

# **Infrastructure WHS Management Plan**

## **Acacia Ridge Campus**

Part Two – Campus Specific

June 2025



**Queensland**  
Government

# **INTRODUCTION**

## **Context**

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

## **Purpose**

This TAFE Queensland WHS Plan Part Two for Acacia Ridge 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 Acacia Ridge 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 Acacia Ridge 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	H Block (Top of the hill-left of the driveway)
Telephone	(07) 3244 4275
Office Hours	7:00 <sup>am</sup> – 4:00 <sup>pm</sup>

### Normal teaching hours

Monday – Friday:	7:00 <sup>am</sup> – 5:00 <sup>pm</sup>
Saturday:	Closed or as required
Sunday/Public Holidays:	Closed

### Key contact details

Facilities Representative	Nicole Higginson	(07) 3244 0275 or 0448 609 737
Security Contact	Sreto Goranovic	0407 143 422
DHPW Contact	MRC	1800 631 328

### Emergency Phone Numbers

		<b>000</b>
Police Station:	Acacia Ridge	(07) 3014 3200
Hospital:	QE II Jubilee	(07) 3812 6111
Medical Centre:	Sunnybank Hills	(07) 3273 5022
	4 Noelana Street, Sunnybank, QLD, 4109	
Fire Brigade:	Fire & Rescue	(07) 3344 4329
State Emergency Services (SES):		132 500
Water:	QLD Urban Utilities	13 23 64
Gas:	AGL Energy	13 12 45
		<i>E, M, N Blocks</i>
	Elgas	13 11 61 or 1800 819 783
		<i>M, R, T Blocks</i>
	Origin Energy	13 24 61
Electricity:	CS Energy	(07) 3854 7777
Dial Before You Dig	Web: <a href="http://www.1100.com.au/">www.1100.com.au/</a>	Tel: 1100

## **CAMPUS WHS INDUCTION**

### **DHPW and TAFE Queensland Contractors Workers**

Prior to commencing work on Acacia Ridge Campus, all DHPW and TAFE Queensland Contractors must go to the TAFE Queensland facilities representative office (H block) 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

### Campus Layout / Access Points



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

#### After hours works

To arrange access for afterhours works, contact **Facilities Manager** on **0448 609 737**.

A notification period of **72 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.

## DTET Infrastructure Work Health Safety Management Plan for TAFE Queensland Campuses: Part Two – Specific to Acacia Ridge Campus

### 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
F Block Electrical	Tues/Thus – 5pm to 7pm – Tuts/Supps/Resits & Reassessments Tues/Weds – 5pm to 7pm - Install & Design - Theory & Prac
F Block Refrigeration	Weds – 4.30pm to 6pm – Tuts Thurs – 4.30pm to 6.30pm – Theory Reassessments
P Block	Tuesday Night – Flexi CAD – Run time TBC. Contact Facilities Manager Tuesday Night Tutorials BM – This class runs from 5pm to 8pm Tuesday Night Tutorials F&M – This class runs from 4.30pm–7pm Tuesday Night – ISO Weld 9606 – This class runs from 5pm–8pm Wednesday Night – ISO Weld 9606 – This class runs from 5pm–8pm Wednesday Night – NONAC Weld – This class runs from 5pm–8pm Thursday Night (Manual Machining NONAC) - This class runs from 5pm-8pm Thursday Night (CNC NONAC <i>1 day unit SOS</i> ) – This class runs from 5pm-8pm
K Block	Cert IV night class on Monday, Wednesday and Thursday nights
Q Block	Every Tuesday and Thursday night

### 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.

Third Party Lessees or other persons are permitted to use the Loading Dock/Zone facilities. Please contact Facilities and/or General Hands if assistance is required with loading or unloading.

If the items to be delivered are perishable goods i.e. food or drink, please contact the Facilities Office and/or the contact associated with the order, as if safe to do so an alternative location could be more suitable for unloading.

## DTET Infrastructure Work Health Safety Management Plan for TAFE Queensland Campuses: Part Two – Specific to Acacia Ridge Campus

Below are the locations of the Campus docks together with logistical information

Dock	Max Height	Max Weight	Operating Hours
Loading Dock/Zone P block (adjacent F block)	Unlimited	Unlimited	6am to 4.30pm
Loading Dock/Zone P block (Opposite Q block- rear entry)	Unlimited	Unlimited	6am to 4.30pm
Loading Dock/Zone Between C and B block	Unlimited	Unlimited	6am to 4.30pm
Loading Dock/Zone Between C and ZC block	Unlimited	Unlimited	6am to 4.30pm

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	Level 1, 2	Passenger	TBC – Contact Facilities Manager for exact size	Max load 350kg or 3 standing persons or 1 person standing plus 1 person in a wheel chair.
B Block	Level 1, 2	Passenger	As above	Max load 350kg or 3 standing persons or 1 person standing plus 1 person in a wheel chair.
E Block	Level 1, 2	Passenger	As above	2000kg
F Block	Level 1, 2, 3	Passenger	As above	1350kg (18 persons)
P Block	Level 1, 2	Passenger	As above	1350kg (18 persons)
Q Block	Level 1, 2	Passenger	As above	1350kg (18 persons)
R Block	Level 1, 2	Passenger	As above	1350kg (18 persons)

## DTET Infrastructure Work Health Safety Management Plan for TAFE Queensland Campuses: Part Two – Specific to Acacia Ridge Campus

### 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 as per designated parking locations as outlined in the below map.

Contractors may park around buildings (behind the boom gate) at the advisement of the Operations Manager. Contractors must ensure parking is done in accordance with site requirements and does not impede in the movements of other vehicles such as Site Buggy's and Forklifts.



### Accessing of Operational Areas and other restricted areas

Prior to accessing any Operational Area or other restricted areas contact Operations Manager Ph 0448 609 737 or Site Contractor Co-Ordinator on 0429 987 622 to arrange authorisation and access. Obey all signage regarding access and PPE required in regard to the specific areas.



## **DTET Infrastructure Work Health Safety Management Plan for TAFE Queensland Campuses: Part Two – Specific to Acacia Ridge Campus**

### **First aid kits and officers**

First aid kits are available in all buildings throughout our training centres.

Qualified First Aid Officers who can administer initial first aid treatment are available on all training centres. If you need first aid, contact the **Security Officer** at Acacia Ridge on

**0407 143 422 or 3244 0500.**

**Defibrillators are available on campus, with a unit located in the following locations:**

- **P Block Foyer (Located Q and R Block end)**
- **R block (main office)**
- **U block**
- **F block- (hallway electrical workshop)**
- **A block- (bottom of J block internal stairs)**

### **Misconduct**

Any person who creates a disturbance on Campus may be asked to leave by security personnel or authorised Senior Management. Failure to do so may result in police action. Misconduct includes but is not limited to:

- disrupting the learning of students
- preventing staff from performing their duties
- endangering the health and safety of staff, student or visitors
- interfering with the conduct of TAFE Queensland SkillsTech operations

### **Accidents/incidents**

Accidents/incidents occurring at a training centre must be reported to the Facilities Manager who will arrange the appropriate documentation for you to complete. Contact the Facilities Manager at Acacia Ridge on 0448 609 737.

## **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.

<b>Location</b>	<b>Description</b>	<b>Notes</b>
C Block – External mezzanine Floor Roof. Adjacent to ZB building	Panel sheeting running across roof structure	Cannot be stepped on due to the brittle material.
R, Q,P and O block	Panel sheeting running across roof structure	Cannot be stepped on due to the brittle material.

### **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.

<b>Location</b>	<b>Description</b>	<b>Notes</b>
C Block – External mezzanine Floor Roof. Adjacent to ZB building	Panel sheeting running across roof structure	Cannot be stepped on due to the brittle material.
R, Q,P and O block	Panel sheeting running across roof structure	Cannot be stepped on due to the brittle material.

### **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](mailto: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.

<b>CARRIER</b>	<b>INSTALLATION</b>
Optus	Mobile Base Station Roof of B block

**Prior to accessing B Block roof, de-energising of Vodafone mobile phone towers on B Block roof 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](mailto:trainingassets@desbt.qld.gov.au).

## **Window Cleaning Gantries**

N/A.

## **Construction site areas**

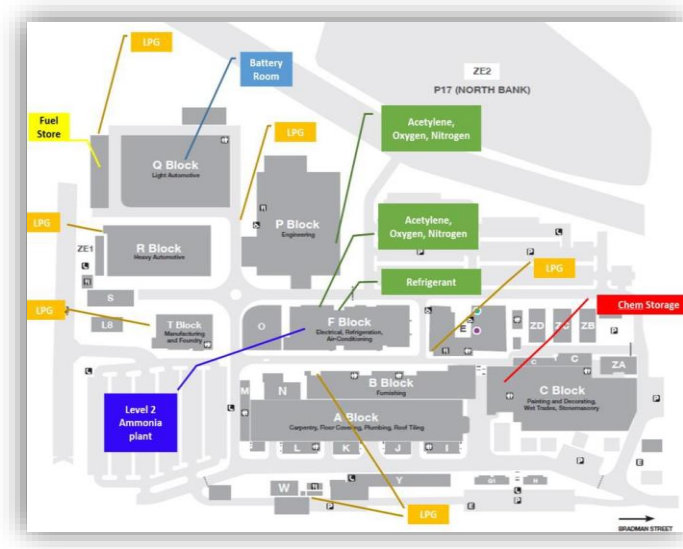
The rear overflow carpark is currently undergoing extensive repairs. The area has been fenced off and restricted access to all vehicles and pedestrians whilst repair works are undertaken over the next 6 weeks. Being that half of the carpark has had to have been blocked off, this has resulted in a reduced number of available parking bays. This is causing vehicles to park in other areas, leading to some congestion in certain areas of the campus.

## **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.

## DTET Infrastructure Work Health Safety Management Plan for TAFE Queensland Campuses: Part Two – Specific to Acacia Ridge Campus



### Mechanized Waste Equipment

N/A

### Waste Equipment – Refer Plan below

#### Cooking oil waste points

Cooking oil waste points are located in rear of E Block canteen building, back of Y Block canteen and back of Q&R canteen. 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.

#### General waste and steel waste

The main bin compound is located to the Right of E Block carpark. This includes 12m Roll on Roll off general waste bins and Steel waste bins.

#### Trade waste

As highlighted on below map - Trade waste is disposed of by relevant contractors on scheduled basis. Locations marked as per below.

#### Chemical sand bin

Located outside T Block contains Fenetec Chemical - and disposed of by appropriate contractors. This bin is not to be utilised by staff, students or contractors for any disposal of waste other than its intended use.

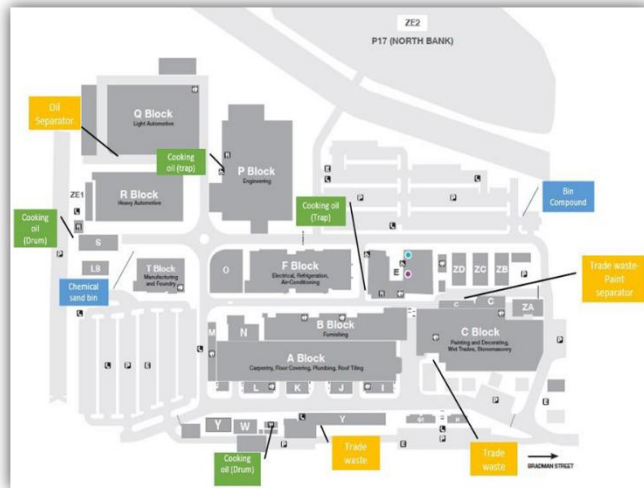
#### Paint Separator

This is located outside C Block and is emptied by appropriate contractor when required. This is paint waste from C Block.

## DTET Infrastructure Work Health Safety Management Plan for TAFE Queensland Campuses: Part Two – Specific to Acacia Ridge Campus

### Oil Separator

Maintained and serviced by contractor, and its contents disposed of by relevant contractor when required.



### Combustible Cladding

The following areas of campus have Combustible Cladding in place.

Location	Description	Notes
P Block	External walls, above entrance/exits	A management-in-use plan for the building is in place until all combustible cladding is removed.
<b>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.</b> See Example in Appendix1.		

The permit is to be obtained from [trainingassets@desbt.qld.gov.au](mailto: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 Engineering Report 6697137 dated June 2022, 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 in regard to the combustible cladding, and all proposed mitigation measures to manage the risk.

## **DTET Infrastructure Work Health Safety Management Plan for TAFE Queensland Campuses: Part Two – Specific to Acacia Ridge Campus**

### **Large Trees**

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

### **Bush Fire Zone**

N/A.

### **Snakes/Seasonal Wildlife**

- Swooping crows- During the nesting season, Crows swoop between the areas of ZC and ZB roadways.
- Fire ants have previously been located and treated on Northbank and sections of the campus located at Y block.
- Due to vegetation on Northbank, the campus does have the risk of Snakes being present, particularly around P, Q, R and T blocks.

### **Other Campus specific hazards**

#### **Creek Crossing**

The creek which runs through the back of the campus, running alongside Northbank does not have a flood proof crossing. During constant heavy rainfall, this creek is subject to flash flooding, where north bank becomes inaccessible. This needs to be taken into consideration when entering or parking on Northbank.

#### **A Block- Air Borne Dust**

The nature of the work/training which takes place in this workshop, generates Air Borne Dust which can cause respiratory illness. All appropriate PPE, including appropriate face protection/masks should be utilised when working or entering this space.

#### **P Block Fumes**

The nature of the work/training which takes place in this workshop, can generate Fumes which inhalation can cause respiratory illness. All appropriate PPE should be utilised when working or entering this space.

#### **C Block Silica Dust**

The nature of the work/training which takes place in this workshop, can generate Air Borne Silica Dust which inhalation can cause respiratory illness. All appropriate PPE, including appropriate face protection/masks should be utilised when working or entering this space.

#### **Mobile Plant**

Mobile plant including forklifts, mini front-end loader, buggy's and ride on mowers are utilised and driven in and around all campus buildings.

#### **F Block Ammonia / Gas Sensor Alarm**

The ammonia / gas sensor alarm in F Block is faulty and awaiting replacement. All appropriate PPE, including appropriate face protection/masks should be utilised when working or entering this space. A temporary stand-alone Detection unit has been installed whilst the repair parts are being made available.

Contact TAFE Queensland facilities representative for details.

## **DTET Infrastructure Work Health Safety Management Plan for TAFE Queensland Campuses: Part Two – Specific to Acacia Ridge Campus**

### **F Block hydrant Leak**

F block Fire Hydrant leak located opposite E block is currently isolated while the hydrant riser and thruster block are repaired. Expectations are to adhere to current Emergency evacuation procedures.

Contact TAFE Queensland facilities representative for details

### **VESDA units offline**

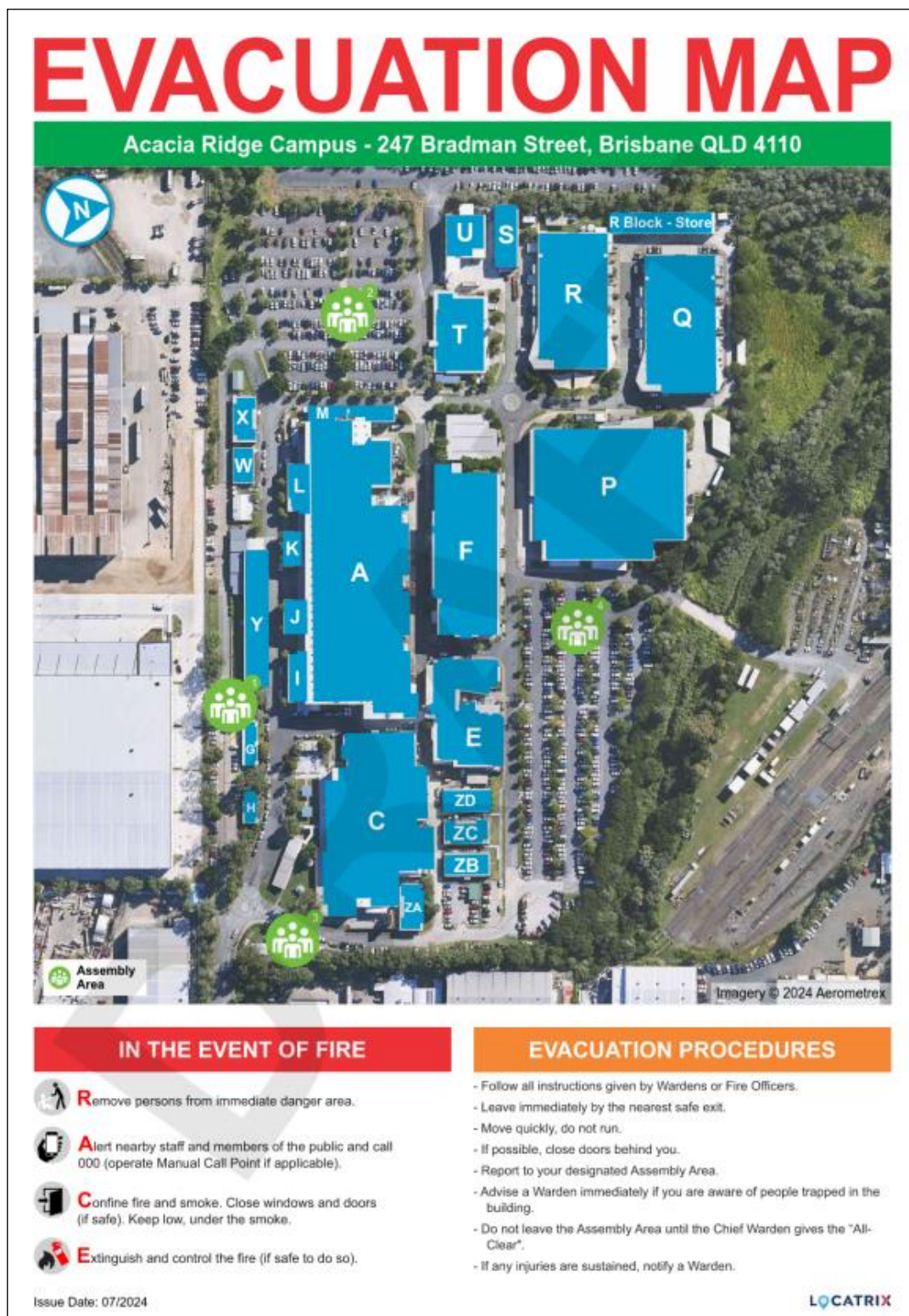
Vesda (Very Early Smoke Detection Apparatus) units within B and C blocks are currently offline and are to being replaced.

All other fire detection systems are operational but advising that 1 unit in B and 2 in C block are required to be replaced. Expectations are to adhere to current Emergency evacuation procedures.

Contact TAFE Queensland facilities representative for details.



## SITE EVACUATION PROCEDURE





# EMERGENCY ACTION GUIDE

WHSEAG  
Issued 02/11/2017 V3.0

## EMERGENCY SERVICES

### DIAL **000** OR **112** FROM A MOBILE

Training centre	Security Officer/Emergency Contact/ First Aid		Operations Manager (spills/ hazards/waste)	Workplace Health & Safety Officer (Incidents)
Acacia Ridge	Ext 4500	0407 143 422	0417 719 985	0400 611 574
Alexandra Hills	Ext 2222	0418 774 693	3826 3916	0400 611 574
Bracken Ridge	Ext 888	0428 101 136	0419 657 797	0409 562 439
Eagle Farm	Ext 3000	0412 248 078	0412 248 078	0409 562 439

**Medical emergency / serious injury or incident**

- Call 000 or 112 (from mobile) and First Aid.
- Keep injured person safe and calm until help arrives.

**Evacuation alarm**

- Go to the nearest evacuation assembly area (maps of locations are beside all doorways) with students and visitors.
- Notify fire wardens of any unaccounted persons.
- Remain there until all clear is given by a warden or emergency services.

**Lockdown**

- Staff will be notified via emergency personnel, text or email broadcast.
- If safe to do so, go to a safe place in a secure room. Lock doors and windows.
- Stay out of sight and remain there until the all clear is given.

**Threat or display of weapons / violent behaviour**

- Press duress alarm if available.
- If safe to do so, go to a safe place in a secure room. Lock doors and windows.
- Stay out of sight, call 000, then call the Operations Manager to notify them of your situation and location.
- Remain in a safe place until the all clear is given.

**If unable to separate from the threat:**


- Press duress alarm if available.
- Call 000, then Operations Manager if safe to do so.
- Cooperate with demands and do not use aggressive language or behaviour.
- Stay as calm as possible until the situation is resolved.

**Storms and power failure**

- Follow instructions provided by Regional broadcast.

**1800 654 447**  
[tafeskillstech.edu.au](http://tafeskillstech.edu.au)  
WHS ID: 0078 | OHS ID: 0006

# SkillsTech



# LOCKDOWN

## Acacia Ridge

Dangerous person, siege or hostage incident, armed intruder, dangerous animals or other incident that requires lockdown

1. **Call 000 or 112 (on mobile) – POLICE AND AMBULANCE (if persons injured)**
2. **If safe to do so, relocate self and others to a safe area – in a secured room and lock/barricade doors and close blinds/window coverings.**
3. **Call Facilities/Security on 4500 or 0407 143 422 to notify of incident and provide as much detail as possible.**
4. **Remain in safe area until 'ALL CLEAR' given or further instructions.**
5. **If you cannot separate from threat, comply with demands and remain as calm as possible until situation is resolved.**
6. **DO NOT PUT YOURSELF IN HARM'S WAY**

LDAR v2.0 Issued 22/10/2019  
Procedure reference: QP331 Lockdown  
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SkillsTech



## DTET Infrastructure Work Health Safety Management Plan for TAFE Queensland Campuses: Part Two – Specific to Acacia Ridge Campus

### DOCUMENT CONTROL

This TAFE Queensland WHS Plan Part Two will be reviewed quarterly by the DTET Manager - Infrastructure WHS, in consultation with relevant TAFE Queensland staff, and in addition to scheduled quarterly updates, updated whenever there are material changes to the Campus workplace that Workers need to be made aware of. Forward any suggestions for inclusion or revision to the Campus TAFE Queensland facilities representative.

Revisions to this plan are summarised in the table below. A copy of all previous revisions must be marked as superseded and archived.

Date	Revision	Section	Page	Revision Details
April 2021	A	All	All	Initial draft document
Mar 2022	B	Asbestos All	8 All	Revisions required by DESBT and TAFE Queensland following initial Pilot rollout.
July 2022	C	All	All	Revisions following Pilot rollout and transfer to new DESBT template.
Aug 2022	D	All	All	Revisions required by DEPW WHS
July 2023	E	All	All	Various and update to DYJESBT template
Sept 2023	F	All	All	Review and update by TAFEQ, DYJESBT and Chapalex Advisory
Jan 2024	G	Campus Specific Hazards All	10 All	Update Waste Equipment to Mechanised  Update lift section to include reference to passenger lifts as required.  Change DYJESBT to DESBT
March 2024	H	Title  Key Contact Details & DEPW and TAFE Queensland Contractors Workers	1  3,4	Date added.  DEPW updated to DHLGPPW
June 2024	I	Lift types  Other Campus Specific Hazards	7  14	Passenger lift details updated  Hazards updated
September 2024	J	Combustible Cladding  Other Campus Specific Hazards  Site Evacuation Procedure  Appendix 1	13  14  16  20	Hot Works Permit – Cladding details updated  Fire doorsets, Hydrant pump added  Evacuation diagram updated  Hot Works Permit – Combustible Cladding Management in Use added
December 2024	K	All  Other Campus Specific Hazards	All  14	DESBT updated to DTET, DHLGPPW updated to DHPW  Fire Panel and Fire Doorset Critical Defects removed
March 2025	L	Confined Spaces Other Campus Specific Hazards All	10 14 All	Confined space wording updated F Block Ammonia / Gas sensor added  Updated to DTET document template
June 2025	M	Construction site areas Other site specific hazards	11 15	Rear carpark added Vesda units offline added

# DTET Infrastructure Work Health Safety Management Plan for TAFE Queensland Campuses: Part Two – Specific to Acacia Ridge Campus

## 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 ☐ Modoolaba ☐ 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, tele, 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 OHSU 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) OHSU 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).

Notes: 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 measures 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 whetted 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 measures 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, housing 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 measures 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:
  - o Fire Engineering report (FER); and
  - o 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 contractors 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](mailto:trainingassets@desbt.qld.gov.au) and provide a copy to TAFEQ if requested.

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