DTET Infrastructure
Work Health Safety Management Plan
for TAFE Queensland Campuses
Part One - General

Queensland Government

Background

The Department of Trade, Employment and Training (DTET) is custodian of the state-owned training Infrastructure portfolio across Queensland, consisting of land and assets, which is managed by the Infrastructure Investment Branch of the Investment Division of DTET.

TAFE Queensland occupies most of the Infrastructure, having management and control of the day-to-day operations on Campus, except in certain building and construction scenarios or Sites on Campus that are under the management and control of Third Party Lessees.

DTET has responsibility for the provision of various building, construction and maintenance works on Campus, which are undertaken by Department of Housing and Public Works (DHPW) under an agreement with DTET.

Purpose

In supporting a safe and risk free environment for all stakeholders on Campus, DTET developed WHS Plans, to facilitate a consistent approach to making information known to DTET available to PCBUs to manage their WHS responsibilities on Campus, including;

1. TAFE Queensland WHS Plan Part One, containing general WHS material and information regarding common hazards, known to DTET, that may be applicable to all Campuses.

2. TAFE Queensland WHS Plan Part Two, provides Campus specific information including;
    - emergency contact details;
    - layout;
    - access requirements;
    - information about the known hazards at the Campus; and
    - evacuation signage details.

WHS Plans are available from the TAFE Queensland facilities representative. DTET recommends PCBUs consider the information contained in the WHS Plans when developing their safe systems of work. PCBUs should contact the TAFE Queensland facilities representative if further Campus specific WHS information is required.

TERMS AND DEFINITIONS

The following terms and definitions apply to WHS Plans and defined terms are indicated by capitalisation of the first letter. References to the singular include the plural and vice versa.

The relevant standard of health and safety that a duty holder is required to meet under the WHS Law is ‘so far as reasonably practicable’. For the sake of brevity, this qualification has not been included in the WHS Plans, however it should be read as if included.

TERM	DEFINITION
ACM	Asbestos Containing Material, as defined by WHS Law.
AMP	Asbestos Management Plan, as defined by WHS Law.
BEMIR	Built Environment Materials Information Register is the electronic environmental management system designed to assist government agencies with the management of environmentally significant matters within government-controlled facilities.
Campus	Parts of Infrastructure that are under the management and control of TAFE Queensland through the operation of an agreement with DTET.
Close Call	An unplanned event that did not result in injury or illness but had the potential to result in a Notifiable Incident. Only a fortunate break in the chain of events prevented a Notifiable Incident.
Construction Project	Where construction work is carried out when a Principal Contractor is appointed in accordance with WHS Law.
Contractor	A person or entity who performs work for, or provides a service, under an agreement for service.
DHPW	Department of Housing and Public Works.
DTET	Department of Trade, Employment and Training.
DTETWorks	Various building, construction and maintenance works undertaken by DHPW under an agreement with DTET.
Engineered Stone	Engineered stone as defined by WHS Law.
Infrastructure	The State-owned training infrastructure portfolio across Queensland, consisting of land and assets under the custodianship of DTET.

TERM	DEFINITION
Notifiable Incident	Notification to Workplace Health and Safety Queensland by a PCBU if any of the following happens at the Workplace caused by the running of a business: ▪ the death of a person ▪ a serious injury or illness of a person ▪ a dangerous incident. Notification to the Electrical Safety Office if any of the following happens at your place of work or is caused by the running of your business: ▪ a serious electrical incident ▪ a dangerous electrical event. **Note**: Refer to WHS Law for further explanation
Operational Areas	Operational areas of the Campus requiring authorisation from TAFE Queensland prior to accessing (e.g. teaching/training delivery areas, service corridors, defined roof areas, plant rooms, loading docks, etc.)
PCBU	Person Conducting the Business or Undertaking, as defined by WHS Law.
Principal Contractor	A PCBU appointed in accordance with WHS Law as Principal Contractor for construction work.
QBuild	QBuild is a commercialized business unit of the Queensland Government and forms part of the Department of Housing and Public Works.
Safety Data Sheet (SDS)	A safety data sheet as defined by WHS Law being an information source to facilitate the elimination or minimising of risks associated with the use of hazardous chemicals (hazardous substances and/or dangerous goods) in workplaces.
Safe Work Method Statement (SWMS)	In relation to high risk construction work as defined by WHS Law, is the documentation of work activities to be carried out at a workplace, the hazards arising from these activities and the measures to be put in place to control the risks.
Sites	Parts of the Campus that are under the management and control of a TPL.
TAFE Queensland Works	Various building, construction and maintenance works that TAFE Queensland have responsibility for.
Third Party Lessee (TPL)	A person (other than TAFE Queensland) that has the right to occupy or use a designated area or building within the Campus in accordance with an agreement (e.g. Licensees or facilities hire agreements).
Visitor	Any person attending Campus who has not undertaken a TAFE Queensland Worker WHS induction.
WHS	Work Health and Safety (Health includes physical and psychological health).

TERM	DEFINITION
WHS Law	Queensland Work Health and Safety Laws, including the Work Health and Safety Act 2011 (Qld) and the Work Health and Safety Regulation 2011 (Qld), Electrical Safety Act 2002 (Qld), Electrical Safety Regulations 2013 (Qld) and all other legislation, Standards, Codes of Practice, or other material that applies in relation to work health and safety.
WHS Plans	Include both; 1) DTET Infrastructure Work Health Safety Management Plan for TAFE Queensland Campuses: Part One - General (TAFE Queensland WHS Plan Part One), and 2) DTET Infrastructure Work Health Safety Management Plan for TAFE Queensland Campuses: Part Two - Campus Specific (TAFE Queensland WHS Plan Part Two)
Worker	An individual who carries out work in any capacity for a PCBU, including work as: ▪ an employee; or ▪ a contractor or subcontractor; or ▪ an employee of a contractor or subcontractor; or ▪ an employee of a labour hire company who has been assigned to work in the person's business or undertaking; or ▪ an outworker; or ▪ an apprentice or trainee; or ▪ a student gaining work experience; or ▪ a volunteer; or ▪ a person of a prescribed class.
Workplace	Any place where work is carried out for a PCBU on the Campus.

STAKEHOLDER DUTIES

Stakeholders include all those with an interest in the Infrastructure; for example: Workers of DTET, DHPW, TAFE Queensland, TPLs, Contractors and suppliers; and customers and Visitors, or members of the wider community. A stakeholder need not be a PCBU.

General WHS duties

A person conducting a business or undertaking (PCBU); that is, any person undertaking works, have WHS responsibilities outlined in the WHS Law and require PCBUs to ensure health and safety, by eliminating (or minimising) risks to health and safety of all persons. PCBUs must:

- provide and maintain a work environment that is safe and without risks to health, including access and egress,
- provide and maintain plant, structures and systems of work that are safe and without risk,
- ensure that fixtures, fittings and plant do not affect health and safety,
- ensure the safe use, handling, storage and transport of plant, structure and substances,
- provide adequate facilities for the welfare of Workers,
- provide Workers with information, instruction, training or supervision needed for them to work safely and without risk,
- ensure workers behave fairly and avoid harassing and bullying behaviours when working with others,
- monitor the health of their Workers and the conditions of the Workplace to prevent injury or illness, including ensuring that psychosocial hazards at work are effectively managed,
- maintain any accommodation to ensure the health and safety of Workers occupying the Workplace; and
- consult and share information in a timely manner, with other PCBUs and Workers about matters that may directly affect them,
- monitor conditions at the workplace to ensure any risks remain adequately controlled.

Multiple duty holders

Where multiple PCBUs are involved in the same task or activity, there may be multiple PCBUs that owe a duty to Workers and other persons, and in this case each PCBU retains responsibility and must discharge their duty to the extent to which the PCBU has the capacity to influence and control the matter. Each PCBU must consult, co-operate and co-ordinate activities with other persons with a duty in relation to the same matter and should exchange information to find out who is doing what and work together in a cooperative and coordinated way, so risks are eliminated or minimised.

DTET

The WHS hazards associated with activities DTET employees are likely to undertake on Campus are generally well-known, with well-established control measures. Such measures include:

- safety processes;
- consultation arrangements; and
- inspection and maintenance regimes.

DTET provides, through access to OneDTET, the policies, procedures and tools to support employees of DTET to manage workplace health, safety and wellbeing. For additional guidance, information, or explanation, DTET employees should consult through their HR Business Partner.

DTET employees must also comply with any applicable WHS requirements when visiting a Campus.

Contractors

All Contractors have an obligation to ensure the health and safety of persons whose health and safety could be affected by the conduct of its business or undertaking. Contractors must implement compliant, fit-for-purpose WHS systems, having regard to the information contained in WHS Plans, when developing their safe systems of work. This includes making enquiries in regard to obtaining and completing any safe work permit that may be applicable to the works. Contractors must observe any additional matters of note on the front of the permit and comply with the safeguards on the reverse of the permit.

Construction Work

During construction work, the Principal Contractor engaged to undertake the construction work accepts appointment as Principal Contractor for the purposes of WHS Law.

Note: A Contractor can be authorised to have management or control of a workplace for construction work. Construction work valued less than $250,000 is not considered a Construction Project for the purposes of complying with WHS Law, in this situation the Contractor would not inherit the additional duties of Principal Contractor for a Construction Project, however is required to comply with other relevant duties under WHS Law.

DHPW

DTET has engaged DHPWs building entity, QBuild, as its principal service provider for delivery of DTETWorks. QBuild or contractors engaged by QBuild have management and control of the DTETWorks and provide field staff and/or contractors to coordinate, supervise, carry out inspections, identify any non-compliances, hazards, and the like, associated with DTETWorks.

QBuild provide professional services relating to building, construction and maintenance on Campus to support DTET infrastructure programs and total asset management, for DTET, including;

- Delivery of maintenance programs, minor works, and capital works programs
- Being responsible for the service delivery standards of its staff and its state-wide contractor network
- Monitoring of any Safe Work Permits issued by QBuild
- Requiring their service providers to comply with all WHS provisions as detailed within QBuild building contracts and the QBuild online induction (and provide evidence if requested)
- Other tasks within the provision of the professional services as may be required from time to time

Lessees

TAFE Queensland

TAFE Queensland are responsible for the management and control of day-to-day operations on the Campus, except:

1. Construction work where TAFE Queensland are not the Principal Contractor;
2. TAFE Queensland Works where TAFE Queensland have engaged a contractor and the contractor has accepted management and control of the work and Workplace;
3. within Sites (that are under the control of TPLs).

While TAFE Queensland is not accountable for overseeing and controlling situations 1-3 mentioned above, should TAFE Queensland witness any unsafe behaviour or activities, it is imperative to promptly report any concerns or risks to the relevant PCBU(s).

TAFE Queensland should have regard to the information contained in WHS Plans, when developing their safe systems of work. DTET recommends TAFE Queensland make this information available to TAFE Queensland Contractors and Workers.

Third Party Lessee (TPL)

TPLs occupy Sites within the Campus and the WHS Plans may provide TPLs additional information to assist with the development of their safe systems of work.

TPLs must develop, implement and monitor compliance to an appropriate WHS management system for their work.

TPLs have management and control of the health and safety of persons within their Site, including during fitouts, de-fits, refurbishments or maintenance works. TPLs must ensure they obtain permission from TAFE Queensland, prior to working outside their Site, and comply with all WHS requirements of TAFE Queensland whilst undertaking such work.

Construction Work

During construction work, the TPL may appoint their builder (shop fit contractor) as Principal Contractor for their works by completion of the following documentation:

- TPLs Certification of WHS Management System for TPLs works and Principal Contractor Appointment; and
- TPL Authorisation for Builder to act as Principal Contractor.

DTET will make available to TPLs a one-page summary titled *Third Party Lessee Building Work Information* Poster*,* which includes summary information on some known common hazards and Campus WHS rules. DTET recommends TPLs make this information available to their Contractors and Workers.

The TPL or their appointed Principal Contractor must sign and display the Information Poster at the Workplace during construction work. The Principal Contractor must ensure that all persons associated with the construction work are aware of and understand the contents of this document, prior to any works commencing.

Note: If the TPL does not appoint a Principal Contractor for the construction work, the TPL is the Principal Contractor for the construction work.

Visitors to Campus

Visitors must:

- take reasonable care of the health and safety and of themselves and others whose health and safety (including physical and psychological health) may be affected by their acts or omissions, and
- cooperate with any PCBU undertaking works to allow the PBCU to comply with WHS Laws, and
- interact with Campus staff and Visitors respectfully and avoid harassing and bullying behaviours.

Visitors must obtain authorisation from TAFE Queensland prior to entering Operational Areas of the Campus and comply with any Campus access requirements.

HAZARD IDENTIFICATION, ASSESSMENT AND CONTROL

DTET has adopted a methodology consistent with *AS ISO 31000:2018 Risk Management Guidelines*, and the *WHS Queensland Code of Practice 2021 - how to manage WHS risks*, to establish a framework to facilitate, the health, safety, and welfare of persons on Campus.

TAFE Queensland have management and control of day-to-day operations on the Campus except construction work where TAFE Queensland are not the Principal Contractor; and within Sites (that are under the control of TPLs), but this does not relieve other PCBUs of their responsibilities relating to ensuring health and safety.

PCBUs should, in consultation with persons whose health and safety may be affected, consider WHS hazards and associated risks when developing their WHS management systems and implement WHS processes to ensure:

- Identification of potential hazards resulting from their business or undertaking (including Workplace specific hazards);
- Assessment of the risks;
- Controls to eliminate, or minimise, the risk are developed and implemented in accordance with the Hierarchy of Controls (refer to ***Appendix B – Hierarchy of Risk Controls***); and
- Provision of appropriate training and supervision to all Workers to ensure their capacity to undertake works safely and without risk.

Note: Additional information is available from the Office of Industrial Relations, Workplace Health and Safety Queensland Code of Practice 2021 - How to manage work health and safety risks.

GENERAL WHS INFORMATION

The following is a summary of WHS information known to DTET, that may be applicable on Campus and precautions that DTET recommend PCBUs, and Workers consider, when developing safe systems of work. PCBUs should contact the TAFE Queensland facilities representative if further Campus specific WHS information is required.

Electricity

Electrical works

Only licensed electricians working in accordance with AS / NZS 3000:2018 (Wiring Rules) and the WHS Law, are permitted to carry out electrical works.

Work on live electrical installations is not permitted unless all alternatives have been fully examined and the live electrical work is completed in compliance with WHS Law (including the use of risk assessments).

Isolation of electrical services must be undertaken in accordance with the WHS Law, including the *Qld Gov. Electrical Safety Office Managing electrical risks in the workplace Code of practice 2021*.

TAFE Queensland secure all electrical distribution boards on Campus, with access being coordinated and authorised through the TAFE Queensland facilities representative.

Note: Qld Electrical Safety Regulation Section 16 states a PCBU must ensure that electrical equipment that has been de-energised to allow electrical work to be carried out on it is not inadvertently re-energised while the work is being carried out.

The COP states that isolation points should be fitted with control mechanisms that prevent the electrical equipment from being inadvertently re-energised. The control mechanism should require a deliberate action to engage or disengage the device. It should be able to withstand conditions that could lead to the isolation failing (e.g. vibration). This may include switches with a built-in lock, and lock-outs for switches, circuit breakers, fuses and safety lock-out jaws (sometimes called ‘hasps’).

Use of portable electric tools

All electrical tools and equipment must be currently inspected, tested, and tagged in accordance with WHS Law. Industrial rated portable residual current device (RCD) must be used unless it is positively identified that the mains power being used has RCD protection. If unsure, consult with TAFE Queensland facilities representative regarding location and use of power sources.

Asbestos Containing Material (ACM)

Asbestos Management

An Asbestos Management Plan (AMP) outlines how to manage asbestos and ACM. The AMP forms an effective strategy that should be used to ensure asbestos is safely and appropriately managed.

The AMP and the building/s facility’s asbestos register are readily accessible and available for consultation by building occupants, service providers (contractors and service personnel) and any other persons whose work or activities may have the potential to disturb ACM – either accidentally or intentionally.

Workers must be aware of the requirements described in the AMP.

An electronic version of the AMP and asbestos register is available via the Government's web-enabled Built Environment Materials Information Register (BEMIR) system. Contractors working on Campus should refer to QBuild for access to the electronic version of the AMP and asbestos register prior to commencing work.

A hardcopy version of the Campus AMP and asbestos register is kept at the central control point or reception on Campus where contractors and other service providers are required to report prior to starting work.

QBuild will, in addition to other associated duties:

- Undertake lead agency role on asbestos management for ACM in state-owned training sites
- Require Contractors and other service providers engaged by QBuild to comply with legislative requirements associated with remediation of ACM (i.e. ACM licenced contractor)
- Coordinate the initial make-safe of any unplanned/accidental damage of ACM, including managing the safe removal
- Require Contractors review the BEMIR prior to any work being undertaken, to identify any risks of working with or near any known or suspected ACM
- Consult with all stakeholders regarding ACM planned and responsive works, including DTET, onsite facilities staff (TAFE Queensland or other TPLs), QBuild and relevant Contractors to ensure there is transparency and understanding of requirements when make-safe and/or planned removal is being undertaken
- Provide advice and support to relevant stakeholders in relation to all asbestos-related matters, including the management of the ACM, corrective actions where required and the updating of the AMP and Asbestos Register

All Contractors must:

- Before commencing work, review the AMP and asbestos register available on BEMIR or request access to hard copies on site or from trainingassets@desbt.qld.gov.au
- Have regard to the AMP and asbestos register when developing their safe systems for work
- If any suspected ACM is disturbed, cease all work and immediately notify TAFE Queensland facilities representative
- Implement relevant measures required to control risk in consultation with TAFE Queensland facilities representative

NOTE: All ACM work (including sampling) must be carried out when staff and students are not occupying the Campus.
Warning Notice: Do not rely solely on the completeness of the Asbestos Register as all asbestos containing material may not be identified and listed, particularly in inaccessible locations and other areas not readily accessed e.g. wall cavities and ceiling spaces.
Buildings constructed after the 2003 cutoff may have inadvertently had ACM containing materials introduced since. If there is any doubt, presume the material contains asbestos and take appropriate precautions prior to undertaking work.
Please read the information contained in the Legends at the end of the Asbestos Register.

Additional useful information, such as information sheets, guidelines and technical notes, is available from the *Queensland Government Asbestos Management Policy for its Assets* website on GovNet at http://hpw.govnet.qld.gov.au/asbestos

Engineered Stone

Silica dust is generated in high levels when Engineered Stone is cut, shaped, or polished, with exposure to silica dust from Engineered Stone leading to Workers developing the serious lung disease silicosis.

Carrying out work or directing or allowing a Worker to carry out work, on or with Engineered Stone has been banned in Queensland from 1 July 2024.

It should be noted that there may be pre-existing Engineered Stone present at some Campuses and Contractors should have regard to Safe Work Australia resources on working safely with Engineered Stone which can be found at:

https://www.safeworkaustralia.gov.au/safety-topic/hazards/occupational-lung-diseases/engineered-stone-resources

Additional information is also available from Safe Work Australia web site at:

https://www.safeworkaustralia.gov.au/safety-topic/hazards/crystalline-silica-and-silicosis/prohibition-use-engineered-stone

Personal Protective Equipment

Personal protective equipment (PPE) is clothing or equipment designed to be worn by someone to protect them from the risk of injury or illness. PPE must be used where required or stipulated and it must be;

- suitable for the nature of the work or hazard;
- a suitable size and fit for the individual required to use it;
- maintained to ensure it's clean and hygienic;
- in good working order; and
- it must be used or worn by the individual required to use it.

Working at height

Complete all works at height in a risk-free manner from WHS Law compliant working platform. Undertake ladder use in accordance with manufacturers' recommendations, applicable WHS Laws and relevant safety procedures.

All work at height must always have an adequate exclusion zone in place for the works that are being undertaken. Minimum exclusion zones are based on a 3:1 ratio (e.g. 6 meters high requires a 2m offset from the work face). A fall prevention device/methodology should be used at all times where a fall from heights risk is present.

Consult TAFE Queensland facilities representative to discuss any rooftop hazards when planning any work on roof areas.

Use of hazardous chemicals

The WHS Law, covers workplace hazardous substances and dangerous goods under a single framework for hazardous chemicals.

Do not use hazardous chemicals unless there is no practicable alternative. If hazardous chemicals must be used, they are to be used in accordance with manufacturers' / suppliers' instructions and Safety Data Sheets (SDS)**.** SDS must be always available and provided to TAFE Queensland facilities representative on request.

Fire Impairment

Notification to TAFE Queensland facilities representative is required for all isolations or impairments to any wet fire protection system (e.g. sprinkler system, fire hydrant system, special-extinguishing system, etc.). Contractors undertaking isolation or impairment to communicate with TAFE Queensland prior to commencing any works.

Note: Fire protection impairments occur when a fire protection / suppression system and its associated alarm or supervisory system is shut off, impaired, or otherwise taken out of service in part, or completely.

Live services

Services (Incl. electricity, gas, telco, water, fire services, etc.) run throughout the Campus and isolation of a specific service may not isolate all services within the work area.

Treat all services as live unless positively and individually identified as isolated / de-energised by a competent and appropriately licenced person.

If the services cannot be de-energised, a competent person must complete an inspection, identify hazards, and implement measures to eliminate or control risks of harm prior to any person working in or around the service(s).

Scanning

Unless the specific location(s) of all services has been, or can be positively identified, scanning for service installations must be carried out prior to any works occurring within a safe proximity of the service, with records and results of scanning completed and retained as part of projects.

Loading on floors

Always, consult TAFE Queensland facilities representative prior to use of heavy plant or stacking of heavy materials on any floor (on-ground, suspended floor or mezzanine floor) including internal and external car parks and comply with floor loading capacities / restrictions.

Loading docks

General precautions

- Obey all loading dock signage and instructions.
- Smoking and vaping is not permitted at any time.
- Do not obstruct passageways or fire exits.

Loading dock edges

- Edges of loading docks may present fall hazards.
- Keep clear of unprotected loading dock edges.
- Use the stairs or ladders rather than jumping up or down the loading dock edge.
- **Vehicles**
- Be alert for and pay attention to moving vehicles, particularly when they are reversing.
- Assume the driver cannot see persons and always keep clear of the vehicle blind spot (if a person can’t see the driver in the vehicle, the driver can’t see the person).
- Be especially alert for electric vehicles that run very quietly and are hard to hear.
- Wear appropriate high visibility clothing where there may be a risk of contact with the moving vehicles.
- Switch on headlights to low beam when entering the dock.

- Vehicles must not enter designated vehicle exclusion zones.

Dock zones

- Pedestrian exclusion zones - persons must not enter designated pedestrian exclusion zones.
- Shared zones - persons operating vehicles or equipment must be aware of pedestrian traffic in designated shared zones. Persons must be aware of vehicles, equipment, and traffic in designated shared zones.

Mechanized waste handling equipment

- Do not use any Campus mechanized waste handling equipment unless you have been authorised to do so by TAFE Queensland.
- Always read and comply with operational, warning signage and instructions.
- Prior to using plant or equipment ensure Workers are trained and competent in its safe operation.

Construction Works

Do not enter construction work areas unless authorised by the Principal Contractor. All persons must report to the building site supervisor prior to entering such areas.

Campus Operational Areas

Prior to accessing any Operational Area, contact the local Campus TAFE Queensland facilities representative to arrange authorisation and access. Obey all signage regarding access and PPE requirements regarding the specific areas.

Watch for WHS hazards (Inc. spills etc.) and report any hazards to TAFE Queensland facilities representative. If the hazard is significant, remain safely in the area to caution others of the hazard until it is appropriately controlled.

Roof areas

Hazards on roof areas may include such things as; brittle sheet and/or non-trafficable roofing, trip hazards from roof sheeting profile and services lines, fall hazards, and Electro Magnetic Energy (EME) from telecommunications installation.

EME reports are available from DTET. Request the EME from trainingassets@desbt.qld.gov.au one week prior to required entry.

Prior to accessing any roof area, a safe system of work (Including a risk assessment and SWMS) must be devised for all works in and around roofing 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.

Restricted access areas

There may be areas of the Campus that have restricted access such service tunnels, plant rooms and under-crofts. Hazards in these areas may include such things as; trip hazards, poor lighting, ground water, stale air, limited access and projecting objects from walls/ceilings.

Contact the local Campus TAFE Queensland facilities representative to ensure you are aware of any additional hazards prior to entering these areas.

Discarded Syringes

There is potential for discarded syringes on Campus. Care should be taken, and appropriate procedures developed for specific higher-risk operations such as;

- Emptying rubbish bins,
- Cleaning up in Operational Areas,
- Cleaning or working in amenities areas, and
- Reaching into any area that cannot be visually inspected.

Contact TAFE Queensland facilities representative for details on safe disposal of any syringes found.

Access / Egress

Work should not obstruct corridors, walkways, entrances and exits. Where this is essential to the works, prior approval is required from the TAFE Queensland facilities representative.

Behaviour on Campus

Behaviour must not be aggressive or threatening and must not offend, harass, or upset anyone in the Workplace. This includes loud or offensive language or comments, playing of loud music or radio, horseplay, and harassment such as wolf whistling. All persons must behave fairly and reasonably when interacting with others. Any inappropriate behaviour should be reported to TAFE Queensland.

Deliveries

Delivery of bulky materials, tools, or equipment via public areas during teaching hours (refer WHS Management Plan for TAFE Queensland Campuses: Part Two – Campus Specific) is not permitted without express permission from TAFE Queensland facilities representative. Large items must be delivered to the Campus outside teaching hours where possible, and at all times must;

- Be stable with heavy items placed on bottom of a fit-for-purpose trolley,
- Not obstruct vision unless a second person is assisting to avoid collision with persons or property,
- Not be pushed or pulled faster than walking pace,
- Not leak, and if they do, all spills must be thoroughly cleaned, and the incident reported immediately to TAFE Queensland facilities representative, and
- Not be left unattended.

Drugs or alcohol

Possession and (or) use of illegal drugs or drug use devices, or behaviour causing suspicion of being under the influence of drugs or alcohol may result in removal from the Campus.

Emergency assembly area(s)

Know where the emergency assembly area(s) is/are and follow instructions of wardens / emergency services. All persons on Campus must participate in emergency drills that occur whilst they are on Campus.

No smoking/vaping

All areas of Campus are smoke free. Smoking and vaping is not permitted in any area of the Campus.

High velocity, direct acting EPT

The use of a high velocity, direct acting type explosive powered tools (EPT) is not permitted on the Infrastructure, under any circumstances, at any time.

Rubbish and waste

Do not place trade rubbish in TAFE Queensland bins located within or at the Campus. Contractors must remove all their trade waste from the Workplace and not use Campus waste facilities unless specific arrangements have been made previously, with TAFE Queensland facilities representative.

No foreign substances are to be put down any drain of any type. TAFE Queensland reserves the right to ask the Contractor to provide a camera observation of drains post-works.

Security

Persons issued with a contactor pass are required to clearly display it in a readily visible location on their person at all times. Access keys that are provided must also be kept secure and returned to TAFE Queensland at the end of the works or day.

Signing in and out of Campus

Before commencing work, contact TAFE Queensland facilities representative to sign onto Campus and remember to sign out when leaving Campus.

Work not to impact on quiet enjoyment

Although the provision of training is TAFE Queensland's core business, other businesses such as childcare, canteen operation, other RTO's, community markets etc. are regularly undertaken on the Campus. Any works which negatively impact on the quiet enjoyment of the teaching environment or TPLs activities or other Visitors, may have to be undertaken outside teaching hours. Typical works include; noisy works such as scabbling, drilling, and fixing to the structure, and works which generate dust or fumes (e.g. painting / sealing, etc.) not fully contained within the work site.

SAFE WORK PERMITS

A safe work permit facilitates taking the necessary precautions to minimise risk associated with potentially hazardous activities, and forms one of the first lines of hazard control and is an effective method for communicating critical safety information. A safe work permit does not reduce risks of incidents by itself, rather, it identifies the hazards and control measure(s) that PCBUs must be aware of before they start the activity.

Contact QBuild or TAFE Queensland to confirm if you require any further information regarding requirements for Safe Work Permits.

Safe Work Permits can be obtained from trainingassets@desbt.qld.gov.au. A minimum of **72 hours' notice is required**.

The following are typical examples of work that may require a Safe Work Permit, prior to commencing any work on Campus:

Hazardous Work

Access to specific areas or undertaking specific tasks may require obtaining a permit prior to commencing the work.

Hot Work

Any temporary operation which involves open flames, and / or heat, and / or sparks, including; welding, brazing, oxy cutting, soldering, heat torches or guns and electro-fusion of polymer pipes.

Note: For work in or around combustible cladding, QFD require (in relation to Management-In-Use actions) the operation of a Hot Work Permit - Combustible Cladding Management-In-Use. These can be obtained from trainingassets@DTET.qld.gov.au. A minimum of 72 hours' notice is required.

Roof Access/Work

Access to any designated roof area(s) on Campus.

Drill, Core, Chase, Cut and Excavate

Drilling, coring, chasing, cutting and excavating through any structure or full thickness of a floor surface (e.g. terrazzo, floor tiles).

Unless the specific location(s) of all services has been, or can be positively identified, scanning for service installations must be carried out prior any works occurring within a safe proximity of the service, with records and results of scanning completed and retained as part of projects.

The works must not affect the structural adequacy of the building or structure (cutting stressing cables, reinforcing, structural steel, etc.) and all cores and core penetrations must be visually inspected upon removal of the core to ensure that no service has been cut/interfered with (e.g. electrical conduit, cable, gas line etc.). If there is any evidence of such interference, then the TAFE Queensland facilities representative must be notified immediately, and measures taken to ensure that nothing is placed in the core penetration until such services are confirmed as being made safe.

Note: When fixing or drilling into surfaces other than floors (e.g. walls) care should be taken to identify the potential for services in the wall, including visual inspections for power points or other service points located on the wall indicating that live services are present.
If services are suspected, take appropriate measures to control the risk of contacting such services (e.g. scan).

Confined Space Entry Permit

WHS Law stipulates that no one can enter a confined space unless an authorised person has issued a permit or written authorisation prior to entry into confined space.

All persons engaged to carry out work requiring confined space entry **must have their own safe system of work in place, including a permit to work system, which is compliant to WHS Law**.

Other work processes

Work Permits may be required for other work processes from time to time.

GENERAL PRECAUTIONS FOR HAZARDOUS WORK

Notwithstanding the potential requirement for a Safe Work Permit to be issued, the following precautions should be observed prior to undertaking hazardous work.

1. Planning and Consultation

Prior to the works commencing the ensure:

(a) In consultation with Workers and any person who may be affected by the works, consideration is given to these safeguards for the hazardous work / area;
(b) The Contractor undertakes a full assessment of the risk associated with the works / area;
(c) For high risk construction work develop a Safe Work Method Statement (SWMS), taking into account an assessment of the risks and appropriate methods of controlling such risks;
(d) The positive identification of all services (electricity, gas, water, etc.) and stressing cables and a means to isolate or render harmless such services or structural elements is devised;
(e) The work(s) will not affect the structural adequacy of the building or structure (cutting stressing cables, reinforcing, structural steel, etc.)

2. Work Systems

The Contractor must establish control measures to eliminate risks arising from or in connection with their work(s). This should include, as a minimum, ensuring:

(a) The Contractor positively locates, marks, and isolates or renders harmless all services (electricity, gas, water etc.) and stressing cables;
(b) TAFE Queensland is notified prior to disconnection or isolation of any alarms that require taking out of service;
(c) Appropriate barricading and warning signs are positioned to prevent unauthorised persons from entering the area where the works are undertaken;
(d) Spotters are used where the works involve a risk of materials or equipment passing through walls, partitions or other “blind side” areas;
(e) Suitable and safe access to and egress from the work area is provided at all times;
(f) The work area and(or) platform are safe and adequate for the proposed work;
(g) All electrical power is protected by a residual current device (RCD);
(h) All equipment used for or in connection with the works are appropriate to the task, well maintained and in a safe, serviceable condition;
(i) Adequate and appropriate lighting (natural or artificial) is provided for the work area;
(j) The work area is adequately ventilated and any confined / restricted space hazards to ensure there is no risk;
(k) Noise management provisions are put in place to prevent the works becoming a risk to hearing or health;
(l) Specific hazards (e.g. asbestos, silica dust, etc.) are identified and appropriate safe systems of work are implemented;
(m) Appropriate firefighting equipment is operable and available
(n) Personal protective equipment (PPE) appropriate to address all risks from the works is provided and it is maintained and worn by all Workers at all required times; and
(o) On completion, the work area safe is made safe and free from risk (e.g. securely cover or fence all penetrations/excavations etc. and removing all waste, etc. from the workplace).

3. Training, Instruction and Supervision

The contractor must ensure:

(a) That all Workers involved in the works have been consulted about and received sufficient training and instruction, and are appropriately supervised to enable them to perform their 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.

4. Public Safety

When undertaking works in a public place, the Contractor 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

SAFE WORK METHOD STATEMENTS

For high-risk construction work a Safe Work Method Statement (SWMS) must be drafted and control measures implemented prior to commencing work on Campus. A SWMS is a document that sets out the high-risk construction work activities to be carried out at a workplace, the hazards arising from these activities and the measures to be put in place to control the risks. A SWMS is classed as an administrative control and is used to support higher order controls to eliminate or minimise risks to health and safety, for example engineering controls.

High-risk construction work means work that:

a) involves a risk of a person falling more than 2m; or
b) is carried out on a telecommunication tower; or
c) involves demolition of an element of a structure that is load bearing or otherwise related to the physical integrity of the structure; or
d) involves, or is likely to involve, the disturbance of asbestos; or
e) involves structural alterations or repairs that require temporary support to prevent collapse; or
f) is carried out in or near a confined space; or
g) is carried out in or near
   (i) a shaft or trench with an excavated depth greater than 1.5m; or
   (ii) a tunnel; or
h) involves the use of explosives; or
i) is carried out on or near pressurised gas distribution mains or piping; or
j) is carried out on or near chemical, fuel or refrigerant lines; or
k) is carried out on or near energised electrical installations or services; or
l) is carried out in an area that may have a contaminated or flammable atmosphere; or
m) involves tilt-up or precast concrete; or
n) is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians; or
o) is carried out in an area at a workplace in which there is any movement of powered mobile plant; or
p) is carried out in an area in which there are artificial extremes of temperature; or
q) is carried out in or near water or other liquid that involves a risk of drowning; or
r) involves diving work.

All contractors must be aware of their obligation under the WHS Law to minimise risk and implement control measures which includes risk assessments, safe work systems and SWMS.

Contractors are required to carry copies of all safety documentation whilst working on Campus, and if requested, provide copies of any safety documentation to TAFE Queensland or DTET staff.

CAMPUS ACCESS

Currently Campus registration, Worker WHS induction and key issue requirements vary in the format and delivery mechanism between the individual Campuses.

Prior to commencing work on Campus, all Workers are to proceed to TAFE Queensland facilities representative office (or other designated area) for directions on Campus access arrangements.

Campus registration and Worker WHS induction

Refer to the TAFE Queensland WHS Plan Part Two available from TAFE Queensland facilities representative at the relevant Campus for registration and Worker WHS induction requirements for the specific Campus.

Campus key issue

If Campus keys are required to access work area(s), contact the TAFE Queensland facilities representative to arrange allocation of key(s). At the completion of work, all keys are to be returned to TAFE Queensland.

TPL Workers

Prior to working outside TPL's Sites, TPL Workers are required to notify the TAFE Queensland facilities representative, confirm any specific Campus access requirements, and enquire about any known hazards that may exist in the area.

Authority Worker (council, gas, electrical, telecommunications etc.)

Authorities such as gas, electricity, and telco providers have rights to access their equipment (metres, valves, etc.) which is usually located in dedicated room(s) or areas on Campus. Authority workers are required to ensure they are aware of hazards that may exist in the areas they are working in and should contact TAFE Queensland facilities representative to make relevant enquires.

Visitors to Campus

Visitors must report to TAFE Queensland prior to entering Operational Areas of the Campus.

Visitors must be escorted within Operational Areas of the Campus by a TAFE Queensland facilities representative or nominated person with knowledge of hazards in the area to be visited (e.g. security guard) and wear appropriate personal protective equipment for the areas to be visited. Clarification of what PPE is required should be sought from TAFE Queensland facilities representative.

INCIDENTS

Provision of first aid

TAFE Queensland is responsible for ensuring a system is in place to maintain adequate first aid resources at the Campus to provide the right response to efficiently service the needs of an ill or injured person attending the Campus.

Notwithstanding the TAFE Queensland first aid resource, all Contractors and TPLs must provide appropriate first aid resources for their Workers which are fit for purpose, having regard to the expected hazards of the task being undertaken and comply with WHS Law.

Incident reporting

All Notifiable Incidents must be promptly reported to DTET and to TAFE Queensland facilities representative.

All Workers must be familiar with the requirements for accident / incident reporting. Report all accidents, incidents and Close Calls that meet the Notifiable Incidents threshold, to DTET (using the trainingassets@desbt.qld.gov.au email) and to TAFE Queensland facilities representative for recording, investigation (where required) and reporting purposes.

The PCBU is generally responsible for reporting all Notifiable Incidents to the applicable authority(s) and must confirm to TAFE Queensland facilities representative they have made all applicable authority notifications.

CONSULTATION ARRANGEMENTS

The WHS Law requires duty holders to consult, cooperate and coordinate activities with others who have a duty in relation to the same matter; and to consult with Workers who carry out work for the business or undertaking.

Consultation is a two-way process between PCBUs and Workers, where both parties talk to each other about health and safety matters; listen to and raise any concerns; seek and share views and information; and consider what Workers say before decisions are made.

This can be achieved through the effective and coordinated efforts of PCBUs, work health and safety officers (WHSOs), health and safety representatives (HSRs), and health and safety committees (HSCs) in accordance with any industrial agreements in place.

There are often situations where more than one business operates at a workplace and where people share responsibility for work health and safety to varying degrees. Where more than one person has a duty for the same matter, each person must consult, cooperate and coordinate activities with other persons who have a work health or safety duty in relation to the same matter.

Issue resolution

The WHS Act requires all business operators to develop an issue resolution process in consultation with their Workers. If no process is developed, the new laws set out a default process. The parties must make reasonable efforts to achieve resolution of the issue in accordance with the agreed or default procedure

Contact TAFE Queensland facilities representative for details of the consultation and issue resolution arrangements for a specific Campus.

CAMPUS SPECIFIC WHS INFORMATION

Every Campus is different and although this document provides guidance on general WHS matters it must be read in conjunction with TAFE Queensland WHS Plan Part Two, that provides Campus specific information about WHS including:

- emergency contact details;
- layout;
- access points;
- information about the known hazards at the Campus; and
- emergency and evacuation procedures.

WHS Plans are available from the TAFE Queensland facilities representative on Campus. DTET recommends PCBUs consider the information contained in WHS Plans when developing their safe systems of work.

PCBUs should contact the TAFE Queensland facilities representative if further Campus specific WHS information is required.

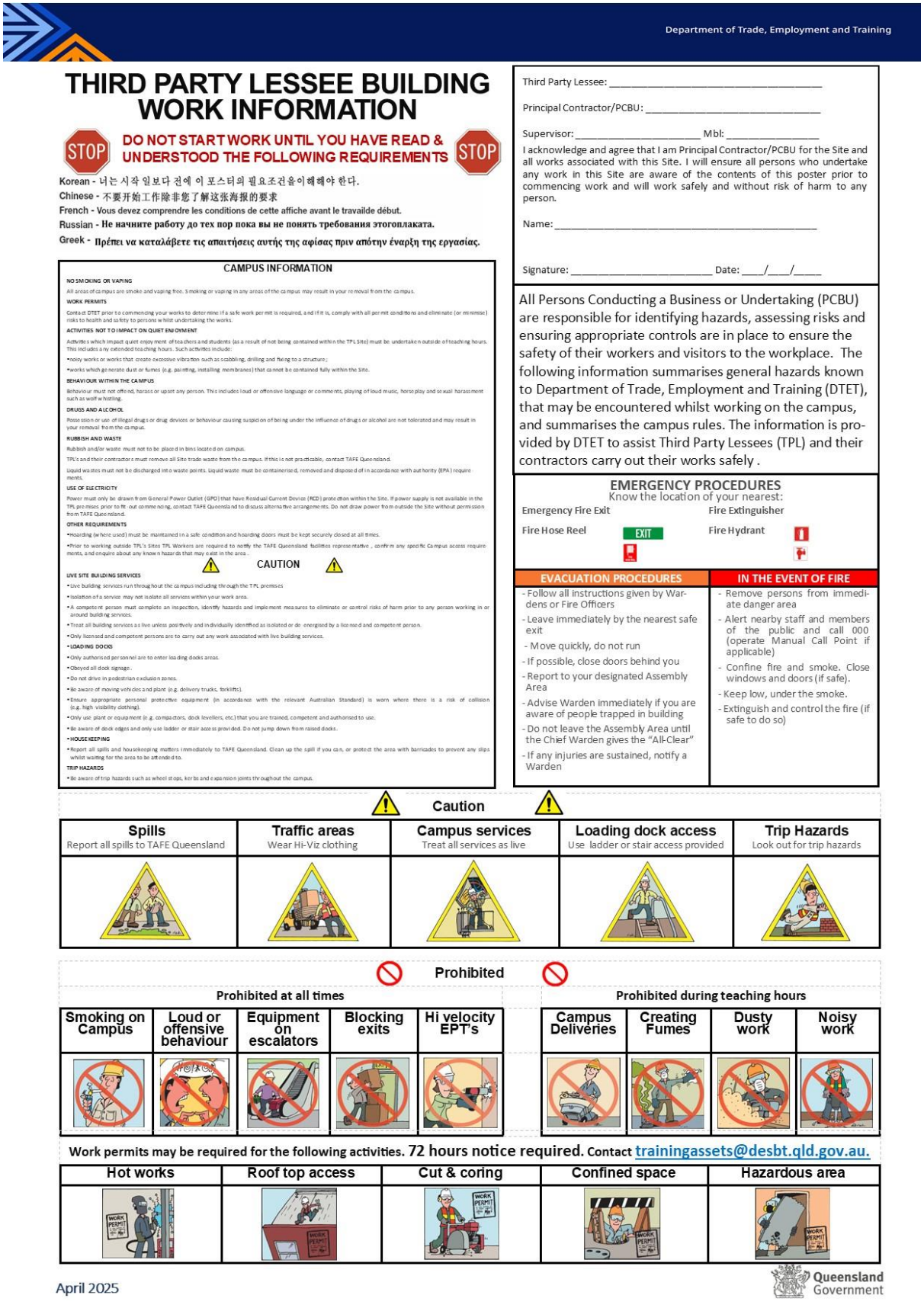
Document Control

TAFE Queensland WHS Plan Part One is maintained and reviewed by DTET annually, or as operational considerations are brought to the attention of DTET.

Forward any suggestions for inclusion or revision to DTET Manager, Infrastructure WHS at trainingassets@desbt.qld.gov.au.

REVISION DATE	REVISION	SECTION	PAGE(S)	REVISION DETAILS
April 2021	A	All	All	Initial draft document
March 2022	B	All	All	Revisions required by DESBT and TAFE Queensland following initial Pilot feedback
July 2022	C	All	All	Annual review and updates following final Pilot feedback
October 2022	D	All	All	Updates following DEPW feedback
November 2022	E	All	All	Updates following DEPW feedback and DESBT review
February 2023	F	All	All	DEPW feedback
March 2023	G	All	All	Respond to DEPW February 2023 feedback
May 2023	H	All	All	Updated to consider Psychosocial risks as per new COP
July 2023	I	All	All	Various minor throughout, including to safe work permit process and update DESBT to DYJESBT
August 2023	J	All	All	Annual Review and update minor changes
September 2023	K	All	All	Chapalex Advisory review and update, considering DYJESBT LSU feedback and Psychosocial COP
January 2024	L	All	All	Minor amendments following Monitor & Review Visits and change DYJESBT to DESBT and insert information related to Engineered Stone ban
July 2024	M	All	All	Update DEPW to DHLGPPW & minor amendments recommended in Chapalex Stg4 Addendum Report
December 2024	N	All	All	Update DESBT to DTET and DHLGPPW to DHPW
April 2025	O	All	All	Update to revised DTET template and update OneDESBT to OneDTET

Appendix A – Third Party Lessee Building Work Information Poster



Department of Trade, Employment and Training

THIRD PARTY LESSEE BUILDING WORK INFORMATION

STOP DO NOT START WORK UNTIL YOU HAVE READ & UNDERSTOOD THE FOLLOWING REQUIREMENTS STOP

Korean - 너는 시작 일보다 전에 이 포스터의 필요조건을이해해야 한다.
Chinese - 不要开始工作除非您了解这张海报的要求
French - Vous devez comprendre les conditions de cette affiche avant le travailde début.
Russian - Не начните работу до тех пор пока вы не понять требования этогоплаката.
Greek - Πρέπει να καταλάβετε τις απαιτήσεις αυτής της αφίσας πριν απότην έναρξη της εργασίας.

CAMPUS INFORMATION

NO SMOKING OR VAPING
All areas of campus are smoke and vaping free. Smoking or vaping in any areas of the campus may result in your removal from the campus.

WORK PERMITS
Contact DTET prior to commencing your works to determine if a safe work permit is required, and if it is, comply with all permit conditions and eliminate (or minimise) risks to health and safety to persons whilst undertaking the works.

ACTIVITIES NOT TO IMPACT ON QUIET ENJOYMENT
Activities which impact quiet enjoyment of teachers and students (as a result of not being contained within the TPL Site) must be undertaken outside of teaching hours. This includes any extended teaching hours. Such activities include:
- noisy works or works that create excessive vibration such as scabbling, drilling and fixing to a structure;
- works which generate dust or fumes (e.g. painting, installing membranes) that cannot be contained fully within the Site.

BEHAVIOUR WITHIN THE CAMPUS
Behaviour must not offend, harass or upset any person. This includes loud or offensive language or comments, playing of loud music, horseplay and sexual harassment such as wolf whistling.

DRUGS AND ALCOHOL
Possession or use of illegal drugs or drug devices or behaviour causing suspicion of being under the influence of drugs or alcohol are not tolerated and may result in your removal from the campus.

RUBBISH AND WASTE
Rubbish and/or waste must not to be placed in bins located on campus.
TPL's and their contractors must remove all Site trade waste from the campus. If this is not practicable, contact TAFE Queensland.
Liquid wastes must not be discharged into waste points. Liquid waste must be containerised, removed and disposed of in accordance with authority (EPA) requirements.

USE OF ELECTRICITY
Power must only be drawn from General Power Outlet (GPO) that have Residual Current Device (RCD) protection within the Site. If power supply is not available in the TPL premises prior to fit out commencing, contact TAFE Queensland to discuss alternative arrangements. Do not draw power from outside the Site without permission from TAFE Queensland.

OTHER REQUIREMENTS
- Hoarding (where used) must be maintained in a safe condition and hoarding doors must be kept securely closed at all times.
- Prior to working outside TPL's Sites TPL Workers are required to notify the TAFE Queensland facilities representative , confirm any specific Campus access requirements, and enquire about any known hazards that may exist in the area.

CAUTION

LIVE SITE BUILDING SERVICES
- Live building services run throughout the campus including through the TPL premises
- Isolation of a service may not isolate all services within your work area.
- A competent person must complete an inspection, identify hazards and implement measures to eliminate or control risks of harm prior to any person working in or around building services.
- Treat all building services as live unless positively and individually identified as isolated or de-energised by a licensed and competent person.
- Only licensed and competent persons are to carry out any work associated with live building services.

LOADING DOCKS
- Only authorised personnel are to enter loading docks areas.
- Obeyed all dock signage.
- Do not drive in pedestrian exclusion zones.
- Be aware of moving vehicles and plant (e.g. delivery trucks, forklifts).
- Ensure appropriate personal protective equipment (in accordance with the relevant Australian Standard) is worn where there is a risk of collision (e.g. high visibility clothing).
- Only use plant or equipment (e.g. compactors, dock levellers, etc.) that you are trained, competent and authorised to use.
- Be aware of dock edges and only use ladder or stair access provided. Do not jump down from raised docks.

HOUSEKEEPING
- Report all spills and housekeeping matters immediately to TAFE Queensland. Clean up the spill if you can, or protect the area with barricades to prevent any slips whilst waiting for the area to be attended to.

TRIP HAZARDS
- Be aware of trip hazards such as wheel stops, kerbs and expansion joints throughout the campus.

Third Party Lessee: _____

Principal Contractor/PCBU: _____

Supervisor: _____ Mbl: _____

I acknowledge and agree that I am Principal Contractor/PCBU for the Site and all works associated with this Site. I will ensure all persons who undertake any work in this Site are aware of the contents of this poster prior to commencing work and will work safely and without risk of harm to any person.

Name: _____

Signature: _____ Date: ____/____/_____

All Persons Conducting a Business or Undertaking (PCBU) are responsible for identifying hazards, assessing risks and ensuring appropriate controls are in place to ensure the safety of their workers and visitors to the workplace. The following information summarises general hazards known to Department of Trade, Employment and Training (DTET), that may be encountered whilst working on the campus, and summarises the campus rules. The information is provided by DTET to assist Third Party Lessees (TPL) and their contractors carry out their works safely .

EMERGENCY PROCEDURES

Know the location of your nearest:

Emergency Fire Exit — Fire Extinguisher

Fire Hose Reel — Fire Hydrant

EVACUATION PROCEDURES	IN THE EVENT OF FIRE
- 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 Warden immediately if you are aware of people trapped in building - Do not leave the Assembly Area until the Chief Warden gives the "All-Clear" - If any injuries are sustained, notify a Warden	- Remove persons from immediate danger area - Alert nearby staff and members of the public and call 000 (operate Manual Call Point if applicable) - Confine fire and smoke. Close windows and doors (if safe). - Keep low, under the smoke. - Extinguish and control the fire (if safe to do so)

Caution

Spills	Traffic areas	Campus services	Loading dock access	Trip Hazards
Report all spills to TAFE Queensland	Wear Hi-Viz clothing	Treat all services as live	Use ladder or stair access provided	Look out for trip hazards

Prohibited

Prohibited at all times					Prohibited during teaching hours			
Smoking on Campus	Loud or offensive behaviour	Equipment on escalators	Blocking exits	Hi velocity EPT's	Campus Deliveries	Creating Fumes	Dusty work	Noisy work

Work permits may be required for the following activities. 72 hours notice required. Contact trainingassets@desbt.qld.gov.au.

Hot works	Roof top access	Cut & coring	Confined space	Hazardous area

April 2025

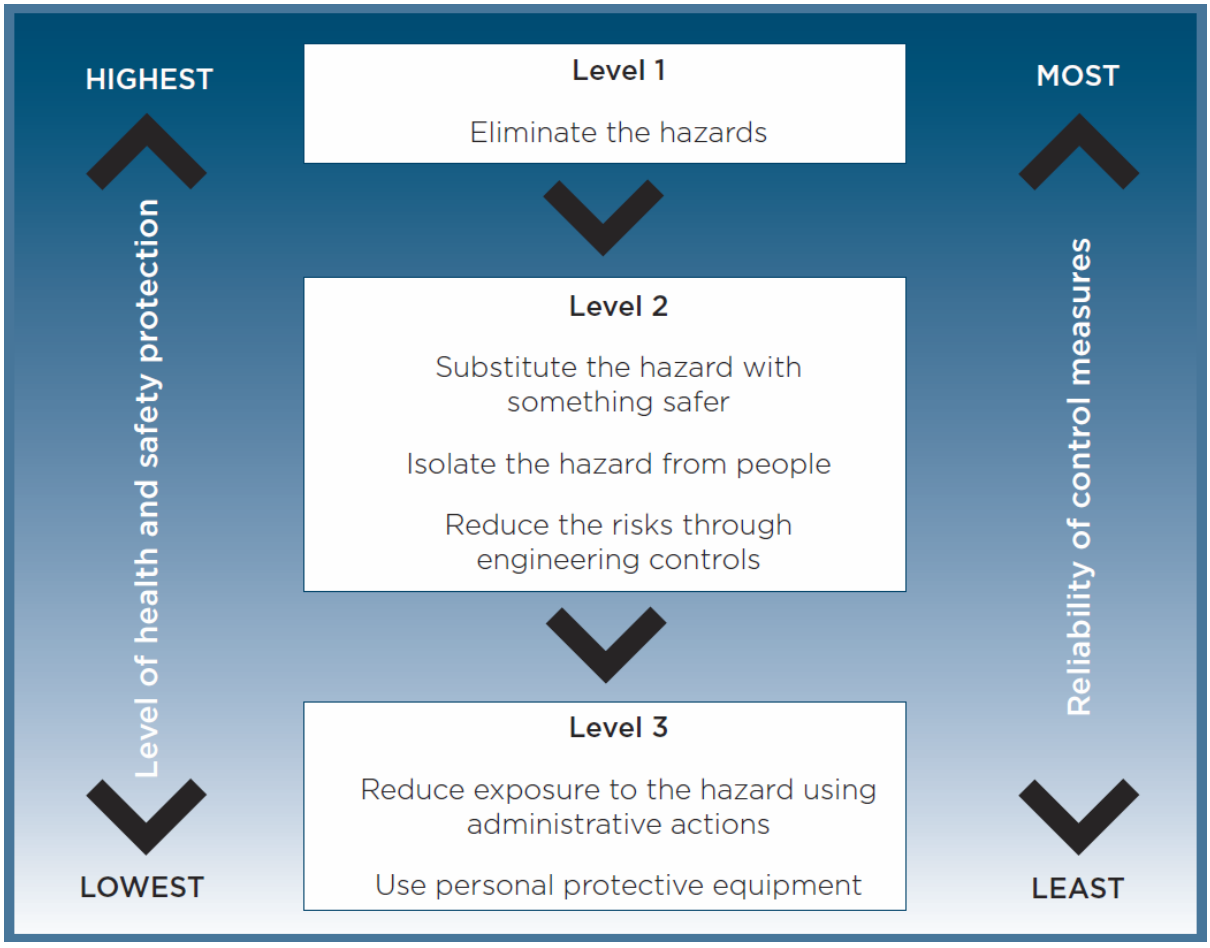
Queensland Government

Appendix B – Hierarchy of Risk Controls

The ways of controlling risks are ranked from the highest level of protection and reliability to the lowest as shown in Figure 1. This ranking is known as the hierarchy of risk control. The WHS Law (Qld WHS Regulation) require duty holders to work through this hierarchy when managing risk under the Qld WHS Regulation.

Always aim to eliminate a hazard, which is the most effective control. If this is not reasonably practicable, minimise the risk by working through the other alternatives in the hierarchy.

Figure 1 Hierarchy of Risk Controls



Note: Eliminating a hazard will also eliminate any risks associated with that hazard.

Level 1 Control Measures

1. **Eliminate** the hazard

The most effective control measure involves eliminating the hazard and associated risk by, firstly, not introducing the hazard into the workplace. (e.g. eliminate the risk of a fall from height by doing the work at ground level) or removing the hazard (e.g. by removing trip hazards or disposing of unwanted chemicals).

Eliminating hazards is often cheaper and more practical to achieve at the design or planning stage of a product, process or place used for work. In these early phases, there is greater scope to design out hazards or incorporate risk control measures that are compatible with the original design and functional requirements.

It may not be possible to eliminate a hazard if doing so means that the end product or deliver the service cannot be completed. If the hazard cannot be eliminated, then eliminate as many of the risks associated with the hazard as possible.

Level 2 Control Measures

If it is not reasonably practicable to eliminate the hazards and associated risks, minimise the risks using one or more of the following approaches:

1. **Substitute** the hazard with something safer (e.g. replace solvent-based paints with water-based ones).
2. **Isolate** the hazard from people - physically separate the source of harm from people by distance or using barriers. (e.g. install guard rails around exposed edges and holes in floors, store chemicals in a fume cabinet).
3. **Engineering** controls - is a control measure that is physical in nature, including a mechanical device or process. For instance, use mechanical devices such as trolleys or hoists to move heavy loads; place guards around moving parts of machinery; install residual current devices (electrical safety switches); set work rates on a production line to reduce fatigue.

Level 3 Control Measures

These control measures do not control the hazard at the source. They rely on human behaviour and supervision, and used on their own, tend to be least effective in minimising risks. Two approaches to reduce risk in this way are:

4. **Administrative** - work methods or procedures designed to minimise exposure to a hazard. (e.g. limit exposure time to a hazardous task, use signs to warn people of a hazard).
5. **Personal protective equipment** (**PPE**) - examples include earmuffs, respirators, face masks, hard hats, gloves, aprons, and protective eyewear. PPE limits exposure to the harmful effects of a hazard but only if workers wear and use the PPE correctly.

Administrative controls and PPE should only be used:

- when there are no other practical control measures available (as a last resort)
- as an interim measure until a more effective way of controlling the risk can be used
- to supplement higher level control measures (as a back-up)

WHS Regulation, sections 44-47 includes specific requirements if PPE is to be used at the workplace, including that the equipment is:

- selected to minimise risk to health and safety
- suitable for the nature of the work and any hazard associated with the work
- a suitable size and fit and reasonably comfortable for the person wearing it
- maintained, repaired or replaced so it continues to minimise the risk
- used or worn by the worker, so far as is reasonably practicable.

A worker must, so far as reasonably able, wear the PPE in accordance with any information, training or reasonable instruction.