



# Infrastructure WHS Management Plan Eagle Farm 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 Eagle Farm 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 Eagle Farm 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 Eagle Farm 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	O Block
Telephone	(07) 3259 3085
Office Hours	7:00 <sup>am</sup> – 4:00 <sup>pm</sup>

<b>Normal teaching hours</b>	Monday – Thursday:	8:00 <sup>am</sup> – 4:00 <sup>pm</sup>
	Friday:	8:00 <sup>am</sup> – 2:30 <sup>pm</sup>
	Saturday:	Closed
	Sunday/Public Holidays:	Closed

### Key contact details

Facilities Representative	Ian Moss	(07) 3259 3085; 0479 194 409
Facilities Representative	Ross Black	0435 634 507
Security Contact	Steve Jovanovski	(07) 3244 0319; 0437 680 081
DHPW Contact	MRC	(07) 3008 2100

### Emergency Phone Numbers **000**

Police Station:	Hendra Police Station	(07) 3632 2333
Hospital:	Royal Brisbane & Women's Hospital	(07) 3626 811
Medical Centre:	Clayfield Family Clinic	(07) 3266 1515
	Shop 4, 139 Junction Rd, Clayfield, QLD, 4007	
Fire Brigade:	Hendra Fire & Rescue	(07) 3866 6500
State Emergency Services (SES):		132 500
Water:	Urban Utilities	(07) 3856 7317
	Daniel Nial (Trade Waste Officer)	0419 793 176
Gas:	BOC Gas	131 262
Electricity:	Origin	1800 444 345
Before You Dig	Web: <a href="http://www.byda.com.au/">www.byda.com.au/</a>	Tel: 1100

## **CAMPUS WHS INDUCTION**

### **DHPW and TAFE Queensland Contractors Workers**

Prior to commencing work on Eagle Farm Campus, all DHPW and TAFE Queensland Contractors must go to the TAFE Queensland facilities representative office, in O Block, 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'**

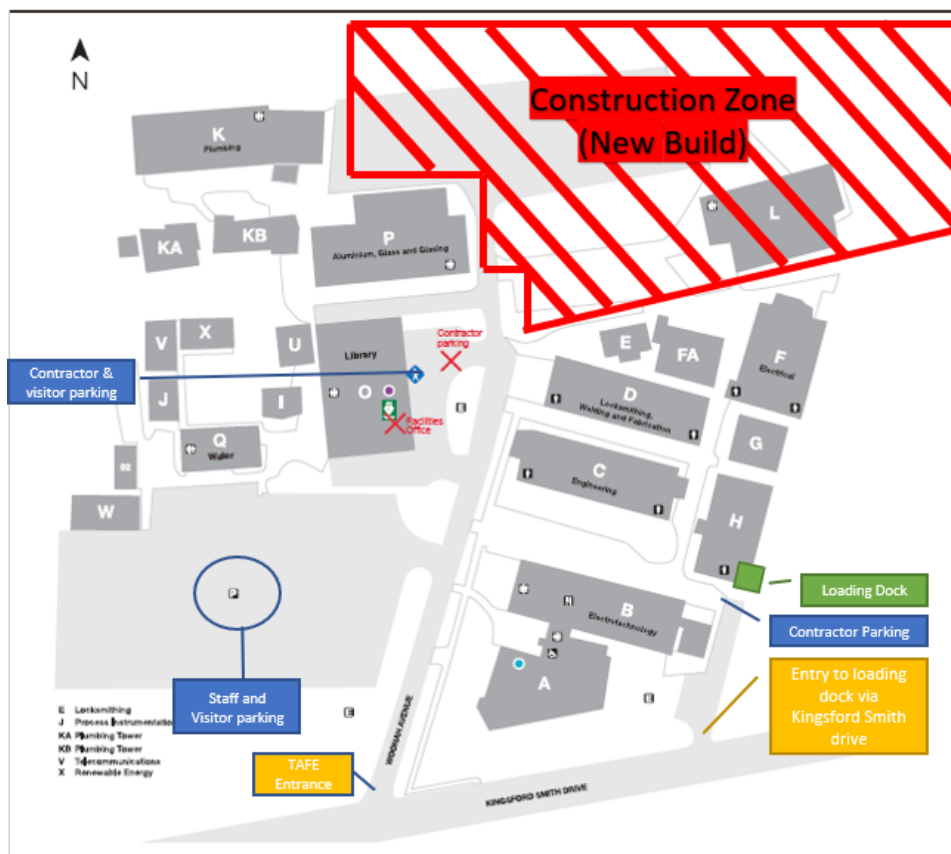
Third Party Lessees Workers are not required to complete a Campus WHS induction when working within a Site. TPLs are responsible for providing the appropriate WHS induction for their Site. Prior to working outside their Sites, TPLs must ensure their Workers obtain permission from TAFE Queensland and 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 Site Services Coordinator Ian Moss on (07) 3259 3085 or 0479 194 409. **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 Block	Monday – Thursday operates 6:00 <sup>pm</sup> – 9:30 <sup>pm</sup>
C Block C2.16	Tuesday night operated 2:00 <sup>pm</sup> - 5:00 <sup>pm</sup> Teacher Zoom session 5:00 <sup>pm</sup> - 7:00 <sup>pm</sup> Thursday operates - 6:00 <sup>pm</sup> - 9:00 <sup>pm</sup>

### 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.

Third Party Lessees and other persons are permitted to use the Loading Dock facilities. Please contact Facilities and/or General Hands if assistance is required with loading or unloading.

If the items to be delivered are perishable goods i.e. food or drink, please contact the Facilities Office and/or the contact associated with the order, as if safe to do so an alternative location could be more suitable for unloading.

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

Dock	Maximum Height	Maximum Weight	Operating Hours
Loading Dock/ Receiving Shed JGA03	Unlimited	Unlimited	6:30am – 2:30pm

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
A Block Ground Level	1, 2 & 3	Passenger lift		11 people 748kg

### 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 behind O Block and adjacent to the Loading Dock/Goods Receiving Shed JGA03.
- Please see Eagle Farm Campus Site Plan on page 5 which highlights Contractor parking in more detail.

### Skip Bins

Skip bins for general, recycling and trade waste are located in the below areas:

#### General & Recycling

- 2 x 3m general and Raw Metal Corp skip bins – adjacent to main plumbing tower
- 1 x 3m general skip bin – K Block
- 1 x 12m general skip bins – Concrete pad adjacent to main plumbing tower
- 1 x 12m general skin bin – between C & D block due to access restrictions from construction site
- 1 x 660L recycling wheelie bin & 1 x 3m general skip bin – adjacent to L Block
- 1 x 660L recycling wheelie bin & 1 x 3m general skip bin – between G Block and H Block
- 1 x 660L recycling wheelie bin & 1 x 3m general skip bin – adjacent to H Block and Loading Dock Trade Waste
- 1 x 3m aluminium waste bin – Behind P Block
- 2 x 660 litre copper and electrical waste wheelie bins – L Block.
- 1 x 3m Raw Metal Corp skip bin – K Block
- 1 x regular waste bin –copper – K Block

### Accessing of Operational Areas and other restricted areas

Prior to accessing any Operational Area or other restricted areas contact the Operations Coordinator Ian Moss on (07) 3259 3085 or 0479 194 409 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
L block	Panel sheeting running across roof structure	Cannot be stepped on due to the brittle material.
P block	Panel sheets spaced throughout roof structure	Cannot be stepped on due to the brittle material.

### 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
Roof F Block	Polymer skylight domes	Raised skylight domes cannot be stepped on due to the brittle material.
L block	Panel sheeting running across roof structure	Cannot be stepped on due to the brittle material.
P block	Panel sheets spaced throughout roof structure	Cannot be stepped on due to the brittle material.

### 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.





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

### 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
A Block	Plant Rooms
C Block	Caged ladder to roof access extremely steep and narrow
L Block Level 2	Caged ladder to Level 2 Western Door small balcony
K Block	Roof crawl space – Staff room/classroom air conditioning access

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

N/A

### Mechanized Waste Equipment

N/A

### Cooking oil waste points

A cooking oil waste points are located on the outside of B Block Canteen area in a drum adjacent to Woonah Avenue. Canteen staff and Urban Utilities Contractor *Pump-It Environmental Services* are responsible for the use and waste disposal of the cooking oil.

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 currently undergoing redevelopment at the back NE corner of the campus.

Do not enter any Construction Work areas unless authorised by Broad Construction. 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.



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

### Large Trees

The campus contains several large trees near A Block, B Block, C Block and O Block 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

L Block (Boat Building) is currently installing Pigeon Proofing and Pigeon Waste Management. The waste generated is a main source of hazardous material due to its carcinogenic nature.

O Block Facilities Office and joint Library area are installing Possum Proofing roof entry points. Possum traps will be situated in the roof for a short period of time. Contractors wishing to access these areas of Campus should consult the Site Contractor Coordinator prior to the commencement of work.

Due to the gardens at this Campus, snakes are a potential hazard.

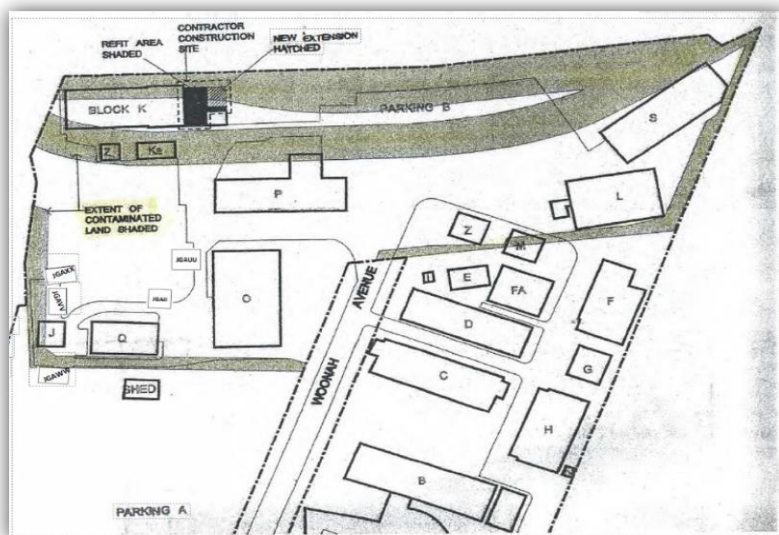
### Other Campus specific hazards

#### P Block Glass and Glazing Building

Entry to P Block Glass and Glazing building requires prior approval from Facilities who will liaise with teachers. This is due to large amount of unbevelled glass and risk of injury.

#### Contaminated Land

Eagle Farm Campus has several areas of contaminated land. Please see grey shaded areas on the site map below which outlines the extent and locations of the contamination.



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

### **Ramp between J and Q Block**

An unsafe ramp between J and Q Block is pending rectification works. The area has been blocked off until works can be completed.

### **Trip Hazards**

Trip hazards on footpath around entrance to campus due to uneven pavers and raised concrete. Witches hats, bollards and bunting are located at trip points around campus to raise awareness. QBuild contractor works to remove trip hazards to start late December 2024.

### **Battery Storage**

Vented lead Acid Batteries, Valve Regulated Lead Acid Batteries, 1 x Li-ion NMC Battery, and 1 x Li-ion Ferrous Phosphate Batteries are kept on campus in the Renewable Energy Building (X Block).

The batteries are regularly in use and are either floor mounted, wall mounted, or inside a purpose-built cabinet for safety.

## SITE EVACUATION PROCEDURE

# EVACUATION MAP

Eagle Farm Campus - 776 Kingsford Smith Drive, Eagle Farm QLD 4009

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).

Issue Date: 08/2024

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.

## DTET Infrastructure Work Health Safety Management Plan for TAFE Queensland Campuses: Part Two – Specific to Eagle Farm 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	Other Campus Specific Hazards	10,11	P Block Glass and Glazing, Trip Hazards added
September 2024	J	Other Campus Specific Hazards Site Evacuation Procedure	11 12	Unsafe ramp added Evacuation map updated
December 2024	K	All	All	DESBT updated to DTET, DHLGPPW updated to DHPW