

## Barriers and Demarcation

### Document number: PRO-02644

This document is the property of Seqwater. It must not be copied or reproduced in any way whatsoever without the authority of Seqwater. This document is uncontrolled when printed. An electronic database manages and stores the controlled version.

Ver No.	Description	Document Owner		Document Approver		
		Position	Approval	Position	Approval	Approval Date
1	Amended Version	Programs & Systems Business Partner	Refer to supporting Info in REX	Manager Health, Safety & Quality	Refer to supporting Info in REX	07/03/2025

# Contents

- 1. **Purpose** ..... 3
- 2. **Scope** ..... 3
- 3. **Risk assessment** ..... 3
- 4. **Selection and Use of Barriers**..... 4
  - 4.1. Selection of Barriers..... 4
  - 4.2. Barriers and Demarcation Standards..... 4
    - 4.2.1. Type of Barriers ..... 4
    - 4.2.2. Types of Demarcation Tape ..... 5
    - 4.2.3. Signage and tags ..... 6
  - 4.3. Removal of a Barrier..... 6
- 5. **Definitions** ..... 7
- 6. **Roles and Responsibilities** ..... 7
- 7. **References and Related Materials** ..... 8

Version No.	Document No.	Document Owner:	Approval Date:	Document Approver:	Page:
1	PRO-02644	Programs & Systems Business Partner	07/03/2025	Manager Health, Safety & Quality	2 of 8

This document is the property of Seqwater. It must not be copied or reproduced in any way whatsoever without the authority of Seqwater. This document is uncontrolled when printed. An electronic database manages and stores the controlled version.

## 1. Purpose

The purpose of this Procedure is to establish the requirements and processes for the selection, installation and removal of barriers and demarcation on Seqwater workplaces.

## 2. Scope

This Procedure applies to all workers performing work on Seqwater workplaces. It does not apply to sites under the control of a Principal Contractor.

## 3. Risk assessment

The objective of installing barriers and/or demarcations is to communicate the presence of a hazard and prevent or restrict access to the area without appropriate authorisation.

Prior to the execution of any work, workers must complete a risk assessment in accordance with the Hazard Identification and Risk Management Procedure ([PRO-00657](#)). This should include whether any barriers or demarcations are required to protect people from hazards including:

- being struck by falling or dropped objects, moving plant or traffic
- fall from height, including falling into open excavations, confined spaces and falls from unprotected edges such as removed flooring, walkways, stairs and/or hand railings
- exposure to hazardous energy or chemicals
- unauthorised entry into a high-risk area such as confined space, areas with hazardous energy or any other work area.
- prevent access to area around trees considered to pose a safety risk until they can be reduced, removed or further assessed
- any potentially hazardous work processes such as hot works, scaffolding and work involving asbestos.

In addition, barriers or demarcations may be utilised to manage other hazards, such as preventing disturbance of animal breeding places e.g. birds nesting on ground from mowing activities

Specific barricading requirements are established in relevant procedures, including (but not limited to) the Cranes and Lifting Procedure ([PRO-00861](#)), Electrical Safety Procedure ([PRO-00006](#)), Energy Tag and Lockout Procedure ([PRO-00014](#)), Excavation, Trenching and Penetrations Procedure ([PRO-00302](#)), Safe Work with Plant Procedure ([PRO-00867](#)) and the Working at Height Procedure ([PRO-00015](#)).

Version No.	Document No.	Document Owner:	Approval Date:	Document Approver:	Page:
1	PRO-02644	Programs & Systems Business Partner	07/03/2025	Manager Health, Safety & Quality	3 of 8

## 4. Selection and Use of Barriers

### 4.1. Selection of Barriers


Selection of an appropriate barrier or demarcation method is based on the maximum reasonably foreseeable risk consequence. Refer to the Enterprise Risk Management Framework ([FRA-00014](#)) for guidance on assessing risk consequence.

Potential Consequence	Requirements
Critical	A barricade is mandatory and must be fitted with fixed signage.
Major	
Moderate	<i>Permanent or prolonged hazard</i> (i.e. > 1 week) – barricade and fixed signage is the mandatory minimum requirement. <i>Temporary hazard</i> – barrier mesh and signage are the mandatory minimum standard.
Minor	Demarcation tape is the mandatory minimum requirement.
Insignificant	Signage and/or traffic cones.





During the selection of a barrier, consideration should be given to whether the barrier requires selection and certification by an appropriately qualified Register Practicing Engineer in Queensland (RPEQ) e.g. roadside barriers separating traffic and pedestrians.

### 4.2. Barriers and Demarcation Standards

#### 4.2.1. Type of Barriers


Barrier	Details / Requirements / Uses
Fixed / Permanent Barrier (fencing, locked gates, locked rooms)	Installed where a risk assessment has determined that a hazard is unable to be eliminated, so a control is required to prevent unauthorized access to the area where the hazard is present (e.g. HV switch rooms) All entry points must have permanent signage installed to communicate the hazard and any instructions for accessing the area e.g. contact site owner prior to access.
Mesh Barrier 	Mesh barriers can be erected between existing structures or framework. Mesh must be installed with the top edge at a height between 900mm - 1200mm. An inspection program must be established when using a mesh barrier to verify it is maintaining its integrity. A mesh barrier cannot be used as edge protection to mitigate the risk of a fall. Refer to the Working at Height Procedure ( <a href="#">PRO-00015</a> ) for further guidance. An information tag must be attached to provide information on why the mesh barricading is in place. All entry points must have demarcation tape and information tags attached to provide information on entry requirements. If star pickets are used, they must have protective capping and be secured firmly in the ground. If penetrating more than 300mm on a brownfield site, an Excavation and Trenching Permit Form ( <a href="#">FRM-00413</a> ) is required.

Version No.	Document No.	Document Owner:	Approval Date:	Document Approver:	Page:
1	PRO-02644	Programs & Systems Business Partner	07/03/2025	Manager Health, Safety & Quality	4 of 8


Barrier	Details / Requirements / Uses
<p>Scaffold</p> 	<p>Scaffolding can be used as a barrier around an open pit or fall zone.</p> <p>Scaffold must be erected by a licensed scaffolder and meet the requirements established by Seqwater’s Working at Height Procedure (<a href="#">PRO-00015</a>).</p> <p>All entry points must have demarcation tape and an information tag attached to provide information on entry requirements (if permitted).</p>
<p>Blocks (Concrete, Water/Sand filled)</p> 	<p>These styles of hard barricading are designed to prevent access and protect personnel from hazardous processes, equipment and traffic areas. They are used primarily to demarcate long term work areas, for example a laydown yard.</p> <p>Chains (plastic and metal) can be used to connect hard barricades together to make a longer barricade. Water/sand filled blocks can be connected to demarcate long term work areas.</p> <p>Refer to AS/NZS 3845: Road Safety Barriers for guidance if using these barriers for traffic management.</p>
<p>Temporary Fence</p> 	<p>Temporary fencing is used to demarcate areas where there is no structure to fix demarcation tape or chains.</p> <p>All entry points must have demarcation tape and information tags attached to provide information on entry requirements.</p> <p>Refer to AS 4687: Temporary fencing and hoardings for guidance on selection and use of temporary fencing.</p>
<p>Temporary covers for holes or penetrations.</p> 	<p>Holes or penetrations must be covered to prevent falls. Covers should be made from materials strong enough to prevent people or objects from falling through i.e. withstand a point load of at least 2 kilonewtons (approximately 200 kilograms)</p> <p>All covers should be securely fixed to prevent dislodgement or accidental removal and marked clearly with words " Danger- Hole beneath".</p> <p>The cover must not be used as a work platform.</p>

### 4.2.2. Types of Demarcation Tape

Demarcation tape must not be used as a barrier unless the potential consequence of the hazard is minor or insignificant. See section 4.1 for further information on the selection of barriers.

Tape	Purpose	Condition of entry and other requirements
<p>Caution Tape</p> 	<p>Caution tape must be used to demarcate areas that require workers to be warned of identified hazards prior to entry.</p> <p>Caution tape must be identified with yellow and black colours and should be marked with "CAUTION".</p>	<p>An information tag or other signage must be used to communicate the reason the tape has been installed and any requirements for accessing the area.</p> <p>Personnel requiring access must familiarise themselves with the hazards and any instructions on the information tag. They must only access the area if it safe to do so.</p>
<p>Danger Tape</p>	<p>Danger tape must be used to demarcate areas and/or</p>	<p>An information tag or other signage must be used to communicate the reason the tape</p>

Version No.	Document No.	Document Owner:	Approval Date:	Document Approver:	Page:
1	PRO-02644	Programs & Systems Business Partner	07/03/2025	Manager Health, Safety & Quality	5 of 8

Tape	Purpose	Condition of entry and other requirements
	<p>equipment where there is an immediate threat to people, equipment and/or the environment.</p> <p>Danger tape must be identified with red and white colours and should be marked with 'Danger'</p>	<p>has been installed, who is authorised to access the site and who to contact for additional information or additional authorisations.</p> <p>Personnel must not enter or work within an area that is demarcated with Danger Tape without authorization.</p>

### 4.2.3. Signage and tags

#### 4.2.3.1. Information tag

An information tag is used to communicate information regarding the status of plant or equipment and the details relating to conditions of entry to an area that has been demarcated or barricaded.

When barriers or demarcation tape is erected, a tag must be placed at each potential entry and focal point to communicate the conditions of entry and any other relevant information. Workers must read and comply with all information on the tag.

The worker attaching a tag must complete all sections of the tag and include details of requirements and/or authorisations required for entry to an area.

It is the responsibility of the site owner or their delegate to perform regular inspection of their sites to ensure all information tags remain legible. Should a tag become faded or illegible it must be replaced immediately.

#### 4.2.3.2. Signage and Traffic Cones

Where deemed appropriate by risk assessment, signage or traffic cones may be placed to warn personnel of a hazard or task being done. There is no maximum distance between cones but they must be setup so personnel can identify the demarcated area.

Signage must clearly indicate the hazard being communicated (e.g. Danger - Fall from heights hazard, Danger - Workers above, falling object hazard, Danger - Crane Operation) and must be large enough so they are easily visible for people approaching the area.

Any signage must comply with Seqwater’s Signage Guidelines ([GDE-00143](#)).

### 4.3. Removal of a Barrier

Barriers or demarcation tape must only be removed once the hazard no longer exists and under the authority of the person that installed the barrier or demarcation, or the Site Owner responsible for the area.

If a barricaded area is not signed and no work is being undertaken in the area, the barricading must not be removed. Contact the Site Owner to identify the reason for the barricading. If the reason for the barricading cannot be identified, a risk assessment must be conducted and Site Owner approval obtained prior to any removal. If the risk assessment identifies a barrier is required, required tags or signage must be reinstated to communicate the purpose of the barrier.

Where barriers require adjusting, and the hazard remains, appropriate controls are to be put into place to prevent access to the hazard.

Version No.	Document No.	Document Owner:	Approval Date:	Document Approver:	Page:
1	PRO-02644	Programs & Systems Business Partner	07/03/2025	Manager Health, Safety & Quality	6 of 8

## 5. Definitions

Term	Definitions
Barrier	Anything acting to obstruct passage such as barrier tape, railing, temporary fencing/ cover, or other barrier intended to limit access to a potentially hazardous area.
Demarcation	The boundary or limits of an area that has been marked out. Demarcation can include the use of a barricade, signage and demarcation tape.
Demarcation Tape	A disposable tape, or a reusable retractable tape, used to indicate conditions of entry to an area at a point in time.
Hazard	A hazard is a potential source of harm or adverse health effect on a person or persons including situations that impact on environment and property.
Leader	Means any Level 1, 2, 3, 4 and 5 worker with responsibility for managing a functional area of the business, including people management responsibilities within their functional area.
Principal Contractor	The person conducting a business or undertaking appointed by Seqwater as the principal contractor for a Construction Project and given the management and control of the Workplace at which the Construction Project will be carried out and who discharges the duties of the principal contractor.
Site Owner	An Seqwater employee with operational accountability of an Seqwater site. This will generally be an Operational Supervisor or Facilities Supervisor. A list of Site Owners is available on the <a href="#">Site Owner page</a> of Waternet.
Worker(s)	Includes all permanent, temporary, and casual employees of Seqwater, and: <ul style="list-style-type: none"> <li>• vocational and work experience placements</li> <li>• volunteers</li> <li>• contractors and consultants employed by another entity but temporarily assigned to do work for or on behalf of Seqwater.</li> </ul>

## 6. Roles and Responsibilities

Role	Responsibility
Site Owner	<ul style="list-style-type: none"> <li>• Ensure uncontrolled hazards are clearly identified, with access restricted in accordance with the requirements of this procedure.</li> <li>• Conduct regular inspections to ensure all barriers, signage and tags installed on site are appropriately installed, with instructions clear and legible.</li> </ul>
Workers	<ul style="list-style-type: none"> <li>• Identify any requirements for barricading and demarcation during a risk assessment.</li> <li>• Review and follow any instructions on information tags and signage.</li> <li>• Do not enter any area or access any equipment that is barricaded or surrounded by demarcation tape unless authorised.</li> </ul>

Version No.	Document No.	Document Owner:	Approval Date:	Document Approver:	Page:
1	PRO-02644	Programs & Systems Business Partner	07/03/2025	Manager Health, Safety & Quality	7 of 8

## 7. References and Related Materials

Description	Location
AS 4687: Temporary fencing and hoardings	Intertek Inform
<a href="#">FRA-00014</a> Enterprise Risk Management Framework	REX
<a href="#">FRM-00413</a> Excavation and Trenching Permit Form	REX
<a href="#">GDE-00143</a> Signage Guidelines	REX
<a href="#">PRO-00006</a> Electrical – High and Low Voltage Procedure	REX
<a href="#">PRO-00014</a> Energy Tag and Lockout Procedure	REX
<a href="#">PRO-00015</a> Working at Height Procedure	REX
<a href="#">PRO-00302</a> Excavation, Trenching and Penetrations Procedure	REX
<a href="#">PRO-00657</a> Hazard Identification and Risk Management Procedure	REX
<a href="#">PRO-00861</a> Cranes and Lifting Procedure	REX
<a href="#">PRO-00867</a> Safe Work with Plant Procedure	REX

Version No.	Document No.	Document Owner:	Approval Date:	Document Approver:	Page:
1	PRO-02644	Programs & Systems Business Partner	07/03/2025	Manager Health, Safety & Quality	8 of 8

This document is the property of Seqwater. It must not be copied or reproduced in any way whatsoever without the authority of Seqwater. This document is uncontrolled when printed. An electronic database manages and stores the controlled version.