



Barricades Procedure

Brief description

This Procedure provides the requirements and appropriate methods for the erection and use of barricades at GPC owned and operated sites.

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Role	Position
Owner	Executive General Manager Safety and ESG
Custodian	Safety Manager

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If you require any further information, please contact the Custodian.

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1 Terms and definitions

In this Procedure:

“**Barricade**” or “**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.

“**Exclusion Zone**” means the immediate work area to be delineated where no persons must enter to prevent exposure to potential dropped/falling objects.

“**Restricted Work Area**” means an area where access is restricted to persons directly involved in the work area activities or those who have been directly authorised.

“**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/flagging 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.

Terms that are capitalised and not otherwise defined in this Procedure are defined in the GPC Corporate Glossary Instruction (as listed in Appendix 1 – Related documents).

2 Introduction

2.1 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.

2.2 Scope

This Procedure applies to:

- all Employees, Contractors and port users at GPC 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 as well as public safety is maintained.

2.3 Objectives

The objective of this Procedure is to ensure barricading at GPC 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; and
- ensure communication and signage requirements are consistently followed to allow effective control of access into barricaded areas.

3 Safe use of Barricades Procedure

3.1 General 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, confined space, high voltage access.

The barricaded area must delineate 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, including elevated walkways above ground level.

When installing a barricade for a potential dropped/falling object zone, an Exclusion Zone needs to be established, including within a Restricted Work Area barricading. The barricaded Exclusion Zone must follow a 4:1 ratio. It is important to consider the possible deflection of dropped/falling objects when establishing the Exclusion Zone.

A spotter would only be suitable as the primary method to control exposure to a potential dropped/falling object hazard when:

- retrieving barricading or other controls when the hazard is first identified;
- escorting moving mobile equipment; or
- a risk assessment is approved by relevant General Manager.

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 Nominated Person In Charge 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.



3.2 Types of barricades



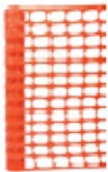


When determining the correct barricade to install, consideration must be given to the duration the barricade may be required for. For example, if expected to be installed as a control for several months, then Solid Barricades would be more suitable than Soft Barricades.

Consideration should also be given to the structure to be used to fix the barricade tape etc. to. For example, temporary bollards can be used where there is no structure to fix barricade to or when barricades need to be moved to allow mobile equipment into the demarcated area.

(a) Soft Barricades

Soft Barricades involve the use of barricade tape/flagging to prevent or restrict access. They are to be used to protect Employees, Contractors, port users, Inducted Visitors or the public from general hazards or High Risk Work Areas. Types of Soft Barricades approved for use are detailed in the table below.

Soft Barricade Type	Example	Application and Access Conditions
Caution Barricade (yellow / yellow and black)		<p>Caution barricade shall be used to highlight minor identified hazards to personnel that may access the area. It must only be used for where the main control required for safe access is awareness.</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 barricade is not permitted for use for unprotected edge, falling objects and other working at height hazards.</p> <p>A Caution Barricade sign is be attached as per section 3.3.</p>
Restricted Access Barricade (red / 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 Nominated Person In Charge of the barricade (as identified on signage). The restricted area is created to reduce the risk to others in the area.</p> <p>Restricted access barricading is also used to</p>

Soft Barricade Type	Example	Application and Access Conditions
		<p>delineate Exclusion Zones within a Restricted Work Area.</p> <p>This barricade is permitted for restricting access from hazards such as:</p> <ul style="list-style-type: none"> • electrical hazards/work; • hot work; • persons working above / falling objects; and • quarantined mobile equipment following tyre fire, contact with overhead powerlines or lightning strike. <p>A Restricted Access Barricade sign is to be attached as per section 3.3.</p>
<p>Barrier mesh and bunting flags (orange or GPC branded)</p>	<div style="display: flex; justify-content: space-around;"> <div data-bbox="644 1048 807 1173">  <p>Bunting Flags</p> </div> <div data-bbox="871 1039 979 1209">  <p>Barrier Mesh</p> </div> </div> <div data-bbox="644 1267 922 1473">  </div>	<p>Barrier mesh may be used to delineate a work area. A Caution or Restricted Access Barricade sign is to be attached per section 3.3.</p> <p>When barrier mesh or orange/GPC branded bunting flags are applied for corraling personnel or members of the public, signage is not required.</p>
<p>Substation Barricade</p>		<p>Substation barricades are used to set a Restricted Work Area around High Voltage Electrical work areas or other works within substations.</p> <p>This barricade must only be used for indoor applications.</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, port users, Inducted Visitors or the public from hazards or High Risk Work Areas by providing a physical barrier with the same function as a permanent guardrail.

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 the Work Health and Safety (“WHS”) Regulations, barricading for work at heights (edge protection as a control measure) 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;
- have 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; and
- have 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.

Temporary fencing is suitable Solid Barricades for use in delineating work areas or controlling access to areas with identified hazard/s. It must be fit for purpose to maintain stability and functionality. The appropriate barricading signage must be placed in prominent positions, be clearly visible and also be located at all entry points. Solid Barricades must provide suitable designated point/s of entry to the work area as required.

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 3.3.

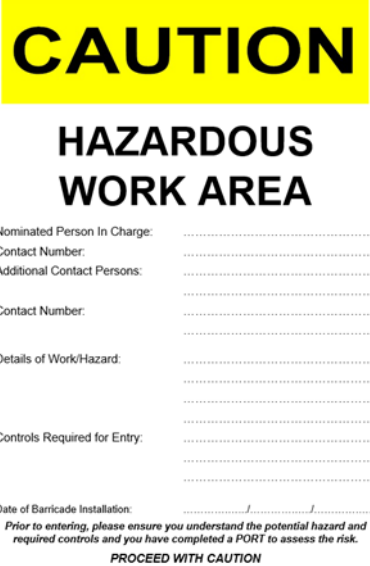

3.3 Barricade signage

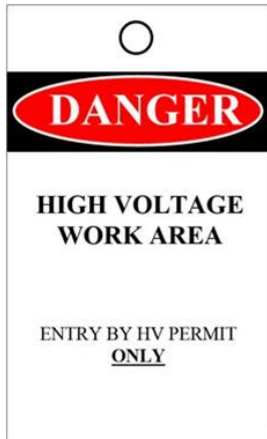
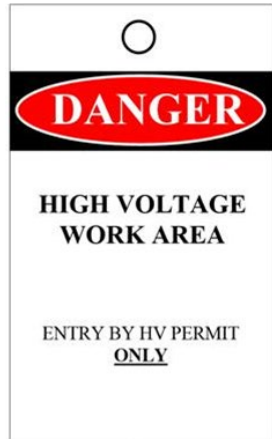
All barricades must be fitted with the appropriate signage. Permanent marker must be used and writing must be legible. The supervisor or Nominated Person In Charge of the barricade must maintain and keep the signage up to date. The signage shall identify:

- the name and contact details of the supervisor or Nominated Person In Charge of the barricaded area (note: if barricading will remain up for multiple shifts, the day and night contact person’s details shall be listed);
- 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
<p>Caution Barricade Tape</p> <p>(Access permitted after acknowledging hazards and controls listed on signage)</p>	 <p>The signage for a Caution Hazardous Work Area consists of a yellow rectangular sign with the word "CAUTION" in large, bold, black letters at the top. Below this, the words "HAZARDOUS WORK AREA" are written in bold, black letters. Underneath, there are several lines of text for contact information: "Nominated Person In Charge:", "Contact Number:", "Additional Contact Persons:", and "Contact Number:". This is followed by "Details of Work/Hazard:" and "Controls Required for Entry:". At the bottom, there is a line for "Date of Barricade Installation:" and a warning statement: "Prior to entering, please ensure you understand the potential hazard and required controls and you have completed a PORT to assess the risk." Below the warning is the instruction "PROCEED WITH CAUTION".</p>
<p>Restricted Access Barricade Tape, Solid Barricade (any type)</p> <p>(Access only permitted by authorisation from supervisor or Nominated Person In Charge)</p>	 <p>The signage for a Restricted Access Area features a red oval with a black border containing the word "DANGER" in white, bold, capital letters. Below the oval, the words "RESTRICTED ACCESS AREA" are written in bold, black letters. Underneath, it says "Unauthorised Access Not Permitted". This is followed by contact information fields: "Nominated Person In Charge:", "Contact Number:", "Additional Contact Persons:", and "Contact Number:". Then "Details of Work/Hazard:" and "Date of Barricade Installation:". At the bottom, a small note reads: "Please remove Barricade and Signage on completion of works or elimination of hazard."</p>

Type of Barricade	Signage	
<p>High Voltage Access Barricade</p> <p>(Access only permitted under High Voltage permit which has the further details)</p>	 <p style="text-align: center; font-size: small;">Front</p>	 <p style="text-align: center; font-size: small;">Rear</p>

3.4 Accessing barricaded areas

Where a barricade is erected to identify a Restricted Work Area, only persons authorised by the Supervisor or the Nominated Person In Charge can access the area. Any person wishing to enter a Restricted Work Area must obtain permission from the Supervisor or Nominated Person In Charge who will be listed on the signage attached to the barricade. Where the Supervisor or Nominated Person In Charge is unavailable, the work group in charge of the work being performed in 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.

In active work areas, positive communications needs to be made with the work groups in the area.

3.5 Barricade Register

All barricades installed as a temporary control while the permanent action is in progress must be recorded on the Barricade Register. 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.

3.6 Removal, alteration and movement 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, Nominated Person In Charge or their nominee are the only personnel who can authorise the removal of barricading. Where they are unavailable, the work group in charge of the area 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, Supervisor or their nominee. An exception to this may be active worksites involving barricades that require a lot of movement due to factors such as simultaneous operation activities and mobile equipment movement. In these circumstances, the work group in charge of the area can conduct the alterations and movement.

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.

3.7 Training and awareness

All Employees, Contractors and ports users receive awareness of GPC barricade requirements through the GPC Site Access Induction.

Employees involved in the installation and maintenance of barricading are required to complete Barricade Awareness Training as identified through Job Specific Mandatory training requirements.

Site notices are used to share relevant information regarding barricading and access to restricted work areas.

4 Roles and responsibilities

To assist GPC Representatives to better understand their responsibilities, key responsibilities and accountabilities are summarised below:

Role	Responsibilities
Executive Leadership Team	<p>To ensure that GPC complies with its obligations by:</p> <ul style="list-style-type: none"> • Ensuring strategies are in place to manage the risks associated with the installation and removal of barricades. • Ensuring appropriate resources are provided to meet requirements of the Procedure. • Regularly monitoring the application and effectiveness of this Procedure and its associated measures to ensure compliance.
Managers	<p>To ensure that GPC complies with its obligations by:</p> <ul style="list-style-type: none"> • Ensuring 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. • Ensuring all personnel comply with the requirements of this Procedure. • Regularly monitoring the application and effectiveness of this Procedure and its associated measures to ensure compliance. • Appropriately addressing non-conformances with this Procedure.
Superintendents, Specialists or Project Managers	<p>To ensure that GPC complies with its obligations by:</p> <ul style="list-style-type: none"> • Ensuring this Procedure is implemented within their area of control.

Role	Responsibilities
	<ul style="list-style-type: none"> • Conducting appropriate investigations into any non-conformances with this Procedure. • Appropriately addressing non-conformances with this Procedure. • Regularly monitoring the application and effectiveness of this Procedure and its associated measures to ensure compliance.
Supervisors, GPC Representatives	<p>To ensure that GPC complies with its obligations by:</p> <ul style="list-style-type: none"> • Ensuring this Procedure is implemented within their area of control. • Conducting appropriate investigations into any non-conformances with this Procedure. • Performing duties as the 'Nominated Person In Charge'. • Maintaining Barricade Register and ensuring barricades on the Register are inspected weekly.
Nominated Person In Charge of Barricade (or their nominee / additional contact person)	<p>To ensure that GPC complies with its obligations by:</p> <ul style="list-style-type: none"> • Maintaining and keeping barricade signage up to date. • Authorising access to the barricaded area. • Performing and authorising barricade removals, alterations or movements. • Assigning responsibilities to nominated persons in their absence.
Employees and Contractors	<p>To ensure that GPC complies with its obligations by:</p> <ul style="list-style-type: none"> • Ensuring they are authorised prior to entering a barricaded area. • Utilising the appropriate equipment provided for erecting barricades and signage. • Complying with this Procedure.

5 Appendices

5.1 Appendix 1 – Related documents

(a) Legislation and regulation

Key relevant legislation and regulation, as amended from time to time, includes but is not limited to:

Type	Legislation/regulation
State Acts	<i>Work Health and Safety Act 2011 (Qld)</i> <i>Work Health and Safety Regulation 2011 (Qld)</i>
Other	Managing the risk of falls at workplaces Code of Practice How to manage work health and safety risks Code of Practice Scaffolding Code of Practice

(b) Gladstone Ports Corporation documents

The following documents relate to this Procedure:

Type	Document number and title
Tier 1: Policy	#365624 Safety Policy
Tier 2: Standard/Strategy	#854303 Safety Management Framework Standard
Tier 3: Specification/ Procedure/Plan	#1204873 Excavation and Penetration Procedure #123483 Work at Heights Procedure #1528257 Safe Use of Scaffolds Procedure
Tier 4: Instruction/Form/ Template/Checklist	#1605964 Barricade Register #1319806 Caution Hazardous Work Area Barricade Sign Template #1319808 GPC Danger Restricted Access Barricade Sign Template #1621179 GPC Corporate Glossary Instruction
Other	N/A

5.2 Appendix 2 – Revision history

Revision date	Revision description	Author	Endorsed by	Approved by
15/12/2004	Original document version	Safety	Safety	GM
04/01/2017	Procedure review	Tony Young, Safety Manager	John Sherriff, SER GM	John Sherriff, SER GM
02/06/2020	New template. Addition of barricade register.	Tony Young, Safety Manager	Rowen Winsor, PCS GM	Rowen Winsor, PCS GM
20/12/2022	Update into governance document template. No review of procedural requirements.	Kirsty Iszlaub, Safety and Training Specialist - Systems	Tony Young, Safety and Training Manager	Richard Haward, Executive General Manager Safety and ESG
18/09/2023	3 yearly review. Addition of exclusion zone and change to red flagging for restricted work areas.	Kirsty Iszlaub, Safety and Environment Systems Lead	Tony Young, Safety Manager	Richard Haward, EGM Safety and ESG