


Safe Work Instruction	Issue date: 09/07/10
Use of Fixed and Portable Extendable Barricades	Review date: 04/05/13

Document no. SMS-06-SW-0422		Work description Using extendable barricade for crowd control or to isolate a work area.	
		Scope Use at all RailCorp locations	
Review date 04/05/13	References <ul style="list-style-type: none">• SMS-06-GD-0001 Guide to Manual Handling• OHS Regulation 2001 clause 9 Employer to identify hazards• OHS Regulation 2001 clause 10 Employer to assess risks• OHS Regulation 2001 clause 11 Employer to eliminate or Control Risk• Manual Handling Hazard Identification and Risk Assessment – Use of Fixed & Portable Extendable Barricades 31 July 2007• Manual Handling Hazard Identification and Risk Assessment – Use of Fixed & Portable Extendable Barricades 30 October 2007		
Responsible supervisor	PPE and precautions	Competencies or qualifications	Licences or permits required
Line Manager	N/A	N/A	N/A
Tools and equipment required:			
Portable heavy extendable, barricades or portable lightweight expandable barricades, cable ties, trolley if required.			
IF CONTROL MEASURES ARE NOT SUITABLE AND MAJOR CHANGES ARE NEEDED, CONDUCT A RISK ASSESSMENT AND DEVELOP NEW CONTROLS ACCORDING TO SMS-06-PR-0104 WORKPLACE RISK MANAGEMENT.			
Prepare equipment and area	<ul style="list-style-type: none">• Check extendable barricades are in satisfactory condition at the storage location, check there are no broken or damaged parts.• Make sure barrier is compressed and secured by the latch before moving.• Carry one barricade at a time.• Heavy portable extendable barricades – carry the barricade by the handle located on the outer post.• Lightweight portable extendable barricades – carry the barricade by using both hands. Place hands on the outer posts to prevent the barricade from opening• Be aware of any pedestrians when moving barricade to work area.• Do not swing the barricade while carrying to avoid being struck.• Take the barricade to the designated location.• Where necessary, use a trolley to move the barricade. Situations where this may be necessary include:<ul style="list-style-type: none">- the individual is unable to safely carry the barricade- the work location is a distance from the storage location- there are several barricades to be moved		
Setting up and working with barricades		Note <ul style="list-style-type: none">• While compressing or extending the barricade ensure the hands are clear from any moving parts.• You must ensure you hold or move the barricade by placing your hands on the outer posts• Do not use portable lightweight extendable barricades in windy areas or on top of stairs and escalators	
Setting up barricade at the designated location: <ul style="list-style-type: none">• check the area is accessible: free from obstruction or pedestrians• handle barricade only on outer posts keeping hands and fingers clear of concertina region of barricade• extend barricade to required length• set up on an even surface• use latch to attach adjoining barricades• ensure barricades are secured firmly with ties together and fixed to a secure object where necessary• If required to repeatedly extend and retract barricades (e.g crowd control) and the task is carried out for a long period of time, alternate the hands or position as required or vary the task with other tasks.			
Packing up extendable barricade	<ul style="list-style-type: none">• Check extendable barricades are working safely and in satisfactory condition with no broken or damaged parts whilst in use• Make sure all barricades are compressed and secured by the latch before moving• Be aware of any pedestrians when packing up and moving the barricade• Carry one barricade at a time• Heavy portable extendable barricades – carry the barricade by the handle located on the outer post.• Lightweight portable extendable barricades – carry the barricade by using both hands. Place hands on the outer posts to prevent the barricade from opening• Do not swing the barricade while carrying to avoid being struck.• Where necessary, use a trolley to move the barricade. Situations where this may be necessary include:<ul style="list-style-type: none">- the individual is unable to safely carry the barricade- if the work location is a distance from the storage location- if there are several barricades to be moved		
Additional controls <ul style="list-style-type: none">• Staff with specific special needs or restrictions should not undertake this task.			