

Infrastructure WHS Management Plan

Hervey Bay 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 Hervey Bay 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 Hervey Bay 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 Hervey Bay 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 | WHBS1 Block |
| Telephone | (07) 4120 6288 |
| Office Hours | 7am - 4pm |

| | | |
|------------------------------|-------------------------|---|
| Normal teaching hours | Monday – Friday: | 8:00 ^{am} – 4:30 ^{pm} |
| | Saturday: | Closed |
| | Sunday/Public Holidays: | Closed |

Key contact details

| | | |
|---------------------------|---------------------|----------------|
| Facilities Representative | Coordinator | (07) 4120 6288 |
| Security Contact | Protective Services | (07) 3224 6666 |
| DHPW Contact | MRC | 1300 138 822 |

Emergency Phone Numbers **000**

| | | |
|-----------------|----------------------------|----------------|
| Police Station: | Hervey Bay Police Station | (07) 4128 5333 |
| Hospital: | Hervey Bay Hospital | (07) 4325 6666 |
| Medical Centre: | Main Street Medical Centre | (07) 4128 3644 |

71 Main St, Pialba, QLD, 4655

| | | |
|---------------------------------|---|----------------|
| Fire Brigade: | Hervey Bay Fire & Rescue | (07) 4338 5400 |
| State Emergency Services (SES): | | (07) 4124 6900 |
| Water: | Wide Bay Water | 1300 808 888 |
| Gas: | Ergon | 13 22 96 |
| Electricity: | Ergon | 13 22 96 |
| 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 Hervey Bay Campus, all DHPW and TAFE Queensland Contractors must go to the TAFE Queensland facilities representative office 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

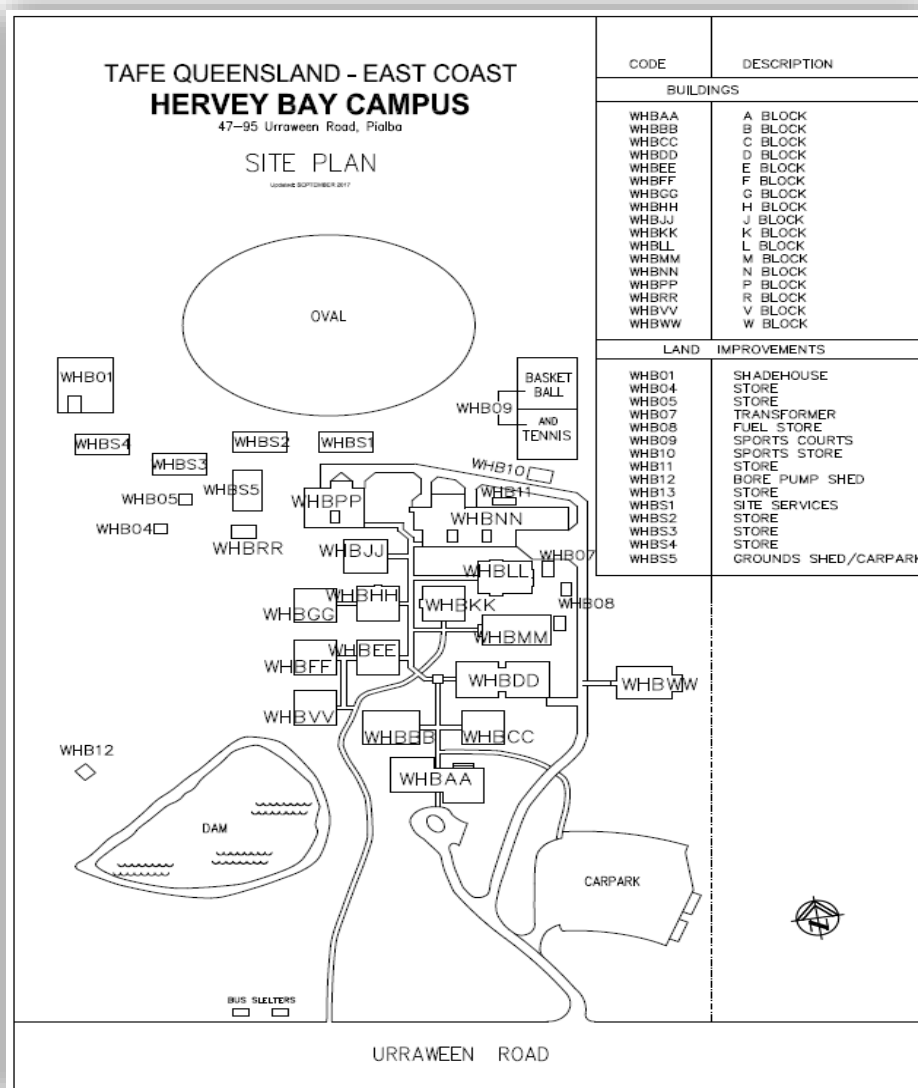
Visitors must contact TAFE Queensland prior to accessing Operational Areas of the Campus and be escorted by a TAFE Queensland authorised person.

CAMPUS INFORMATION

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

Our Hervey Bay campus features specialist training facilities including an English language centre, hair and beauty salon, training restaurant, and horticultural training spaces. The campus offers courses across a range of study areas including automotive, business, community services, construction trades, electrical, engineering, English language, hair and beauty, horticulture, hospitality, information technology, massage, nursing, retail, and sport and fitness. Please note: no cash payments accepted at this campus.

Campus Layout / Access Points



The above Campus plan is an overview only. Contact the Campus TAFE Queensland Site Services representative for further detailed plans as required.

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After hours works

To arrange access for afterhours works, contact Site Services Coordinator during business hours Ph No (07) 4120 6288.

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 |
|----------------------|--------------------------------|
| H Block Gymnasium | Operates until 6pm on weekdays |

Loading docks/deliveries

Consult with the TAFE Queensland Site Services 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 | | | | |

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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 available in the following locations.

- Clearly signed locations.

Accessing of Operational Areas and other restricted areas

Prior to accessing any Operational Area or other restricted areas contact Site Services Coordinator during business hours Ph No (07) 4120 6288 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 |
|-----------------|--------------------|----------------|
| M Block | Alsynite awning | 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.

Please discuss with TAFE Queensland Site Services representative prior to accessing any roof area.

| Location | Description | Notes |
|-----------------|--------------------|----------------|
| M Block | Alsynite awning | 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. (Non-Compliance, non RCD protected circuits exist at this site)

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 – Note planning development for a Telstra Phone tower to be erected at the campus.

Mechanized Waste Equipment

N/A

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Cooking oil waste points

Cooking oil waste points are located adjacent to D 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

N/A

Construction site areas

The Campus is not currently undergoing redevelopment.

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.

- LPG supply to D Block
- Trade Gas at P Block
- Fuel storage B08

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 bushland environment of this Campus, snakes are a potential hazard.

Other Campus specific hazards

Slips, Trips and Falls

This site has multiple pedestrian risks, including non-compliant paths, stairs, slopes and gradients.

Consult TAFE Queensland facilities representative for details.

Bodies of Water

There are unfenced bodies of water on this site, including dams, creeks and ponds.

Consult TAFE Queensland facilities representative for details.

Open and Accessible Workshops

Caution must be maintained as workshops and workshop equipment, tools and materials are often operationally ready, accessible, and unsupervised.

Consult TAFE Queensland facilities representative for details.

SITE EVACUATION PROCEDURE

EVACUATION MAP

Hervey Bay Campus - 47-95 Urraween Road, Urraween QLD 4655

The map shows an aerial view of the Hervey Bay Campus. Buildings are labeled with letters: A, B, C, D, E, F, G, H, J, K, L, M, N, P, R, V, W. Storage areas are labeled S1, S2, S3, S4, S5. There are two green icons representing assembly areas. A north arrow is in the top right corner. Imagery © 2024 Aerometrex.

IN THE EVENT OF FIRE

- R** Remove persons from immediate danger area.
- A** Alert nearby staff and members of the public and call 000 (operate Manual Call Point if applicable).
- C** Confine fire and smoke. Close windows and doors (if safe). Keep low, under the smoke.
- E** Extinguish 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 Hervey Bay 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 EME, Large Trees, Snakes/Wildlife Other Campus Specific Hazards | 8 11 12 | M Block awning added Updated to N/A Updated from N/A to include hazard Updated to include Trip Hazards, Bodies of Water & Open and Accessible Workshops |
| September 2024 | J | Site Evacuation Procedure | 13 | Evacuation map updated |
| December 2024 | K | All | All | DESBT updated to DTET, DHLGPPW updated to DHPW |
| March 2025 | L | All Confined Spaces | All 8 | Update to DTET document template Confined space wording updated |
| June 2025 | M | All | All | Reviewed and updated by TAFEQ and DTET |