



Infrastructure WHS Management Plan
Caboolture 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 Caboolture 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 Caboolture 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 Caboolture 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 | B Block |
| Telephone | (07) 5498 0373 |
| Office Hours | 7am to 3.30pm |
| Normal teaching hours | Monday – Thursday: 6:00 ^{am} – 9:00 ^{pm} |
| | Friday: 6:00 ^{am} – 6:00 ^{pm} |
| | Saturday: Closed |
| | Sunday/Public Holidays: Closed |

Key contact details

| | | |
|---------------------------|-----------------|--------------|
| Facilities Representative | Warren McMillan | 0487 717 416 |
| Security Contact | Infront | 0419 738 909 |
| DHPW Contact | MRC | 1800 631 328 |

Emergency Phone Numbers

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| | | |
|---------------------------------|---|----------------|
| Police Station: | Caboolture Police Station | (07) 5490 0555 |
| Hospital: | Caboolture Hospital | (07) 5433 8888 |
| Medical Centre: | United Medical Centre | (07) 5432 3474 |
| | Central Lakes Shopping Centre | |
| | 14 McKean St & Pettigrew St, Caboolture, QLD, 4510 | |
| Fire Brigade: | Caboolture Fire and Rescue | (07) 5498 3347 |
| State Emergency Services (SES): | Caboolture | 13 25 00 |
| Water: | Unity Water | 1300 086 489 |
| Gas: | Origin | 13 35 74 |
| 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 Caboolture 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.

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After hours works

To arrange access for afterhours works, contact Campus Site Coordinator.

Ph No 0487 717 416.

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, B, C, J, E | Tuesday, Wednesday & Thursday to 6.30 ^{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.

- Forklift only used by TAFE staff.

Below are the locations of the Campus docks together with logistical information

| Dock | Maximum Height | Maximum Weight | Operating Hours |
|------------------------|----------------|----------------|---|
| Dock 1 – Tallon Street | 3.6 metres | 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 |
|----------|-----------------|-----------|------|-------------------|
| G Block | Levels 1,2 | Passenger | | 1000kg 13 Persons |
| J Block | Levels 1,2 | Passenger | | 1090kg 16 Persons |

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.

- 2nd Entrance Tallon Street

Accessing of Operational Areas and other restricted areas

Prior to accessing any Operational Area or other restricted areas contact Campus Site Coordinator Ph 0487 717 416 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 |
|-----------------|--------------------|--------------|
| 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 |
|-----------------|--------------------|--------------|
| N/A | | |

Electricity

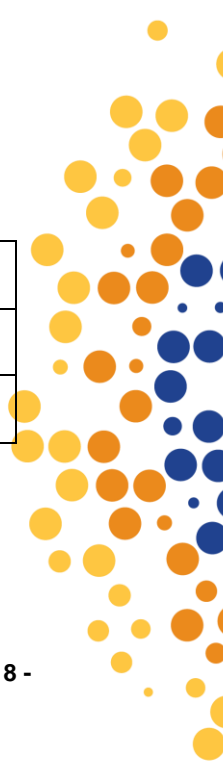
Due to the age of some areas of the Campus, Residual Current Detection (RCD) protection may not be fitted to all Campus mains power.

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 |
|--------------------------------|---|
| J Block, level 2, men's toilet | Ladder to roof |
| G Block, level 2 | Stairs to roof, then ladders to A Block and B Block |





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| Area & Map Reference | Comments | Photo |
|---|--|--|
| <p>Grounds Multipal</p>  | <p>Stormwater 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> |  |
| <p>Grounds Multipal</p>  | <p>Stormwater 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> |  |
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Roof top antenna Electro Magnetic Energy (EME)

The following telecommunication installations are present in or around the Campus.

| CARRIER | INSTALLATION |
|---------|--------------|
| N/A | |

Mechanized Waste Equipment

N/A

Cooking oil waste points

Cooking oil waste points are located in the Back area of B Block. 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

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 scheduled for Fire Hydrant System upgrade works projected to commence March/April. 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.

BMS Air Con upgrade, finish Jan 2025

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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

The following areas of campus have Combustible Cladding in place.

| Location | Description | Notes |
|----------|-------------|-------|
| 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

Fire Hydrant System

The Fire Hydrant System on campus requires repairs. Whilst repairs are being arranged, an emergency management plan is in place.

Consult with the TAFE Queensland facilities representative to verify which buildings are affected and obtain copies of evacuation/emergency management plans.

Contractors should familiarise themselves and their workers with any associated evacuation/emergency management plans when devising their own safe systems of work.



SITE EVACUATION PROCEDURE

EVACUATION MAP

Caboolture Campus - Tallon Street, Caboolture QLD 4510

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 LOGCATRIX

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 | Lift types Brittle Roofing, Non-Trafficable Roofing Mechanized Waste Equipment, Bushfire Zone Construction Works, Other Campus Specific Hazards | 7 8 10,11 | Lift details updated Updated to N/A Updated to N/A Fire Hydrant System added |
| September 2024 | J | Site Evacuation Procedure | 12 | Evacuation map updated |
| December 2024 | K | All | All | DESBT updated to DTET, DHLGPPW updated to DHPW |