery © 2024 Aerometrex

### 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).

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.

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.

<b>Date</b>	<b>Revision</b>	<b>Section</b>	<b>Page</b>	<b>Revision Details</b>
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 Chapala 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	Lift types Brittle Roofing, Mechanized Waste Equipment Non-Trafficable Roofing	6 8,9	Passenger Lift details added Updated to N/A A Block Metal Edge Roofing added
September 2024	J	Site Evacuation Procedure	11	Evacuation map updated
December 2024	K	All	All	DESBT updated to DTET, DHLGPPW updated to DHPW