



# Infrastructure WHS Management Plan Warwick 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 Warwick 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 Warwick 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 Warwick 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	C1.22
Telephone	(07) 4660 4682 0417 101 289
Office Hours	6:00am – 6:00pm
<b>Normal teaching hours</b>	Monday – Friday: 8.00 <sup>am</sup> – 5.00 <sup>pm</sup> Saturday: Closed Sunday/Public Holidays: Closed

### Key contact details

Facilities Representative	Luke Duff	0422 453 562
Security Contact	Facilities Representative	(07) 4694 1919
DHPW Contact	MRC	(07) 4614 2371

### Emergency Phone Numbers

		<b>000</b>
Police Station:	Warwick Police	(07) 4660 4444
Hospital:	Warwick Hospital	(07) 4660 3900
Medical Centre:	Condamine Medical Centre	(07) 4666 9666
	53 Woods Street, Warwick, QLD, 4370	
Fire Brigade:	Warwick Fire Station	(07) 4598 2980
State Emergency Services (SES):	Warwick	132 500
Water:	Southern Downs Regional Council	1300 697 372
Gas:	Origin	133 574
Electricity:	Ergon Energy	137 466
Dial Before You Dig	Web: <a href="http://www.1100.com.au/">www.1100.com.au/</a>	Tel: 1100



## CAMPUS WHS INDUCTION

### DHPW and TAFE Queensland Contractors Workers

Prior to commencing work on Warwick 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'

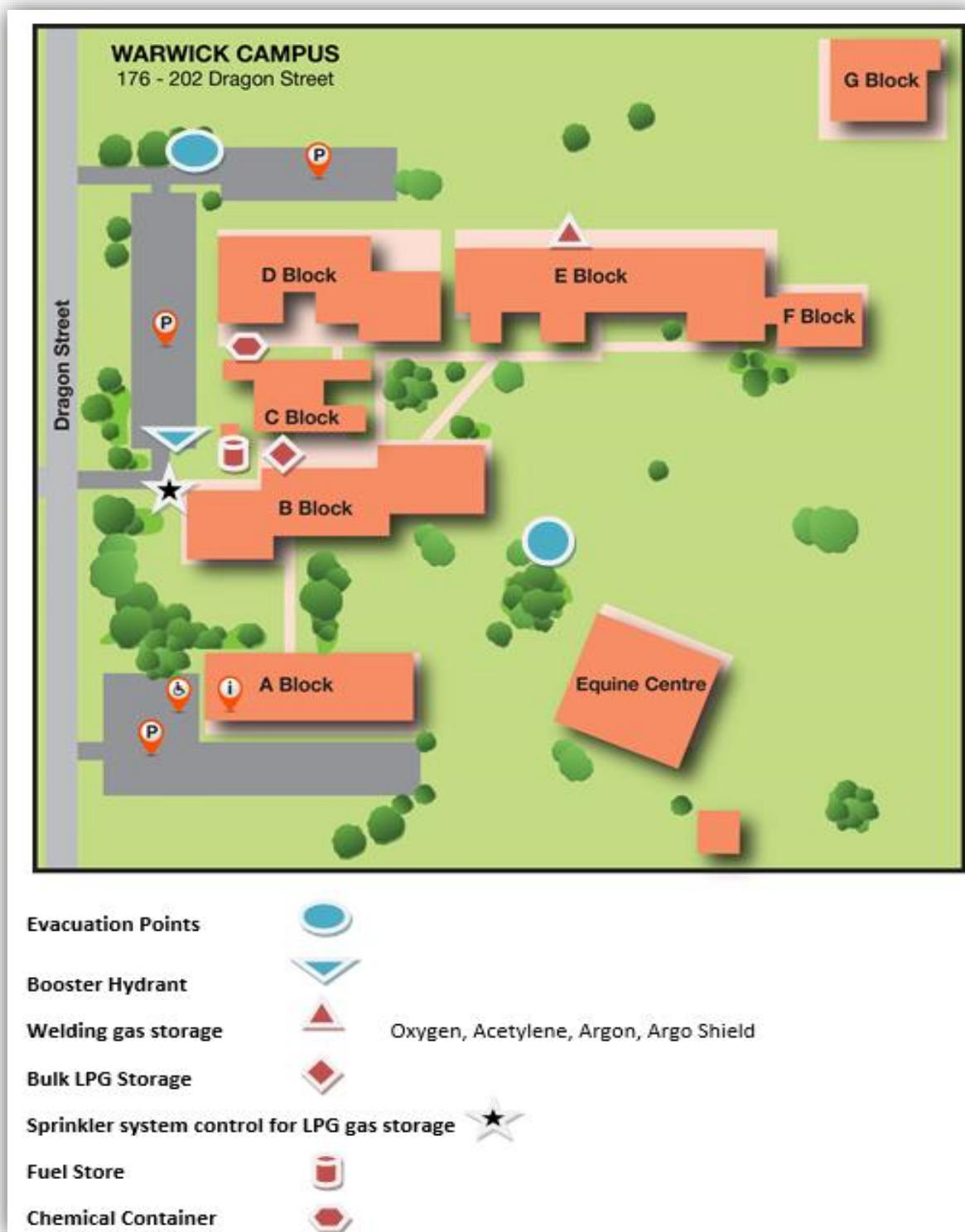
Third Party Lessees Workers are not required to complete a Campus WHS induction when working within a Site. TPLs are responsible for providing the appropriate WHS induction for their Site. Prior to working outside their Sites, TPLs must ensure their Workers obtain permission from TAFE Queensland and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

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### After hours works

To arrange access for afterhours works, contact Luke Duff 0417 010 289.

**A notification period of 72 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
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	Max Height	Max 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
N/A				

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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.

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

Prior to accessing any Operational Area or other restricted areas contact Luke Duff on 0417 010 289 to arrange authorisation and access – minimum of 72 hours notification is required. 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 any safe work permit that may be applicable and complying with conditions attached to the permit.

Location	Description	Notes
B Block Breeze ways	Alsynite Sheeting	Poor Condition
E Block Multiple Areas	Alsynite Sheeting	Poor – Good condition
D Block	Alsynite Sheeting	Poor Condition

### 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
B Block Breeze ways	Alsynite Sheeting	Poor Condition
E Block Multiple Areas	Alsynite Sheeting	Poor – Good condition
D Block	Alsynite Sheeting	Poor Condition

### 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.











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## 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.

#	Building/Location	Description	Confined Space Criterion					Sign attached
			A: Is the space enclosed or partially enclosed?	B: Is the space not designed or intended to be occupied by a person?	C: Is the space designed or intended to be at normal atmospheric pressure while any person is in the space?	D: Does the space present a risk from: 1: Harmful airborne contaminants or contaminants that may cause fire or explosion? 2: An unsafe oxygen level? 3: Engulfment?	Confined Space? (If the answer to A, B, C and at least one of D is yes, then the space is a confined one)	
1	G Block	Concrete Water Tank	X	X	X	3	Y	
2	F Block	Plastic Water Tank	X	X	X	3	Y	
3	C Block Land Improvement Store	Drainage Pit	X	X	X	1, 2	Y	
4	B Block	Plastic Water Tank	X	X	X	3	Y	
5	B Block	Plastic Water Tank	X	X	X	3	Y	
6	A Block	Plastic Water Tank	X	X	X	3	Y	

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### **Roof top antenna Electro Magnetic Energy (EME)**

N/A.

### **Mechanized Waste Equipment**

N/A

### **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.

### **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**

N/A

### **Bush Fire Zone**

N/A

### **Snakes/Seasonal Wildlife**

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

### **Other Campus specific hazards**

N/A

## SITE EVACUATION PROCEDURE

# EVACUATION MAP

Warwick Campus - 200 Dragon Street, Warwick QLD 4370

**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

## DTET Infrastructure Work Health Safety Management Plan for TAFE Queensland Campuses: Part Two – Specific to Warwick Campus

### 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	Brittle Roofing, Non-Trafficable Roofing, Other Campus Specific Hazards	8, 10	D Block alsynite sheeting added Emergency Lighting added
September 2024	J	Site Evacuation Procedure	12	Campus map updated
December 2024	K	All	All	DESBT updated to DTET, DHLGPPW updated to DHPW