

**SAFETY MANAGEMENT PROCEDURE
FOR
BARRICADING AND SIGNAGE**

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1. APPROVAL

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This procedure is reviewed to ensure its continuing relevance to the process it describes. A record of contextual additions or omissions is given below.				
Amendment Record				
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1.0	Insert Date	For selection, display and maintenance of barricading and signage.	Original	
The latest revision of this procedure is on Insert Your Company intranet site. It is the responsibility of the individual to ensure that any hardcopy is the current revision. A printed version of this procedure is uncontrolled, except when provided with a document title and revision number in the field below and marked as 'Controlled Copy'.				
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2. PURPOSE

The purpose of this procedure is to provide guidelines for the selection and placement of barricading, notices and signage, so that they can be instantly recognized and understood and to ensure that mandatory signage is carefully selected, and symbolic signs conform to the necessary requirements.

3. SCOPE

This procedure applies to all areas of the workplace regarding the selection and placement of barricading, notices and signs at a **Insert Your Company** workplace.

4. TERMS AND DEFINITIONS

Term	Definition
Barricade	Is a physical barrier erected to prevent personnel being exposed to hazards which can be hard, medium, or soft, etc.
Exclusion Zone	Is a barricaded area which prevents access to persons other than authorized persons who are approved by management and familiar with the hazards located in the exclusion zone area.
Hard Barricading	Is a barricade constructed of scaffold tube or other materials (metal, wood) that are not flexible.
Soft Barricade	Is a barricade constructed of plastic tape, chain, etc., suspended from stands or fixed to structures.
Solid Barricade	Is a barricade constructed of material and erected so that it cannot be readily crossed (i.e. webbing or meshed plastic). For example: Fence. Temporary fence panels. Water barriers.
Worker	Includes an employee, a contractor, personnel or subcontractor, an employee of a contractor or subcontractor, an employee of a labour hire company who has been assigned to work, an apprentice, trainee or a student gaining work experience.

5. ROLES AND RESPONSIBILITIES

Managers are responsible for: