

ILLUSIONS AUSTRALIA

SAFE WORK PROCEDURE

SWP 005 – BARRICADING OF WORK AREAS - SITES

1. PURPOSE AND SCOPE

This Safe Work Procedure establishes minimum requirements for selecting, installing, maintaining and removing barricades and exclusion controls used by Illusions Australia.

It applies where work activities may expose workers, visitors, contractors or members of the public to hazards requiring separation or controlled access.

2. AUTHORISATION AND COMPETENCY

Barricades must be selected and installed by workers who understand the hazard being controlled and the required exclusion area.

Where barricading forms part of traffic management, public-area work, work at height, lifting operations or another regulated activity, the relevant competent person and additional controls must also be used.

3. REQUIRED PPE

The following PPE must be worn as appropriate:

- High-visibility clothing where exposed to vehicle or mobile-plant movements.
- Safety footwear.
- Gloves where handling barricades, fencing or sharp components.
- Task-specific PPE required for the work area.

4. PRE-START CHECKS

Before commencing work, confirm that:

- The hazard and required exclusion distance have been identified.
- The proposed barricade type is appropriate to the level and duration of risk.
- Access, exits, emergency equipment and fire-fighting equipment will not be obstructed.
- Pedestrian and vehicle routes have been considered.
- The barricade can be installed without exposing workers to the uncontrolled hazard.
- Lighting and visibility are adequate.
- Required warning signs are available.
- Ground/floor conditions allow the barricade to remain stable.

5. SAFE OPERATING PROCEDURE

1. Assess the hazard and determine the area that must be isolated.
2. Select an appropriate control such as cones, barrier tape, rigid barricades, temporary fencing or another suitable physical barrier.
3. Install the barricade before hazardous work commences wherever practicable.

4. Position barriers far enough from the hazard to prevent inadvertent exposure.
5. Provide clear warning or prohibition signage appropriate to the hazard.
6. Provide a controlled entry point where authorised access is required.
7. Maintain safe alternative pedestrian and vehicle routes.
8. Inspect the barricade during the work and after any event likely to disturb it.
9. Reinstate displaced barriers immediately.
10. Remove the barricade only after the hazard has been eliminated or the area is otherwise safe for normal access.

6. PROHIBITED PRACTICES

Workers must not:

- Use barrier tape alone where a rigid physical barrier is required to prevent access.
- Create a trip hazard, blocked exit or obstruction to emergency equipment.
- Leave gaps that allow uncontrolled entry into the exclusion area.
- Move or remove another work group's barricade without authorisation.
- Rely on signage alone where physical separation is reasonably required.
- Use damaged, unstable or poorly visible barricading.
- Remove controls before the hazard has ceased.

7. SELECTION OF BARRICADE

The barricade must be proportionate to the hazard. A visual warning is not the same as a physical access-prevention barrier.

- Use cones or tape primarily for warning and delineation where appropriate.
- Use rigid barricades or fencing where people must be physically prevented from entering.
- Increase separation and robustness where mobile plant, falling objects, lifting operations or public access increase the risk.

8. ACCESS AND SIGNAGE

Where entry is permitted only to authorised persons, provide a clearly identifiable controlled access point.

- Use signs that identify the hazard or restriction clearly.
- Keep emergency exits and access routes unobstructed.
- Brief affected workers where barricading changes normal access or traffic routes.

9. FAULTS, DAMAGE AND ABNORMAL OPERATION

If a barricade is damaged, displaced, breached or no longer adequate, stop the affected work where necessary and restore effective controls before continuing.

Escalate repeated unauthorised entry or inadequate separation to the Foreman or Leading Hand.

10. SHUTDOWN AND HOUSEKEEPING

- Confirm the hazard has been removed or controlled before dismantling.
- Remove signs, barriers, tape, cones and fixings without creating a new hazard.
- Restore normal access routes.

- Store reusable barricading equipment appropriately.
- Remove debris, fixings and trip hazards.

11. EMERGENCY AND INCIDENT RESPONSE

1. Stop the equipment or activity immediately.
2. Isolate energy sources where safe to do so.
3. Provide or obtain first aid as required.
4. Notify the Foreman, Leading Hand or other authorised Illusions Australia representative.
5. Call emergency services where required.
6. Do not recommence until the incident, defect or unsafe condition has been addressed.

12. STOP WORK REQUIREMENT

Work must stop where:

- The required exclusion area cannot be established.
- The available barricade cannot adequately prevent or warn against access.
- Emergency access would be compromised.
- Members of the public or unauthorised persons continue to enter the exclusion area.
- Conditions change so that the existing barricade is no longer adequate.

No production requirement or deadline takes priority over safe barricading of work areas - sites work.

DOCUMENT CONTROL

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