



# Gladstone Ports Corporation

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Growth, prosperity, community.



## Barricades Procedure

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## Brief description

This Procedure provides the requirements and appropriate methods for the erection and use of barricades at Gladstone Ports Corporation owned and operated site.

Document information	
Current version	4
First released	09/06/2006
Last updated	02/06/2020
Effective by	02/06/2020
Review frequency	Triennially
Review before	02/06/2023
Audience	All GPC employees, contractors and port users

Document Accountability	
Role	Position
Owner	People, Community and Sustainability General Manager
Custodian	Safety Manager

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## Terms and definitions

The following key terms and definitions apply to this Procedure:

**“Custodian”** means under the GPC governance structure, the Custodian is accountable for monitoring the application of the system and advising the owner of the monitoring outcomes, and is also accountable for proposing system design or redesign and facilitation of conformance.

**“Owner”** means under the GPC governance structure, the Custodian is accountable for monitoring the application of the system and advising the owner of the monitoring outcomes, and is also accountable for proposing system design or redesign and facilitation of conformance.

**“Appropriate Signage”** means Caution and Restricted Access barricade signs approved for use on Gladstone Ports Corporation owned and operated sites.

**“Barricade”** means a structure consisting of either soft or solid components (e.g. tape, mesh, scaffold tubes, guardrails) used to cordon off a work area and/or area where a hazard exists to prevent unauthorised access.

**“Hazard”** means any object, task, condition or situation in the workplace that has the potential to harm the health and safety of people or to damage plant and equipment.

**“High Risk Work Area”** means any area where a hazard or work task presents an immediate or potential life threatening risk to health or safety.

**“Nominated Person In Charge”** means the person responsible for the installation, maintenance and removal of the barricade and access to the restricted area. This person may be the Supervisor of the work area or their nominee.

**“Soft Barricade”** means the use of a barricade tape to prevent or restrict access.

**“Solid (Hard) Barricade”** means physical structures (e.g. scaffold tubes, water filled plastic devices) that prevent or restrict access by creating a physical barrier that can withstand the impact of a person falling against it.

## 1 Introduction

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### 1.1 Procedure purpose

This Procedure outlines the means by which personnel shall be protected from hazards and high risk work areas by preventing and controlling access through the installation and maintenance of barricades.

### 1.2 Procedure scope

This Procedure applies to:

- All employees, contractors and visitors at Gladstone Ports Corporation owned and operated sites; and
- Any job, activity or circumstance whereby a person identifies a hazard or high risk work area that should be barricaded to ensure a safe work environment is maintained.

### 1.3 Procedure objectives

The objective of this Procedure is to ensure barricading at Gladstone Ports Corporation owned and operated sites is installed and maintained in a consistent manner and meets legal requirements.

The Procedure aims to achieve the following:

- Ensure the use of the various types of barricading is understood to allow correct application
- Reduce the risks of identified hazards and/or high risk work areas by installing, maintaining and removing barricades
- Ensure communication and signage requirements are consistently followed to allow effective control of access into barricaded areas; and
- Compliance with legislative requirements.

## 2 Barricades Procedure

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### 2.1 Roles and responsibilities

Role	Responsibilities
General Manager	<ul style="list-style-type: none"><li>• Ensure strategies are in place to manage the risks associated with the installation and removal of barricades.</li><li>• Ensure training and information on the risks associated with the installation and removal of barricades and the tools and methods available to control these risks are provided to all GPC employees and contractors.</li><li>• Regularly monitor the application and effectiveness of this Procedure and its associated measures to ensure compliance.</li></ul>
Managers	<ul style="list-style-type: none"><li>• Ensure training and information on the risks associated with the installation and removal of barricades and the tools and methods available to control these risks are provided to all GPC employees and contractors.</li></ul>

	<ul style="list-style-type: none"> <li>• Ensure all personnel comply with the requirements of this Procedure.</li> <li>• Regularly monitor the application and effectiveness of this Procedure and its associated measures to ensure compliance.</li> <li>• Appropriately address non-conformances with this Procedure.</li> </ul>
Superintendents, Specialists or Project Managers	<ul style="list-style-type: none"> <li>• Ensure Procedure is implemented within their area of control.</li> <li>• Conduct appropriate investigations into the non-conformances with this Procedure.</li> <li>• Appropriately address non-conformances with this Procedure.</li> <li>• Regularly monitor the application and effectiveness of this Procedure and its associated measures to ensure compliance.</li> </ul>
Supervisors	<ul style="list-style-type: none"> <li>• Ensure hazards and risks are adequately identified and managed for the work.</li> <li>• Ensure Procedure is implemented within their area of control.</li> <li>• Appropriately address non-conformances with this Procedure.</li> <li>• Regularly monitor the application and effectiveness of this Procedure and its associated measures to ensure compliance.</li> <li>• Ensure requirements of this Procedure are complied with.</li> </ul>
Employees	<ul style="list-style-type: none"> <li>• Ensure a JSA / PORT prior to work commencing is conducted to identify and control potential hazards that personnel may be exposed to during the course of work.</li> <li>• Ensure they are authorised prior to entering a barricaded area.</li> <li>• Comply with this Procedure.</li> </ul>

## 2.2 Minimum barricading requirements

Barricading must be implemented to protect people from hazards such as:

- Being struck by falling objects
- Being struck by moving plant
- Falling from height, including falling into open excavations, penetrations and falling from unprotected edges
- Exposure to hazardous chemicals
- Unauthorised entry to a work area; and
- Any potentially hazardous work processes, for example, hot works, scaffolding, asbestos.

The barricaded area must contain the entire potentially affected area of the hazard, task or high risk work (e.g. flying sparks, falling objects, electrical work area) and must consider multiple entry points to the area. It is important to consider the possible deflection of falling objects when establishing the exclusion zone.

Where star pickets are used to support a barricade and are to be driven into the ground 300mm or more, the GPC Excavation and Penetration Procedure must be followed.

Illumination of barricades must be considered where general lighting, either natural or artificial, does not provide adequate visibility for personnel to easily see the barricade.







Signage must be installed on barricades to communicate access requirements. The barricade must be maintained in a good condition and access should be monitored by the supervisor and work group to ensure the barricade remains an effective control measure.



Any work requiring a barricade must not commence until the requirements of this Procedure are met. Barricades must only to be removed once the work is completed or the hazard is controlled.

## 2.3 Types of barricade

### (a) Soft barricades

Soft barricades involve the use of barricade tape to prevent or restrict access. They are to be used to protect employees, contractors or visitors from general hazards or high risk work areas. Types of soft barricades approved for use on Gladstone Ports Corporation owned and operated sites are detailed in the table below.

Soft Barricade Type	Example	Application
Caution Barricade (yellow / yellow and black)	  	<p>Caution barricade is permitted for use in highlighting minor hazards to personnel that may access the area.</p> <p>A person may enter a caution barricaded area as long as they are aware of the hazards and any controls identified on the barricade signage.</p> <p>This tape is not appropriate for medium, high or extreme risk hazards (such as unprotected edges, falling objects etc.)</p>
Restricted Access Barricade (red and white)	  	<p>Restricted access barricade shall be used where access to the barricaded area is restricted to the work group and persons authorised by the person in charge of the barricade (as identified on signage).</p> <p>This tape is permitted for restricting access from hazards such as:</p> <ul style="list-style-type: none"> <li>• Electrical hazards/work</li> <li>• Hot work</li> <li>• Falling objects</li> </ul>

Barrier mesh and bunting flags	 <p><b>Bunting Flags</b>      <b>Barrier Mesh</b></p>	<p>If bunting flags and barrier mesh are used to delineate a work area then the appropriate caution or restricted signage must also be used.</p> <p>When applied for corralling personnel or members of the public, the appropriate signage is not required.</p>
High Voltage Access Barricade		<p>To be established to set exclusion zones around High Voltage Electrical work areas.</p> <p>Full details of correct application is contained within High Voltage Isolation and Access Procedure eDoc 1092822.</p>

**(b) Solid (hard) barricades**

Solid barricades are physical structures (e.g. scaffold tubes, water filled plastic devices) that prevent or restrict access. They are to be used to protect employees, contractors or visitors from hazards or high risk work areas by providing a physical barrier with the same function as a permanent guardrail.

## 2.4 Installation of barricades

When determining the correct barricade to install, consideration must be given to the duration the barricade may be required for. For example, if expected to be installed as a control for several months, then solid barricades would be more suitable than soft barricades.

**(a) Caution barricade**

Caution barricade tape shall be erected to inform employees, contractors or visitors of an identified hazard within the barricaded area. It must only be used for minor hazards where the main control required is awareness. It is not permitted for use on working at heights and unprotected edge hazards. This type of barricade highlights the hazard to allow safe access to the area. The appropriate signage to be attached to the caution barricade is outlined in section 2.5.

**(b) Restricted access barricade**

Restricted access barricade tape shall be erected to restrict unauthorised personnel from accessing the barricaded area. This type of barricade is suitable for hazards such as hot work, persons working above/falling objects, electrical hazards/work and delineation of a work area. An exclusion zone is created to reduce the risk to others in the area. The appropriate signage to be attached to the restricted access barricade tape is outlined in section 2.5.

**(c) Solid barricade**

Solid barricades shall be erected to provide a physical barrier. Solid barricades involving scaffold, guard rails, solid balustrades or other structural components (e.g. wire mesh) are suitable for use as edge protection, fall prevention, temporary guard rails and a control for work at height hazards.

To comply with Regulations, barricading for work at heights must:

- Be designed and constructed to withstand the force of someone falling against it.
- Have a top rail (e.g. scaffold tube) between 900mm and 1100mm high that prevents a person from falling.
- Other rails fitted so there is not more than 450mm between any rail and its nearest rail or between the lowest rail and toe board.
- Either a toe board at the base of the edge protection, below all rails, at least 150mm high, or a bottom rail, fitted between 150mm and 250mm high from the surface at the base of the edge protection.

Water filled barricades are suitable solid barricades for use in delineating work zones, roadways and pedestrian pathways. Where there is a potential risk of vehicle impact to persons, these plastic barricades must be linked together and filled with water or sand.

Where a person identifies a hazard or work area which requires a solid barricade and is not currently barricaded, a soft barricade may be used as a short term temporary control measure until a suitable solid barricade can be erected.

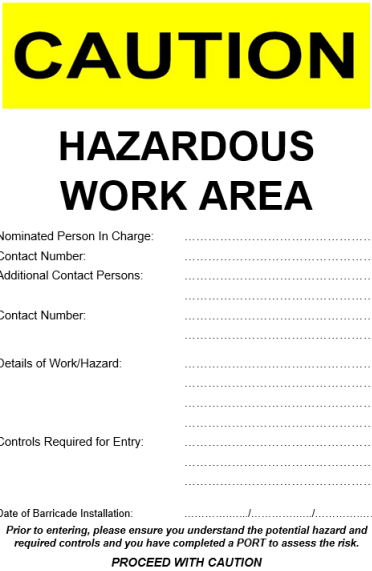
The suitable signage to be attached to any type of solid barricade is outlined in section 2.5.

## 2.5 Barricade signage

All barricades erected on Gladstone Ports Corporation owned and operated sites must be fitted with the appropriate signage. The supervisor or nominated delegate of the barricade must maintain and keep the signage up to date. The signage shall identify:

- The name and contact details of the supervisor or nominated delegate in charge of the barricaded area
- The hazards/high risk work that are contained within the barricaded area
- The date; and
- Details of required controls (for Caution signage).

Types of signage approved for use are detailed below:

Type of Barricade	Signage
Caution Barricade Tape  (Access permitted after acknowledging hazards and controls listed on signage)	 <p>The signage template consists of a yellow rectangular header with the word <b>CAUTION</b> in bold black capital letters. Below this, the words <b>HAZARDOUS WORK AREA</b> are printed in bold black capital letters. The template includes several lines of dotted text for handwritten information: 'Nominated Person In Charge:', 'Contact Number:', 'Additional Contact Persons:', 'Contact Number:', 'Details of Work/Hazard:', 'Controls Required for Entry:', and 'Date of Barricade Installation:'. At the bottom, there is a warning in italics: 'Prior to entering, please ensure you understand the potential hazard and required controls and you have completed a PORT to assess the risk.' followed by the instruction <b>PROCEED WITH CAUTION</b> in bold capital letters.</p>



Restricted Access Barricade Tape, Solid Barricade (any type)

(Access only permitted by authorisation from supervisor or nominated person in charge)



## RESTRICTED ACCESS AREA

Unauthorised Access Not Permitted

Nominated Person In Charge: .....

Contact Number: .....

Additional Contact Persons: .....

Contact Number: .....

Details of Work/Hazard: .....

.....

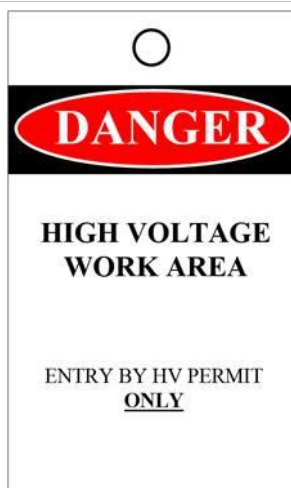
.....

Date of Barricade Installation: ...../...../.....

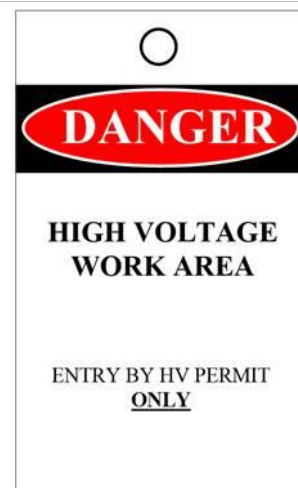
Please remove Barricade and Signage on completion of works or elimination of hazard.

High Voltage Access Barricade

(Access only permitted under permit)



Front



Rear

## 2.6 Accessing barricaded areas

Where a barricade is erected to identify a restricted area, only persons authorised by the Supervisor or the nominated delegate in charge can access the area. Any person wishing to enter a barricaded area must obtain permission from the nominated person in charge who will be listed on the signage attached to the barricade. Where the nominated contact person is unavailable, the Supervisor or Superintendent in charge of the area may grant permission for access. The hazards and controls outlined on the barricade signage must be understood prior to entry into the barricaded area.

## 2.7 Barricade Register

All barricades installed as a temporary control while the permanent action is in progress must be recorded on the Barricade Register (#1605964). The relevant supervisor is responsible for updating the Barricade Register and ensuring the barricades are inspected weekly to ensure the barricade is maintained. Results of the inspection are to be recorded in the Barricade Register.

*An example of a barricade that would be required on the register would be the barricades installed below exposed idlers to control the risk of exposure until the permanent under conveyor guarding is installed.*

Barricades installed as part of an active worksite are not intended to be in the Barricade Register.

## 2.8 Removal of barricades

Barricading may be removed after works are completed or a risk assessment identifies that the hazard has been eliminated or controlled for safe access. The supervisor or nominated person are the only personnel who can remove barricading. Where they are unavailable, their Superintendent or other nominee may remove the barricade after determining the area is safe.

Any alterations or movement to barricading must be risk assessed, approved and performed by the nominated person in charge, area supervisor or their nominee.

All changes (alterations or removal of barricades) are to be communicated as soon as reasonably practicable to the work groups that are affected to ensure a safe work environment is maintained.

## 2.9 Procedure monitoring and review

This Procedure shall be reviewed 3 yearly or as a result of incident investigations, audits, workforce/management requests or legislation/standard changes. Any procedure changes will be communicated to all affected Gladstone Ports Corporation personnel. Compliance with this procedure shall be monitored through observations, inspections and audits.

## 3 More information

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This Procedure will be available to all personnel, vendors and consultants.

This document is uncontrolled when printed. The current version of this Procedure is located on Gladstone Ports Corporation's Intranet.

If you require any further information, please contact the Custodian, listed under Document Accountability on the cover page.

## 4 Appendices

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### 4.1 Appendix 1 – Related documents

#### (a) Gladstone Ports Corporation documents

The following documents relate to this Procedure:

Type	Document number and title
Policy	DOCSCQPA#365624 Safety
Standard	DOCSCQPA#123583 Work at Heights
Specification/Procedure	DOCSCQPA#1204873 Excavation and Penetration DOCSCQPA#1092822 HV Isolation and Access
Form / Register	DOCSCQPA#1605964 Barricade Register