



Infrastructure WHS Management Plan Ashmore Campus

**Part Two – Campus Specific
December 2024**



INTRODUCTION

Context

Refer to DTET Infrastructure Work Health Safety Management Plan for TAFE Queensland Campuses: Part One - General (TAFE Queensland WHS Plan Part One), available from TAFE Queensland facilities representative, for background and context to this DTET Infrastructure Work Health Safety Management Plan for TAFE Queensland Campuses: Part Two - Campus Specific (TAFE Queensland WHS Plan Part Two).

Purpose

This TAFE Queensland WHS Plan Part Two for Ashmore 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 Ashmore 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 Ashmore 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 A Block Level 2 - Building Entry Foyer

Telephone 0755 818 615

Office Hours 7:00am – 4:00pm

Normal teaching hours

Monday – Friday:	8:00 ^{am} – 9:00 ^{pm}
Saturday:	Closed
Sunday/Public Holidays:	Closed

Key contact details

Facilities Representative Wayne Beachley 0409 575 188

Security Contact Rostered Security Officer (07) 5581 8615

DHPW Contact MRC 1800 631 328

Emergency Phone Numbers **000**

Police Station: Broadbeach Police Station (07) 5581 2800

Hospital: Gold Coast Uni Hospital 1300 744 284

Medical Centre: Ashmore Medical Centre (07) 5539 4185
206 Currumburra Rd, Ashmore, QLD, 4214

Fire Brigade: Southport Fire & Rescue (07) 5675 7280

State Emergency Services (SES): 132 500

Water: City of Gold Coast (07) 5567 5801

Gas: Origin Energy 1300 763 106

Electricity: Energex 13 62 62

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 Ashmore 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. 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.

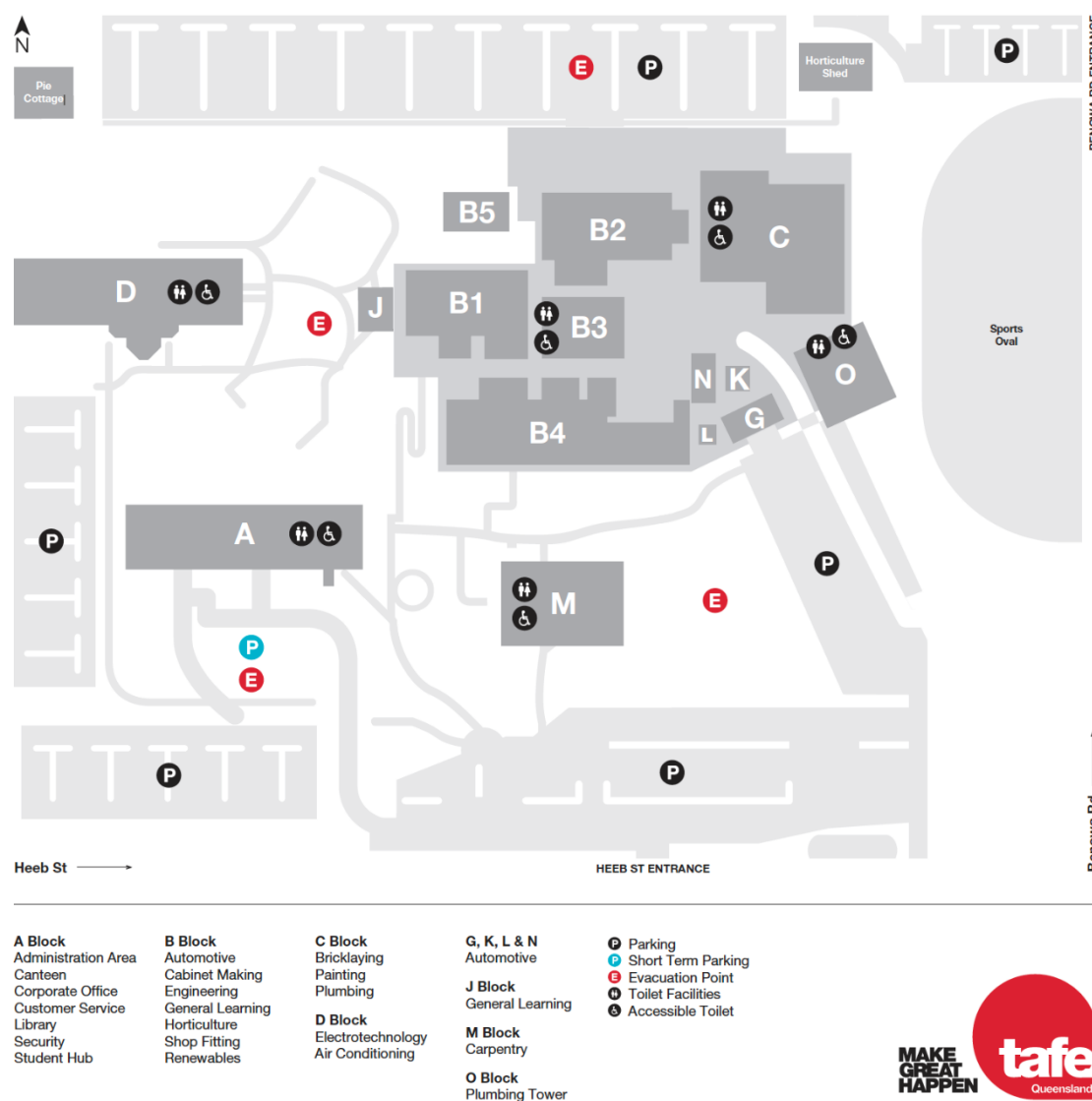
Visitors

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.

Campus Layout / Access Points



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

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After hours works

To arrange access for afterhours works, contact Facilities Representative Ph 0409 575 188.

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.

Contractors and their workers need to be aware that Fire Indicator Panels are not inter-connected between buildings on campus and there are no wardens onsite after hours.

Contractors must devise an evacuation plan for all workers prior to works commencing onsite. Workers should identify and make themselves aware of a safe place to evacuate to prior to commencing works. In the event of an emergency contact 000

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	

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	Max Height	Max Weight	Operating Hours
Level 2, A Block – Heeb Street Entrance	2100mm	40kg	7:00 ^{am} – 4:00 ^{pm}
Level G, M Block – Heeb Street Entrance	2700mm	500kg	8:00 ^{am} – 4:00 ^{pm}
O Block	TBC – Please discuss with TAFE Queensland Facilities representative	TBC – Please discuss with TAFE Queensland Facilities representative	TBC – Please discuss with TAFE Queensland Facilities representative

Parking of any vehicle in loading docks is prohibited unless prior authorisation is obtained from TAFE Queensland unless being loaded / unloaded.

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Lifts

Only designated goods lifts are to be used to transport materials and/or deliveries through the Campus. Passenger lifts are not to be used at any time to transport materials and/or deliveries through the Campus without prior authorisation from TAFE Queensland facilities representative. All lifts are to be used within their designated Safe Working Load (SWL).

Lift types and locations:

Location	Levels Served	Lift Type	Size	Capacity
M Block Level G	Level 1-3	Passenger		1000kg 13 Persons
M Block Level G	Level 1-2	Goods Lift	1800mm x 1800mm	2250kg 30 Persons
O Block Level G	Level 1-3	Goods lift	2200mm x 1800mm	2250kg 30 Persons
A Block	Levels 1-4	Passenger		1150kg 15 Persons
D Block	Level 1-5	Passenger		816kg 12 Persons
D Block	Level 1-5	Passenger		816kg 12 Persons

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.

- A Block – 2 x Allocated Contractor Bays (Access via Heeb Street)
- D Block – 1 x Allocated Contractor Bay (Access via Heeb Street)

Accessing of Operational Areas and other restricted areas

Prior to accessing any Operational Area or other restricted areas contact Wayne Beachley 0409 575 188 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
C Block	Alsynite Roof Sheets	Above plumbing workshop
B Block	Alsynite Roof Sheets	Between engineering and cabinet making

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	Alsynite Roof Sheets	Above plumbing workshop
B Block	Alsynite Roof Sheets	Between engineering and cabinet making

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
O Block, Level 3	Tool shed providing access to roof void
M Block	Water tank

Roof top antenna Electro Magnetic Energy (EME)

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

CARRIER	INSTALLATION
Optus	Mobile Base Station
Telstra	Mobile Base Station
Vodaphone	Mobile Base Station

Important - Prior to accessing the roof area – Level 6 D 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 in rear of Canteen Level 1 A 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.

Automotive Waste oil waste points are located in rear B Block underneath the outdoor automotive covered area. Use caution in this area due to potential of waste oil 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 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.

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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

The following areas of campus have Combustible Cladding in place.

Location	Description	Notes
N/A		

Bush Fire Zone

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

A Bushfire Management Plan (BMP) has been prepared for Ashmore 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.

A colony of bats are located in bushland on the southern side of the campus verge on Heeb Street. Contractors are to consult with the nominated facilities contact person before entering this area.

Other Campus specific hazards

Flammable Campus Hazards

Flame Store located next to C Block – 2 Separate rooms.

Room 1: Contains Automotive Fuel and Oils

Room 2: Contains Paint and Thinners

B Block Automotive – Vehicle Oil disposal area

Fire Egress Paths B Block

Fire Egress paths in B Block have existing obstructions – in the event of emergency evacuation, contractors are to take caution when using fire egress paths in B Block.

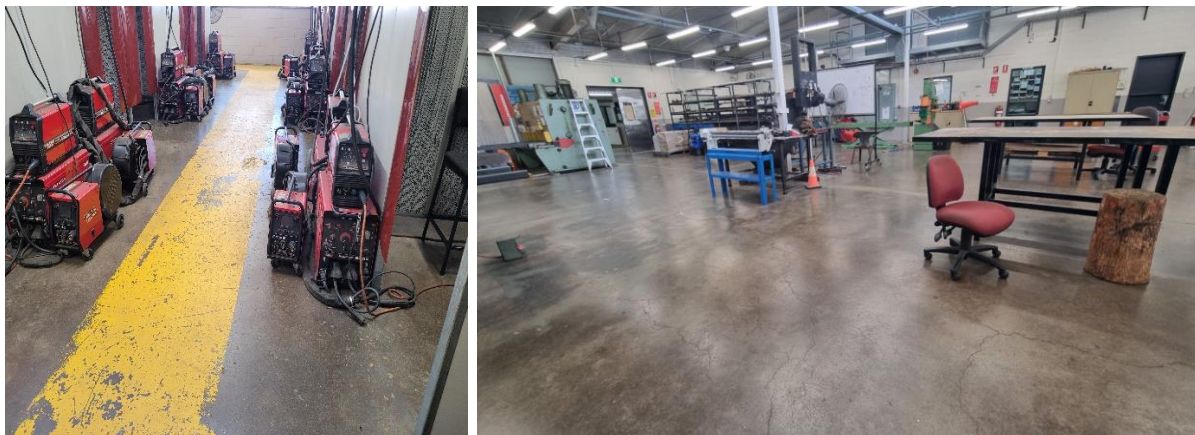
Emergency Showers

B, C, D Block's and O Block Plumbing Tower have limited emergency showers. Contractors should ensure their workers are aware of this hazard and consider when devising their own safe systems of work.

B Block Slippery Concrete Floors

Caution needs to be taken when walking through B Block workshops as concrete floors have become slippery. Consult TAFE Queensland facilities representative for details.

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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.



SITE EVACUATION PROCEDURE



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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	After Hours Works Loading Docks Deliveries Campus Specific Hazards	6 10 All	Out of Hours Emergency Evacuation & Adding O Block Dock Update Waste Equipment to Mechanised Update lift section to include reference to passenger lifts as required. Addition of limited emergency showers 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	Security Contact Contractor parking locations Confined Space Location Correction Snakes/seasonal wildlife. Other Campus Specific Hazards	3 8 10	Updated contact number for security personnel Added A Block and D Block contractor parking. Corrected confined space in O block not C Block Added presence of bat colony on southern side of campus verge (Heeb Street)
September 2024	J	Lift Types Construction Site Areas Other campus Specific Hazards Site Evacuation Procedure	7 9 11 12	Passenger lift details updated L1 A Block construction removed B Block slippery floors, Slips, Trips and Falls added Evacuation map updated
December 2024	K	All	All	DESBT updated to DTET, DHLGPPW updated to DHPW