

Infrastructure WHS Management Plan

Palm Island Campus

Part Two – Campus Specific

June 2025



Queensland
Government

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 Palm Island 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 Palm Island 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 Palm Island 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 | N Block |
| Telephone | (07) 4750 5333 |
| Office Hours | 8.30 ^{am} – 4.30 ^{pm} |

| | | |
|------------------------------|-------------------------|---|
| Normal teaching hours | Monday – Thursday: | 8.30 ^{am} – 4.30 ^{pm} |
| | Friday: | Closed |
| | Saturday: | Closed |
| | Sunday/Public Holidays: | Closed |

Key contact details

| | | |
|----------------------------|---------------|--------------|
| Facilities Representatives | Dean Janetski | 0428 512 129 |
|----------------------------|---------------|--------------|

| | | |
|-------------------|-----------------------|----------------|
| Security Contacts | State-wide Monitoring | (07) 3848 1888 |
| | Protective Services | (07) 3224 6666 |

| | | |
|--------------|-----|----------------|
| DHPW Contact | MRC | (07) 4412 2385 |
|--------------|-----|----------------|

Emergency Phone Numbers

| | | |
|---------------------------------|---|----------------|
| Police Station: | Palm Island Police Station | (07) 4759 9333 |
| Hospital: | Joyce Palmer Health Service | (07) 4752 5100 |
| Medical Centre: | PICC Children & Family Centre | (07) 4791 4031 |
| | Lot 68 Beach Road, Palm Island, QLD, 4031 | |
| Fire Brigade: | Rural Fire Service Townsville | (07) 4796 9082 |
| State Emergency Services (SES): | | 132 500 |
| Water: | Palm Island Aboriginal Shire Council | (07) 4770 0200 |
| Gas: | Origin Energy | 13 35 74 |
| Electricity: | Ergon Energy | 13 16 70 |
| 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 Palm Island 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. TPL's 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

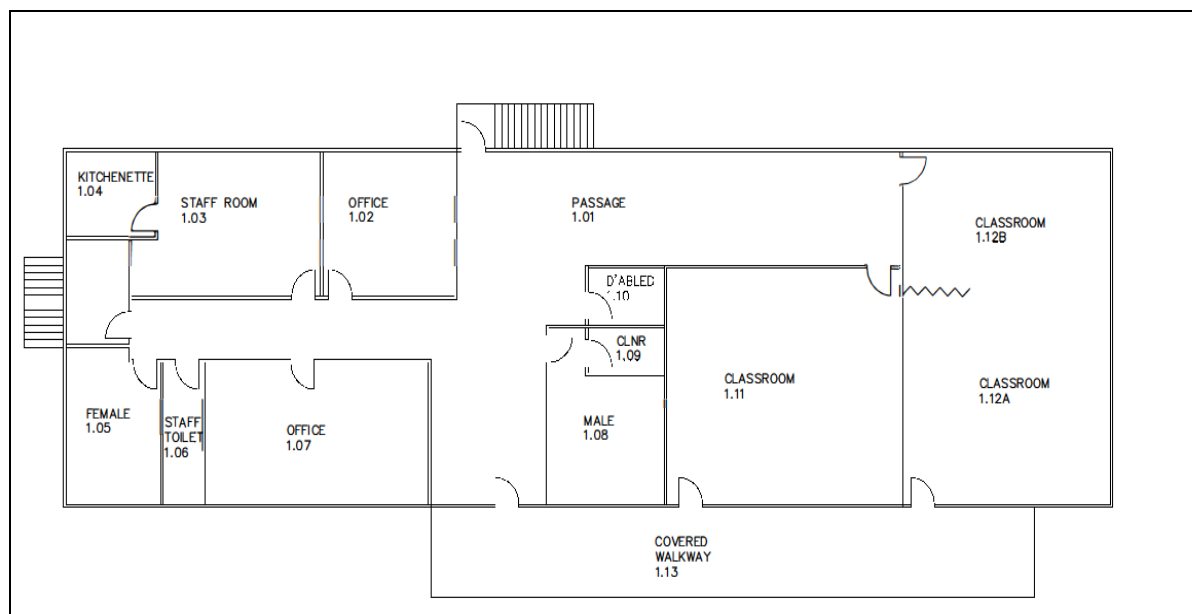
Visitors must contact TAFE Queensland prior to accessing Operational Areas of the Campus and be escorted by a TAFE Queensland authorised person.

CAMPUS INFORMATION

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

Our Palm Island campus features a range of purpose-built facilities including a Modern classroom and computer rooms. The campus offers a wide range of study areas including Early Childhood Education skills for work and vocational pathways.

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 Site Services Coordinator Ph No 0437 835 299.

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 |
|------|----------------|
| N/A | |

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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.

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 | | | | |

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;

- Car parks located at front of building.

Accessing of Operational Areas and other restricted areas

Prior to accessing any Operational Area or other restricted areas contact the Facilities Site Services Coordinator Ph No 0437 835 299 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 any safe work permit that may be applicable and complying with conditions attached to 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

Confined spaces have been identified on campus. Prior to entry into any identified 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.

Please refer to Confined Space Assessment report for details and locations of identified confined spaces on campus. Please see TAFE Queensland Facilities representative for details or contact DTET on trainingassets@desbt.qld.gov.au for a copy.

Roof top antenna Electro Magnetic Energy (EME)

N/A

Mechanized Waste Equipment

N/A

Cooking oil waste points

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 area.

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

N/A

Combustible Cladding

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

No First Aider's Onsite

Contractors are advised that there are no First Aiders on site and recommend carry own snake bite kit and be trained in its use.

SITE EVACUATION PROCEDURE

EVACUATION MAP

Palm Island Campus - Beach Road, Palm Island QLD 4816

Map data © OpenStreetMap contributors

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

DTET Infrastructure Work Health Safety Management Plan for TAFE Queensland Campuses: Part Two – Specific to Palm Island 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, Mechanized Waste Equipment Other Campus Specific Hazards | 7 8 | Updated to N/A No first aider's onsite added |
| September 2024 | J | Site Evacuation Procedure | 9 | Evacuation map updated |
| December 2024 | K | All | All | DESBT updated to DTET, DHLGPPW updated to DHPW |
| March 2025 | L | All Confined Spaces | All 7 | Update to DTET document template Confined space wording updated |
| June 2025 | M | All | All | Reviewed and updated by TAFEQ and DTET |