Infrastructure WHS Management Plan

Mt Gravatt Campus

Part Two – Campus Specific

July 2025

DELIVERING FOR QUEENSLAND | 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 Mt Gravatt 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 Mt Gravatt 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 Mt Gravatt 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	Mt Gravatt – Campus Store
Telephone	(07) 3215 1523
Office Hours	7:00am – 4:00pm

Normal teaching hours	Monday, Thursday, and Friday:	7:00am – 9:00pm
	Tuesday and Wednesday:	7:00am – 10:00pm
	Saturday:	Closed
	Sunday/Public Holidays:	Closed

Key contact details

Facilities Representative	Stephen Brosnan	0447 194 235
Security Contact	Infront Security	0417 735 852
DHPW Contact	MRC	1800 631 328
Emergency Phone Numbers		**000**
Police Station:	Upper Mt Gravatt	(07) 3364 3102
Hospital:	QEII Jubilee	(07) 3182 6111
Medical Centre:	Mt Gravatt Medical Centre	(07) 3849 7111
	1/5 Selbourne Street, Mt Gravatt East	
Fire Brigade:	Wishart Fire Station	(07) 3452 6100
State Emergency Services (SES):		132 500
Water:	Urban Utilities	132 657
Gas:	Origin Gas	132 771
Electricity:	Origin	136 262
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 Mt Gravatt 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, TPL's 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.

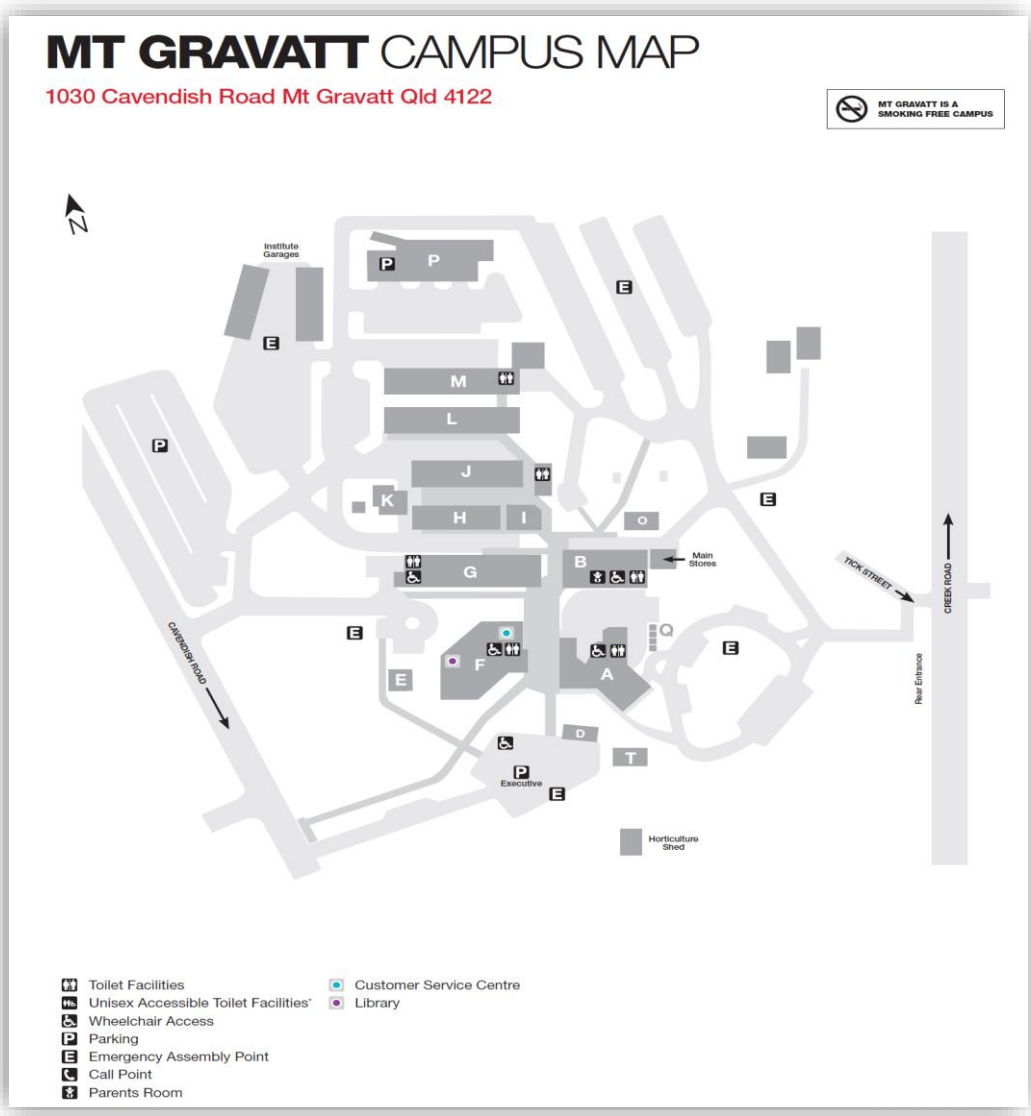
Visitors

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.

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 the Campus Manager on 0447 194 235.

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
Fashion G Block	4:00pm to 9:00pm - Thurs, Fri 4.00pm to 10 pm – Mon, Tues, Wed
B Block	4:00pm to 9:00pm - Mon, Thurs, Fri 4.00pm to 10 pm – Tues, Wed
A Block	4:00pm to 9:00pm - Thurs, Fri 4.00pm to 10 pm – Mon, Tues, Wed

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
Dock 1 – off Blantyre Road	unlimited	unlimited	7:00am – 2:00pm
Dock 2 – off Cavendish Road	Unlimited	unlimited	7:00am – 3:00pm

Third Party Lessee (canteen) operates in A Block Level 1 Loading Dock from 7:00am.

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 Dock 1 East	Level 1, 2 & 3	Goods	W 2m x L1.8m x H 2m 1.6m door opening	2000kg
A Block	Level 1,2,3,4,5 & 6	Passenger		1564kg
A Block	Level 1,2,3,4,5 & 6	Passenger		1564kg
B Block	Level 1,2,3 & 4	Passenger		1000kg
F Block	Level 1 & 2	Passenger		884kg
G Block	Level 1,2 & 3	Passenger		1350kg

Parking

Trade Vehicles Park ONLY in areas authorised by TAFE Queensland facilities representative.

Under no circumstances are trade vehicles to be parked in Disabled or Medical parking zones or other restricted parking areas.

Parking for trade vehicles is available at the Campus Store, off Blantyre Road.

Accessing of Operational Areas and other restricted areas

Prior to accessing any Operational Area or other restricted areas contact the Campus Manager during business hours on Ph. No 0447 194 235 to arrange authorisation and access. Obey all signage regarding access and PPE required regarding 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
F Block	Polymer skylight domes	Raised dome skylights
B Block – B1 external shade cover North-west side of building between B and O Blocks	Polymer shade roof sheeting	Has holes in the sheeting caused by hail and falling limbs off trees. Sheeting is incredibly old and very brittle.

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
F Block	Polymer skylight domes	Raised dome skylights
B Block – B1 external shade cover North-west side of building between B and O Blocks	Polymer shade roof sheeting	Has holes in the sheeting caused by hail and falling limbs off trees. Sheeting is incredibly old and very brittle

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)

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

CARRIER	INSTALLATION
Telstra	Mobile Base Station and Antennas
Vodafone	Mobile Base Station and Antennas
I Primus	Mobile Base Station and Antennas
Connect Australia	Antennas
Link One	Antennas
Polyphone	Antennas
Brisbane Community Radio	Antennas
TAFE QLD	Antennas

Prior to accessing the roof zone A Block, de-energising of mobile phone towers 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.

Mechanized Waste Equipment

N/A

Cooking oil waste points

Cooking oil waste points are located on A Block loading dock. 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. In addition, use caution as stairs to loading dock are old and could become unstable underweight.

There is also a compliant and operative oil waste pit in the grounds compound at K Block. Access to this pit needs to be requested and approved by the Campus Manager or Site Coordinator.

Contract with Cleanaway to service removal and disposal of cooking oil waste.

Window Cleaning Gantries

A Block – Student Concourse side of the building – Levels 3, 4 and 5 – fall arrest system failed tests (All levels), so this is non usable or a non-accessible area until replaced.

Consult with TAFE Queensland facilities representative for details.

B Block – Both north and south sides of the building – Levels 2, 3 and 4

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.

Combustible Cladding

The following areas of campus have Combustible Cladding in place.

Location	Description	Notes
B Block & G Block, Link Bridge	Presence of combustible cladding on 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 Safety Strategy Report BR180158 dated 22.07.2020, 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 regarding the combustible cladding, and all proposed mitigation measures to manage the risk.

Large Trees

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

Bush Fire Zone

This Campus has been identified as being in a bush fire zone according to local Council mapping.

A Bushfire Management Plan (BMP) has been prepared for Mt Gravatt Campus which includes an Environmental Management Plan (EMP).

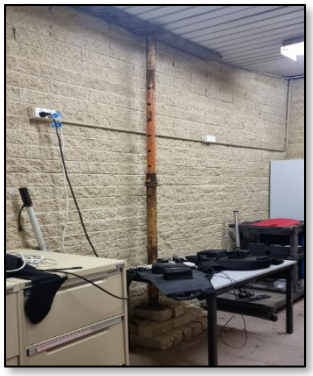
The BMP and EMP are available from TAFE Queensland facilities representative. Workers should have regard to the BMP and EMP when developing their safe systems of work and ensure compliance with the EMP and identify any additional measures arising as part of construction environmental management.

Snakes/Seasonal Wildlife

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

Other Campus Specific Hazards

Unstable Clip Lock Ceiling
Clip-Lok" Ceilings in Blocks I, J, L & M - components failing with battens falling occasionally. Roofing is unstable – ceiling is planned to be replaced via QBuild project. Consult TAFE Queensland facilities representative for details and before any work is performed to, around, on top of and under these ceilings and facias.



Uneven paths and cracks in paths – various areas
It has been identified and confirmed as a trip/fall safety hazard. An onsite maintenance program to highlight potential trips/fall hazards on paths around campus is underway in addition to the planning for a full maintenance and preventative maintenance program being organised to address the hazards on paths and roadways. Where the hazard cannot be controlled by highlighting the defects, the path will be fenced, and exclusion zone be put into place until defect is fixed. Consult TAFE Queensland facilities representative for details.

Roof Fall Arrest Systems
The following buildings do not have any fall arrest systems or systems/structures that prevent falls from height.

BUILDING	FALL ARREST SYSTEM INSTALLED Y/N	OTHER CONTROL MEASURES TO PREVENT FALLS FROM HEIGHT
A Block – 7 levels NOTE – all fall arrest systems and snatch points have failed and have been tagged out as uncompliant	Y – fall arrest system installed on level 3,4,5 balconies and landings and on roof. NOTE – all fall arrest systems and snatch points have failed and have been tagged out as uncompliant	Concrete wall on all edges of roof above 900mm in Height. Roof is flat roof with a 5 – 10 degrees roof pitch; it also has gantry way. Access to roof through Level 7 plantroom door. Plantroom is a restricted area and needs authorisation from both DTET and TAFE. Only contractors who have submitted risk assessment, SOP, JSP and shown any licences before undertaking any work. NOTE – all fall arrest systems and snatch points have failed and have been tagged out as uncompliant
B Block – 5 levels	N	Concrete wall on all edges of roof above 900mm in Height. Roof is flat roof with a 5–10 degrees roof pitch/slope. Access to roof through Level 5 plantroom door. Plantroom is a restricted area and needs authorisation from both DTET and TAFE. Only contractors who have submitted risk assessment, SOP, JSP and shown any licences before undertaking any work.
D Block – 1 level	N	Roof is below 3 metres high, has a flat roof with no more than 5–10-degree pitch/ slope. Only contractors who have submitted risk assessment, SOP, JSP, all control measures implemented and contractors to show any relevant licences before undertaking any work.
E Block – 1 Level	N	Roof is below 3 metres high, has a flat roof with no more than 5–10-degree pitch/ slope. Only contractors who have submitted risk assessment, SOP, JSP, all control measures implemented and contractors to show any relevant licences before undertaking any work.

F Block – 2 levels	Y	Has fall arrest system in place and compliant but access to F block roof is only via EWP. NOTE- No access via any hatches, doors or rooms or external fixed equipment this must be considered when doing risk assessments, SOP, JSP, SWIMS and choosing implementing control measures
G Block – 3 Levels	Y	Access through G4 Plantroom roof hatch/door risk assessments, SOP, JSP, SWIMS and choosing implementing control measures
H Block – 2 levels	Y	Access through H2 Plantroom roof hatch/door risk assessments, SOP, JSP, SWIMS and choosing implementing control measures
I Block – 2 levels	Y	Access through H2 Plantroom roof hatch/door risk assessments, SOP, JSP, SWIMS and choosing implementing control measures
J Block – 1 level	Y	Roof is below 3 metres high, has a flat roof with no more than 5–10-degree pitch/ slope. Only contractors who have submitted risk assessment, SOP, JSP, all control measures implemented and contractors to show any relevant licences before undertaking any work.
K Block – 1 Level	N	Roof is below 3 metres high, has a flat roof with no more than 5–10-degree pitch/ slope. Only contractors who have submitted risk assessment, SOP, JSP, all control measures implemented and contractors to show any relevant licences before undertaking any work.
L Block – 1 Level	N	Roof is below 3 metres high, has a flat roof with no more than 5–10-degree pitch/ slope. Only contractors who have submitted risk assessment, SOP, JSP, all control measures implemented and contractors to show any relevant licences before undertaking any work.
M Block – 1 Levels	N	Roof is below 3 metres high, has a flat roof with no more than 5–10-degree pitch/ slope. Only contractors who have submitted risk assessment, SOP, JSP, all control measures implemented and contractors to show any relevant licences before undertaking any work.
O Block – 1 Level	N	Roof is below 3 metres high, has a flat roof with no more than 5–10-degree pitch/ slope. Only contractors who have submitted risk assessment, SOP, JSP, all control measures implemented and contractors to show any relevant licences before undertaking any work.
P Block – 1 Level	N	Roof is below 3 metres high, has a flat roof with no more than 5–10-degree pitch/ slope. Only contractors who have submitted risk assessment, SOP, JSP, all control measures implemented and contractors to show any relevant licences before undertaking any work.

Q Block – 1 Level	N	Roof is below 3 metres high, has a flat roof with no more than 5–10-degree pitch/ slope. Only contractors who have submitted risk assessment, SOP, JSP, all control measures implemented and contractors to show any relevant licences before undertaking any work.
T Block – 1 Level	N	Roof is below 3 metres high, has a flat roof with no more than 5–10-degree pitch/ slope. Only contractors who have submitted risk assessment, SOP, JSP, all control measures implemented and contractors to show any relevant licences before undertaking any work.
Campus Store – 1 Level	N	Roof is below 3 metres high, has a flat roof with no more than 5–10-degree pitch/ slope. Only contractors who have submitted risk assessment, SOP, JSP, all control measures implemented and contractors to show any relevant licences before undertaking any work.
B Block Plantroom – 1 Level	N	Roof is below 3 metres high, has a flat roof with no more than 5–10-degree pitch/ slope. Only contractors who have submitted risk assessment, SOP, JSP, all control measures implemented and contractors to show any relevant licences before undertaking any work.
Tennis court buildings – 1 Level	N	Roof is below 3 metres high, has a flat roof with no more than 5–10-degree pitch/ slope. Only contractors who have submitted risk assessment, SOP, JSP, all control measures implemented and contractors to show any relevant licences before undertaking any work.
Horticulture Buildings – 1 Level	N	Roof is below 3 metres high, has a flat roof with no more than 5–10-degree pitch/ slope. Only contractors who have submitted risk assessment, SOP, JSP, all control measures implemented and contractors to show any relevant licences before undertaking any work.
Fleet Car sheds – 1 Level	N	Roof is below 3 metres high, has a flat roof with no more than 5–10-degree pitch/ slope. Only contractors who have submitted risk assessment, SOP, JSP, all control measures implemented and contractors to show any relevant licences before undertaking any work.

Buildings that have a flat roof or with below dangerous pitch/slope levels i.e. less than 45 degrees a risk assessment needs to be done with control measures to minimise hazards identified including height of roof and risk of falling.

SITE EVACUATION PROCEDURE

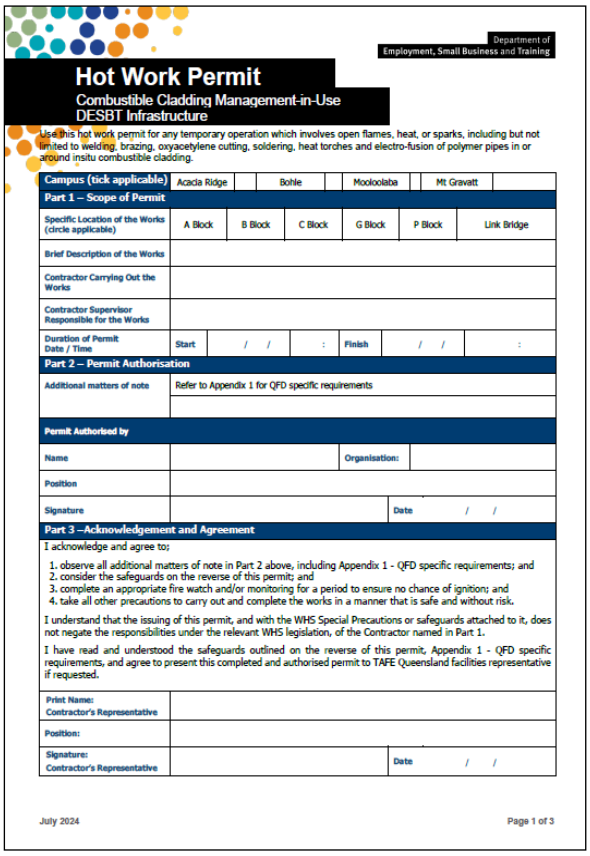
DOCUMENT CONTROL

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 12	Passenger lift details updated Fire Ants removed
September 2024	J	Combustible Cladding Other Campus Specific Hazards Site Evacuation Procedure Appendix 1	11 13 14 16	Hot Works Permit Combustible Cladding included Retaining Wall, Emergency Speaker System, Uneven Paths added Evacuation map updated Hot Works - Combustible Cladding Management-in-Use Permit added
December 2024	K	All	All	DESBT updated to DTET, DHLGPPW updated to DHPW
March 2025	L	All Confined Spaces	All 9	Update to DTET document template Confined space wording updated
June 2025	M	Other Campus specific hazards Title	12,13 & 14 14 1	Retaining wall removed. Roof fall arrest systems added. Q Block electrical shutdown added Footer added
July 2025	N	Other Campus Specific Hazards	14	Q Block electrical shutdown removed

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 insitu combustible cladding.

Campus (tick applicable)	Acacia Ridge	Bohle	Mooloolaba	Mt Gravatt
Part 1 – Scope of Permit				
Specific Location of the Works (circle applicable)	A Block	B Block	C Block	G Block	P Block	Link Bridge
Brief Description of the Works				
Contractor Carrying Out the Works				
Contractor Supervisor Responsible for the Works				
Duration of Permit Date / Time	Start / / :	Finish / / :		
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;

1. observe all additional matters of note in Part 2 above, including Appendix 1 - QFD specific requirements; and
2. consider the safeguards on the reverse of this permit; and
3. complete an appropriate fire watch and/or monitoring for a period to ensure no chance of ignition; and
4. 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: Contractor's Representative		Date / /

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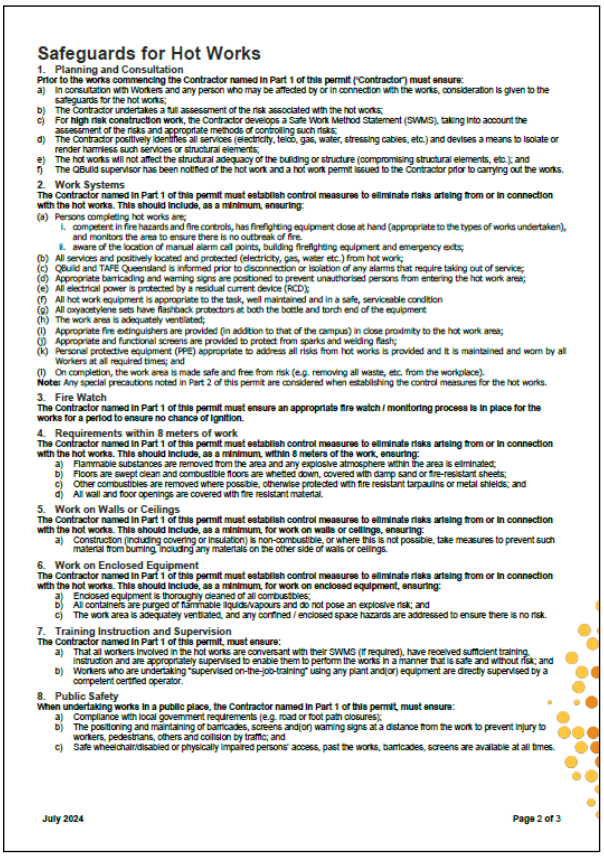

Safeguards for Hot Works

1. Planning and Consultation

Prior to the works commencing the Contractor named in Part 1 of this permit ('Contractor') must ensure:

a) 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;
b) The Contractor undertakes a full assessment of the risk associated with the hot works;
c) **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;
d) The Contractor positively identifies all services (electricity, telco, gas, water, stressing cables, etc.) and devises a means to isolate or render harmless such services or structural elements;
e) The hot works will not affect the structural adequacy of the building or structure (compromising structural elements, etc.); and
f) 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 measures to eliminate risks arising from or in connection with the hot works. This should include, as a minimum, ensuring:

(a) Persons completing hot works are;
  i. 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.
  ii. aware of the location of manual alarm call points, building firefighting equipment and emergency exits;
(b) All services and positively located and protected (electricity, gas, water etc.) from hot work;
(c) QBuild and TAFE Queensland is informed prior to disconnection or isolation of any alarms that require taking out of service;
(d) Appropriate barricading and warning signs are positioned to prevent unauthorised persons from entering the hot work area;
(e) All electrical power is protected by a residual current device (RCD);
(f) All hot work equipment is appropriate to the task, well maintained and in a safe, serviceable condition
(g) All oxyacetylene sets have flashback protectors at both the bottle and torch end of the equipment
(h) The work area is adequately ventilated;
(i) Appropriate fire extinguishers are provided (in addition to that of the campus) in close proximity to the hot work area;
(j) Appropriate and functional screens are provided to protect from sparks and welding flash;
(k) 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
(l) 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:

a) Flammable substances are removed from the area and any explosive atmosphere within the area is eliminated;
b) Floors are swept clean and combustible floors are wetted down, covered with damp sand or fire-resistant sheets;
c) Other combustibles are removed where possible, otherwise protected with fire resistant tarpaulins or metal shields; and
d) 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:

a) 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:

a) Enclosed equipment is thoroughly cleaned of all combustibles;
b) All containers are purged of flammable liquids/vapours and do not pose an explosive risk; and
c) 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:

a) 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
b) 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:

a) Compliance with local government requirements (e.g. road or foot path closures);
b) 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
c) Safe wheelchair/disabled or physically impaired persons' access, past the works, barricades, screens are available at all times.

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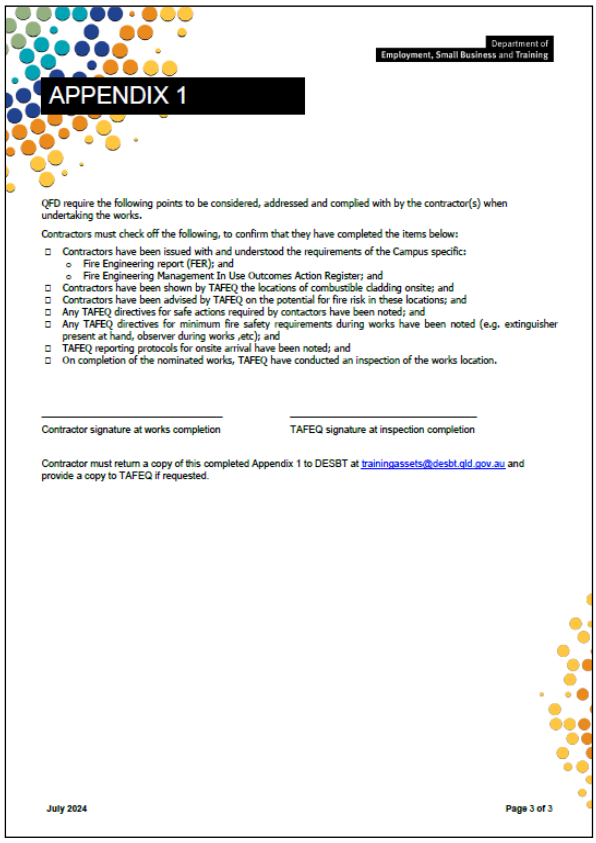

Department of
Employment, Small Business and Training

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 Register; 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 contactors 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 trainingassets@desbt.qld.gov.au and provide a copy to TAFEQ if requested.

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