

Use of Fixed and Portable Extendable Barricades

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 Line Manager	PPE and precautions N/A	Competencies or qualifications N/A	Licences or permits required 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. 					