



Infrastructure WHS Management Plan Acacia Ridge Campus

Part Two – Campus Specific
December 2024



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

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 Acacia Ridge 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 Acacia Ridge 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 Acacia Ridge 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 H Block (Top of the hill-left of the driveway)

Telephone (07) 3244 4275

Office Hours 7:00^{am} – 4:00^{pm}

Normal teaching hours

| | |
|-------------------------|---|
| Monday – Friday: | 7:00 ^{am} – 5:00 ^{pm} |
| Saturday: | Closed or as required |
| Sunday/Public Holidays: | Closed |

Key contact details

Facilities Representative Nicole Higginson (07) 3244 0275 or 0448 609 737

Security Contact Sreto Goranovic 0407 143 422

DHPW Contact MRC 1800 631 328

Emergency Phone Numbers **000**

Police Station: Acacia Ridge (07) 3014 3200

Hospital: QE II Jubilee (07) 3812 6111

Medical Centre: Sunnybank Hills (07) 3273 5022

4 Noelana Street, Sunnybank, QLD, 4109

Fire Brigade: Fire & Rescue (07) 3344 4329

State Emergency Services (SES): 132 500

Water: QLD Urban Utilities 13 23 64

Gas: AGL Energy 13 12 45
E, M, N Blocks

Elgas 13 11 61 or 1800 819 783
M, R, T Blocks

Origin Energy 13 24 61

Electricity: CS Energy (07) 3854 7777

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 Acacia Ridge Campus, all DHPW and TAFE Queensland Contractors must go to the TAFE Queensland facilities representative office (H 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.

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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.

After hours works

To arrange access for afterhours works, contact **Facilities Manager** on **0448 609 737**.

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.

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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 |
|--------------------------|--|
| F Block Electrical | Tues/Thus – 5pm to 7pm – Tuts/Sups/Resits & Reassessments Tues/Weds – 5pm to 7pm - Install & Design - Theory & Prac |
| F Block Refrigeration | Weds – 4.30pm to 6pm – Tuts Thurs – 4.30pm to 6.30pm – Theory Reassessments |
| P Block | Tuesday Night – Flexi CAD – Run time TBC. Contact Facilities Manager Tuesday Night Tutorials BM – This class runs from 5pm to 8pm Tuesday Night Tutorials F&M – This class runs from 4.30pm–7pm Tuesday Night – ISO Weld 9606 – This class runs from 5pm–8pm Wednesday Night – ISO Weld 9606 – This class runs from 5pm–8pm Wednesday Night – NONAC Weld – This class runs from 5pm–8pm Thursday Night (Manual Machining NONAC) - This class runs from 5pm-8pm Thursday Night (CNC NONAC <i>1 day unit SOS</i>) – This class runs from 5pm-8pm |
| K Block | Cert IV night class on Monday, Wednesday and Thursday nights |
| Q Block | Every Tuesday and Thursday night |

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 or other persons are permitted to use the Loading Dock/Zone 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.



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

| Dock | Max Height | Max Weight | Operating Hours |
|---|------------|------------|-----------------|
| Loading Dock/Zone P block (adjacent F block) | Unlimited | Unlimited | 6am to 4.30pm |
| Loading Dock/Zone P block (Opposite Q block- rear entry) | Unlimited | Unlimited | 6am to 4.30pm |
| Loading Dock/Zone Between C and B block | Unlimited | Unlimited | 6am to 4.30pm |
| Loading Dock/Zone Between C and ZC block | Unlimited | Unlimited | 6am to 4.30pm |

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 |
|----------|-----------------|-----------|---|---|
| A Block | Level 1, 2 | Passenger | TBC – Contact Facilities Manager for exact size | Max load 350kg or 3 standing persons or 1 person standing plus 1 person in a wheel chair. |
| B Block | Level 1, 2 | Passenger | As above | Max load 350kg or 3 standing persons or 1 person standing plus 1 person in a wheel chair. |
| E Block | Level 1, 2 | Passenger | As above | 2000kg |
| F Block | Level 1, 2, 3 | Passenger | As above | 1350kg (18 persons) |
| P Block | Level 1, 2 | Passenger | As above | 1350kg (18 persons) |
| Q Block | Level 1, 2 | Passenger | As above | 1350kg (18 persons) |
| R Block | Level 1, 2 | Passenger | As above | 1350kg (18 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 as per designated parking locations as outlined in the below map.

Contractors may park around buildings (behind the boom gate) at the advisement of the Operations Manager. Contractors must ensure parking is done in accordance with site requirements and does not impede in the movements of other vehicles such as Site Buggy's and Forklifts.



Accessing of Operational Areas and other restricted areas

Prior to accessing any Operational Area or other restricted areas contact Operations Manager Ph 0448 609 737 or Site Contractor Co-Ordinator on 0435 966 813 to arrange authorisation and access. Obey all signage regarding access and PPE required in regard to the specific areas.

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First aid kits and officers

First aid kits are available in all buildings throughout our training centres.

Qualified First Aid Officers who can administer initial first aid treatment are available on all training centres. If you need first aid, contact the **Security Officer** at Acacia Ridge on

0407 143 422 or 3244 0500.

Defibrillators are available on campus, with a unit located in the following locations:

- **P Block Foyer (Located Q and R Block end)**
- **R block (main office)**
- **U block**
- **F block- (hallway electrical workshop)**
- **A block- (bottom of J block internal stairs)**

Misconduct

Any person who creates a disturbance on Campus may be asked to leave by security personnel or authorised Senior Management. Failure to do so may result in police action. Misconduct includes but is not limited to:

- disrupting the learning of students
- preventing staff from performing their duties
- endangering the health and safety of staff, student or visitors
- interfering with the conduct of TAFE Queensland SkillsTech operations

Accidents/incidents

Accidents/incidents occurring at a training centre must be reported to the Facilities Manager who will arrange the appropriate documentation for you to complete. Contact the Facilities Manager at Acacia Ridge on 0448 609 737.

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 |
|--|--|---|
| C Block – External mezzanine Floor Roof. Adjacent to ZB building | Panel sheeting running across 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 |
|--|--|---|
| C Block – External mezzanine Floor Roof. Adjacent to ZB building | Panel sheeting running across 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.

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 |
|-----------------|---|
| TBC | Please discuss with TAFE Queensland Facilities representative for further information |



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Roof top antenna Electro Magnetic Energy (EME)

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

| CARRIER | INSTALLATION |
|---------|-------------------------------------|
| Optus | Mobile Base Station Roof of B block |

Prior to accessing B Block roof, de-energising of Vodafone mobile phone towers on B Block roof is required.

Contact TAFE Queensland facilities representative at least one week prior to planned access and to obtain a copy of the EME report. To arrange any mandatory de-energising, please contact the relevant Carrier direct (see contact details in the EME Report).

Refer to the Campus EME report for further information on telecommunication installations.

If you have any further queries in relation to the EME report, please contact trainingassets@desbt.qld.gov.au.

Window Cleaning Gantries

N/A.

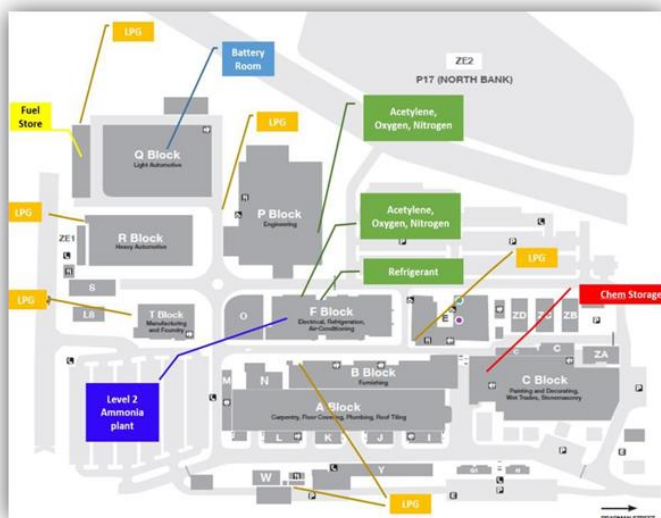
Construction site areas

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.



Mechanized Waste Equipment

N/A

Waste Equipment – Refer Plan on following page

Cooking oil waste points

Cooking oil waste points are located in rear of E Block canteen building, back of Y Block canteen and back of Q&R canteen. 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.

General waste and steel waste

The main bin compound is located to the Right of E Block carpark. This includes 12m Roll on Roll off general waste bins and Steel waste bins.

Trade waste

As highlighted on below map - Trade waste is disposed of by relevant contractors on scheduled basis. Locations marked as per below.

Chemical sand bin

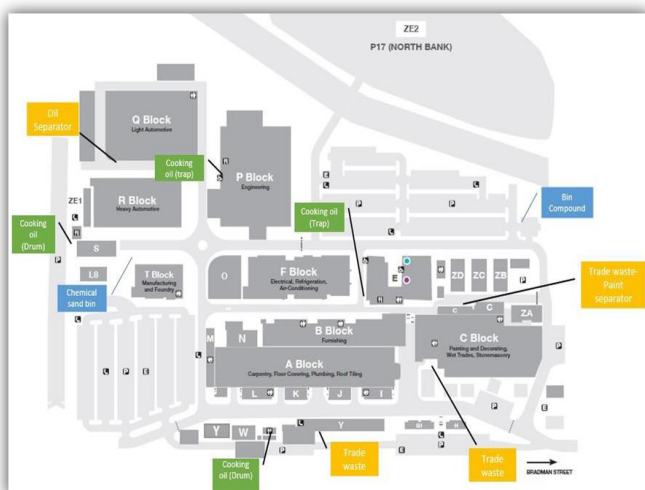
Located outside T Block contains Fenetec Chemical - and disposed of by appropriate contractors. This bin is not to be utilised by staff, students or contractors for any disposal of waste other than its intended use.

Paint Separator

This is located outside C Block and is emptied by appropriate contractor when required. This is paint waste from C Block.

Oil Separator

Maintained and serviced by contractor, and its contents disposed of by relevant contractor when required.



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Combustible Cladding

The following areas of campus have Combustible Cladding in place.

| Location | Description | Notes |
|--|--------------------------------------|--|
| P Block | External walls, above entrance/exits | A management-in-use plan for the building is in place until all combustible cladding is removed. |
| For any hot works in and around the combustible cladding, DTET and the Queensland Fire Department require the completion of a Hot Work Permit – Combustible Cladding Management In Use – PRIOR TO THE WORKS BEING UNDERTAKEN. See Example in Appendix1. | | |

The permit is to be obtained from trainingassets@desbt.qld.gov.au. **A minimum of 72hrs notice is required.**

- DTET will issue the combustible cladding specific Hot Works Permit, accompanied by:
 - the Fire Engineering Report 6697137 dated June 2022, and
 - the associated Management-In-Use Actions Register.
- All contractors carrying out hot works in and around combustible cladding need to review and consider all these documents prior to commencing works, to ensure they are aware of the locations of combustible cladding, the potential for fire risks in and around these locations, and ensure they understand the associated Management-In-Use actions.
- All contractors carrying out maintenance, servicing or building work must develop their own safe systems of work based on the information provided, and prepare a Safe Work Method Statement that addresses the risks associated with all work steps in regard to the combustible cladding, and all proposed mitigation measures to manage the risk.

Large Trees

The campus contains a number of large trees, which may present the risk of falling over or losing a limb. Contact TAFE Queensland facilities representative for details.

Bush Fire Zone

N/A.

Snakes/Seasonal Wildlife

- Swooping crows- During the nesting season, Crows swoop between the areas of ZC and ZB roadways.
- Fire ants have previously been located and treated on Northbank and sections of the campus located at Y block.
- Due to vegetation on Northbank, the campus does have the risk of Snakes being present, particularly around P, Q, R and T blocks.



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Other Campus specific hazards

Stair treads

The campus is in the process of ongoing maintenance and upgrades to the anti-slip and safety treads on staircases throughout the entire campus, with particular attention throughout A block and surrounding buildings.

Emergency and Exit Lighting

A number of buildings on campus require repairs to the emergency and exit lighting. Whilst repairs are being arranged, these buildings have management plans in place.

Contractors should 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.

Creek Crossing

The creek which runs through the back of the campus, running alongside Northbank does not have a flood proof crossing. During constant heavy rainfall, this creek is subject to flash flooding, where north bank becomes inaccessible. This needs to be taken into consideration when entering or parking on Northbank.

A Block- Air Borne Dust

The nature of the work/training which takes place in this workshop, generates Air Borne Dust which can cause respiratory illness. All appropriate PPE, including appropriate face protection/masks should be utilised when working or entering this space.

P Block Fumes

The nature of the work/training which takes place in this workshop, can generate Fumes which inhalation can cause respiratory illness. All appropriate PPE should be utilised when working or entering this space.

C Block Silica Dust

The nature of the work/training which takes place in this workshop, can generate Air Borne Silica Dust which inhalation can cause respiratory illness. All appropriate PPE, including appropriate face protection/masks should be utilised when working or entering this space.

Mobile Plant

Mobile plant including forklifts, mini front-end loader, buggy's and ride on mowers are utilised and driven in and around all campus buildings.

SITE EVACUATION PROCEDURE

EVACUATION MAP

Acacia Ridge Campus - 247 Bradman Street, Brisbane QLD 4110



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 LOCATRIX

EMERGENCY ACTION GUIDE

WHSEAG
Issued 02/11/2017 V3.0

EMERGENCY SERVICES

DIAL **000** OR **112** FROM A MOBILE

| Training centre | Security Officer/Emergency Contact/ First Aid | Operations Manager (spills/ hazards/waste) | Workplace Health & Safety Officer (incidents) |
|-----------------|--|--|---|
| Acacia Ridge | Ext 4500 | 0407 143 422 | 0417 719 985 |
| Alexandra Hills | Ext 2222 | 0418 774 663 | 3826 3916 |
| Bracken Ridge | Ext 888 | 0428 101 138 | 0419 657 797 |
| Eagle Farm | Ext 3000 | 0412 248 078 | 0412 248 078 |

Medical emergency / serious injury or incident

- Call 000 or 112 (from mobile) and First Aid.
- Keep injured person safe and calm until help arrives.

Evacuation alarm

- Go to the nearest evacuation assembly area (maps of locations are beside all doorways) with students and visitors.
- Notify fire wardens of any unaccounted persons.
- Remain there until all clear is given by a warden or emergency services.

Lockdown

- Staff will be notified via emergency personnel, text or email broadcast.
- If safe to do so, go to a safe place in a secure room. Lock doors and windows.
- Stay out of sight and remain there until the all clear is given.

Threat or display of weapons / violent behaviour

- Press duress alarm if available.
- If safe to do so, go to a safe place in a secure room. Lock doors and windows.
- Stay out of sight, call 000, then call the Operations Manager to notify them of your situation and location.
- Remain in a safe place until the all clear is given.

If unable to separate from the threat:


- Press duress alarm if available.
- Call 000, then Operations Manager if safe to do so.
- Cooperate with demands and do not use aggressive language or behaviour.
- Stay as calm as possible until the situation is resolved.

Storms and power failure

- Follow instructions provided by Regional broadcast.

1800 654 447
tafeskillstech.edu.au
PDF NO. 0078 | ORG004 NO. 00006

SkillsTech



LOCKDOWN

Acacia Ridge

Dangerous person, siege or hostage incident, armed intruder, dangerous animals or other incident that requires lockdown

1. **Call 000 or 112 (on mobile) – POLICE AND AMBULANCE (if persons injured)**
2. **If safe to do so, relocate self and others to a safe area – in a secured room and lock/barricade doors and close blinds/window coverings.**
3. **Call Facilities/Security on 4500 or 0407 143 422 to notify of incident and provide as much detail as possible.**
4. **Remain in safe area until 'ALL CLEAR' given or further instructions.**
5. **If you cannot separate from threat, comply with demands and remain as calm as possible until situation is resolved.**
6. **DO NOT PUT YOURSELF IN HARM'S WAY**

LDAR v2.0 Issued 22/10/2019
Procedure reference: CP331 Lockdown
© TAFE Queensland. Uncontrolled copy if printed. Refer to TAFE Queensland Intranet for current version of document.

SkillsTech |



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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 | 1 3,4 | Date added. DEPW updated to DHLGPPW |
| June 2024 | I | Lift types Other Campus Specific Hazards | 7 14 | Passenger lift details updated Hazards updated |
| September 2024 | J | Combustible Cladding Other Campus Specific Hazards Site Evacuation Procedure Appendix 1 | 13 14 16 20 | Hot Works Permit – Cladding details updated Fire doorsets, Hydrant pump added Evacuation diagram updated Hot Works Permit – Combustible Cladding Management in Use added |
| December 2024 | K | All Other Campus Specific Hazards | All 14 | DESBT updated to DTET, DHLGPPW updated to DHPW Fire Panel and Fire Doorset Critical Defects removed |

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Appendix 1

Department of
Employment, Small Business and Training

Hot Work Permit

Combustible Cladding Management-in-Use
DESBT Infrastructure

Use this hot work permit for any temporary operation which involves open flames, heat, or sparks, including but not limited to welding, brazing, oxyacetylene cutting, soldering, heat torches and electro-fusion of polymer pipes in or around combustible cladding.

| Campus (tick applicable) | Acacia Ridge | Bohle | Mooloolaba | Mt Gravatt |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Part 1 – Scope of Permit

| Specific Location of the Works (circle applicable) | A Block | B Block | C Block | G Block | P Block | Link Bridge |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Brief Description of the Works

Contractor Carrying Out the Works

Contractor Supervisor Responsible for the Works

Duration of Permit Date / Time

Part 2 – Permit Authorisation

Additional matters of note: Refer to Appendix 1 for QFD specific requirements

Permit Authorised by

| | |
|-----------|--------------|
| Name | Organisation |
| Position | |
| Signature | Date / / |

Part 3 – Acknowledgement and Agreement

I acknowledge and agree to:

- observe all additional matters of note in Part 2 above, including Appendix 1 - (QFD specific requirements); and
- consider the appropriate fire watch and/or monitoring for a period to ensure no chance of ignition; and
- complete an appropriate fire watch and/or monitoring for a period to ensure no chance of ignition; and
- take all other precautions to carry out and complete the works in a manner that is safe and without risk.

I understand that the issuing of this permit, and with the WHS Special Precautions or safeguards attached to it, does not negate the responsibilities under the relevant WHS legislation, of the Contractor named in Part 1.

I have read and understood the safeguards outlined on the reverse of this permit, Appendix 1 - (QFD specific requirements), and agree to present this completed and authorised permit to TAFE Queensland facilities representative if requested.

| | |
|-----------------------------|----------|
| Print Name: | |
| Contractor's Representative | |
| Position: | |
| Signature: | Date / / |
| Contractor's Representative | |

July 2024

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Safeguards for Hot Works

1. Planning and Consultation
Prior to the works commencing the Contractor named in Part 1 of this permit (Contractor) must ensure:

- In consultation with Workers and any person who may be affected by or in connection with the works, consideration is given to the safeguards for the hot works;
- The Contractor undertakes a full assessment of the risk associated with the hot works;
- For high risk construction work, the Contractor develops a Safe Work Method Statement (SWMS), taking into account the assessment of the risks and appropriate methods of controlling such risks;
- The Contractor positively identifies all services (electricity, tele, gas, water, stressing cables, etc.) and devises a means to isolate or render harmless such services or structural elements;
- The hot works will not affect the structural adequacy of the building or structure (compromising structural elements, etc.); and
- The QBuild supervisor has been notified of the hot work and a hot work permit issued to the Contractor prior to carrying out the works.

2. Work Systems
The Contractor named in Part 1 of this permit must establish control measure to eliminate risks arising from or in connection with the hot works. This should include, as a minimum, ensuring:

- Persons completing hot works are:
 - competent in fire hazards and fire controls, has firefighting equipment close at hand (appropriate to the types of works undertaken), and monitors the area to ensure there is no outbreak of fire;
 - aware of the location of manual alarm call points, building firefighting equipment and emergency exits;
- All services and positively located and protected (electricity, gas, water etc.) from hot work;
- QBuild and TAFE Queensland is informed prior to disconnection or isolation of any alarms that require taking out of service;
- Appropriate barricading and warning signs are positioned to prevent unauthorised persons from entering the hot work area;
- All electrical power is protected by a residual current device (RCD);
- All hot work equipment is appropriate to the task, well maintained and in a safe, serviceable condition
- All oxyacetylene sets have flashback protectors at both the bottle and torch end of the equipment
- The work area is adequately ventilated;
- Appropriate fire extinguishers are provided (in addition to that of the campus) in close proximity to the hot work area;
- Appropriate and functional screens are provided to protect from sparks and welding flash;
- Personal protective equipment (PPE) appropriate to address all risks from hot works is provided and it is maintained and worn by all Workers at all required times; and
- On completion, the work area is made safe and free from risk (e.g. removing all waste, etc. from the workplace).

Note: Any special precautions noted in Part 2 of this permit are considered when establishing the control measures for the hot works.

3. Fire Watch
The Contractor named in Part 1 of this permit must ensure an appropriate fire watch / monitoring process is in place for the works for a period to ensure no chance of ignition.

4. Requirements within 8 meters of work
The Contractor named in Part 1 of this permit must establish control measure to eliminate risks arising from or in connection with the hot works. This should include, as a minimum, within 8 meters of the work, ensuring:

- Flammable substances are removed from the area and any explosive atmosphere within the area is eliminated;
- Floors are swept clean and combustible floors are whittled down, covered with damp sand or fire-resistant sheets;
- Other combustibles are removed where possible, otherwise protected with the resistant tarpaulins or metal shields; and
- All wall and floor openings are covered with fire resistant material.

5. Work on Walls or Ceilings
The Contractor named in Part 1 of this permit must establish control measure to eliminate risks arising from or in connection with the hot works. This should include, as a minimum, for work on walls or ceilings, ensuring:

- Construction (including covering or insulation) is non-combustible, or where this is not possible, take measures to prevent such material from burning, including any materials on the other side of walls or ceilings.

6. Work on Enclosed Equipment
The Contractor named in Part 1 of this permit must establish control measure to eliminate risks arising from or in connection with the hot works. This should include, as a minimum, for work on enclosed equipment, ensuring:

- Enclosed equipment is thoroughly cleaned of all combustibles;
- All containers are purged of flammable liquids/vapours and do not pose an explosive risk; and
- The work area is adequately ventilated, and any confined / enclosed space hazards are addressed to ensure there is no risk.

7. Training Instruction and Supervision
The Contractor named in Part 1 of this permit, must ensure:

- That all workers involved in the hot works are conversant with their SWMS (if required), have received sufficient training, instruction and are appropriately supervised to enable them to perform the works in a manner that is safe and without risk; and
- Workers who are undertaking "supervised on-the-job-training" using any plant and/or equipment are directly supervised by a competent certified operator.

8. Public Safety
When undertaking works in a public place, the Contractor named in Part 1 of this permit, must ensure:

- Compliance with local government requirements (e.g. road or foot path closures);
- The positioning and maintaining of barricades, screens and/or warning signs at a distance from the work to prevent injury to workers, pedestrians, others and collision by traffic; and
- Safe wheelchair/disabled or physically impaired persons' access, past the works, barricades, screens are available at all times.

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Department of
Employment, Small Business and Training

APPENDIX 1

QFD require the following points to be considered, addressed and complied with by the contractor(s) when undertaking the works:

Contractors must check off the following, to confirm that they have completed the items below:

- Contractors have been issued with and understood the requirements of the Campus specific:
 - Fire Engineering report (FER); and
 - Fire Engineering Management in Use (Outcomes Action Registers); and
- Contractors have been shown by TAFEQ the locations of combustible cladding onsite; and
- Contractors have been advised by TAFEQ on the potential for fire risk in these locations; and
- Any TAFEQ directives for safe actions required by contractors have been noted; and
- Any TAFEQ directives for minimum fire safety requirements during works have been noted (e.g. extinguisher present at hand, observer during works etc); and
- TAFEQ reporting protocols for onsite arrival have been noted; and
- On completion of the nominated works, TAFEQ have conducted an inspection of the works location.

Contractor signature at works completion _____ TAFEQ signature at inspection completion _____

Contractor must return a copy of this completed Appendix 1 to DESBT at trainingsassets@desbt.qld.gov.au and provide a copy to TAFEQ if requested.

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