



## WHS-029 Use of Temporary Barrier Tape

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### Document History

Version No:	Date Released	Change	Remarks
1.0	07/03/2014	n/a	Work Instruction approved and released
2.0	08/09/2014	Whole of Document	Removed references to PWC, Converted to Territory Generation Document.

**1 Purpose**

The purpose of this work instruction is to provide information on the appropriate application of temporary barrier tape (Danger, Caution and High Voltage Tape) to warn of hazardous conditions in an area or to control access to area where dangerous conditions may exist.

**2 Scope**

This work instruction is applicable to all Territory Generation maintained sites.

**3 Roles and Responsibilities**

Role / Title	Responsibility
<b>Chief Executive Officer</b>	Shall ensure that : <ul style="list-style-type: none"> <li>• All personnel are aware of requirements of this procedure and its management in sites under Territory Generation control.</li> <li>• Initiates procedure review as required.</li> </ul>
<b>All Managers/Site Coordinators</b>	Shall ensure that: <ul style="list-style-type: none"> <li>• This procedure is put in place at all Territory Generation controlled power stations sites.</li> <li>• Personnel are advised and trained as necessary in the procedure to be followed.</li> <li>• Contractors are informed of and follow the procedure, where applicable.</li> <li>• Contribute to procedure reviews</li> </ul>
<b>Project Officers/Contract Managers</b>	Shall ensure that: <ul style="list-style-type: none"> <li>• Contractors under their control are informed of and follow the procedure, where applicable.</li> <li>• Contribute to procedure reviews</li> </ul>
<b>All Personnel</b>	Shall ensure that: <ul style="list-style-type: none"> <li>• This procedure is followed personally and by contractors/visitors under their control, where applicable</li> <li>• Contribute to procedure reviews</li> </ul>
<b>Document Owner</b>	<ul style="list-style-type: none"> <li>• The position responsible for the preparation, review and accuracy of this document.</li> </ul>
<b>Document Sponsor</b>	<ul style="list-style-type: none"> <li>• The position responsible for the approval and use of this document</li> </ul>

#### 4 Definitions

<b>Caution Tape</b>	Means yellow and black striped tape with black lettering displaying the word “CAUTION” used to delineate an area where hazardous conditions may exist.
<b>Danger Do Not Enter Tape</b>	Means Red and White striped tape with black lettering displaying the words “DANGER Do Not Enter” used to establish an exclusion zone designed to prevent entry by personnel other than those authorised to be within the area.
<b>Danger High Voltage Keep Out Tape</b>	Means Red tape with black lettering displaying the words “Danger High Voltage Keep Out” used to establish an exclusion zone designed to define the area where high voltage conductors have been made safe for work or test or to enclose high voltage conductors that may be live and are in the immediate area of the work or test to be conducted.
<b>Information Tag</b>	Means a Territory Generation <i>approved</i> tag attached to a device to provide information on, or to indicate the current operating status of, the device or associated <i>apparatus</i> or plant. May also be used to <i>indicate temporary access restrictions to a location and advise of hazards when applied to danger or caution tape.</i>
<b>Shall</b>	Mandatory requirement
<b>Should</b>	Advisory requirement

#### 5 References

- NT Workplace Health and Safety (NUL) Act 2011
- NT Workplace Health and Safety (NUL) Regulations 2013
- AAR-20 Territory Generation Tags Procedure (BDOC2014/40)

#### 6 Records

- Not applicable

#### 7 General requirements

- Temporary tape barriers shall not be used to control access to hazardous zones or areas where permanent hazards or fall hazards exist. In these instances fencing or barricading shall be used.
- Use of tape barriers should only be used to provide a temporary measure of access control until the potential hazard is either removed or permanent protection is installed
- Temporary hazards may include hazards resulting from work activities being undertaken or failures of plant in some form that could place those entering the area at risk.
- The task based risk assessment (JSEA or equivalent) process shall be used when determining the appropriate application of barrier tape.

## 8 Caution Tape

a) **Description:** Yellow and black striped tape with black lettering displaying the word “CAUTION



### b) Use:

Caution Tape is to be used to temporarily delineate an area where hazardous conditions may exist and where persons may enter providing they exercise due care and attention to the conditions within.

Examples of when caution tape may be used to warn of hazardous conditions:

- Around temporary trip hazards such as fallen branches or tree's, pieces of plant removed for repair etc.
- To warn of activities taking place in other areas of the work site such as frequent traffic, overhead crane corridors, welding or grinding taking place in the vicinity, around spills of oil, water or other substances etc.

### c) Application:

Caution tape may be applied by any person or workgroup who determine this is a safe option or when it has been identified appropriate during the Job Safety & Environmental Analysis (JSEA) process.

At the main point of approach to the area an Information tag (Attachment 1) must be displayed advising of the potential hazards that exist in the delineated area.

The Information Tag must display the following information:

- Name of the person hanging the tag
- Time and date of hanging
- Description of the hazard(s) within.

### d) Removal:

Caution tape and its associated Information tag shall be removed by the person or workgroup on completion of the job or when the debris/hazards have been removed from the area. Ultimate responsibility for removal of caution tape will sit with the person who has completed the Information tag. If this person is absent then removal of the caution tape and associated information tag shall be authorised by the person's line coordinator.

## 9 Danger Do Not Enter Tape

### a) Description:

Red and White striped tape with black lettering displaying the words “DANGER Do Not Enter”



### b) Use:

Danger Do Not Enter tape is to be used to temporarily establish an exclusion zone designed to prevent entry by personnel other than those authorised to be within the area. It would normally be used in conjunction with work activities that introduce a high level of risk or have the potential to introduce hazards such as falling objects or exposed electrical conductors.

Examples of when danger tape may be used to restrict access:

- Conducting over head crane work
- Conducting overhead work where the risk of falling objects are present
- Where hazardous substance exist (e.g. asbestos, Legionella etc)
- Where temporary excavations exist (Note: excavations to be left open overnight shall have a barricade erected).

**NOTE:** This tape is designed for the exclusion of non essential staff or contractors in the vicinity of the danger. All persons entering this area must be signed on the relevant Access Authority and JSEA and have a full understanding of the existing hazard(s)

### c) Application:

Danger Do Not Enter tape may be applied by any person or workgroup who determine this is a safe option or when it has been identified appropriate during the Job Safety & Environmental Analysis (JSEA) process.

The attachment of an Information tag (see Attachment 1) is a requirement and this is to be located at the main point of approach or approaches.

The Information tag must display the following information:

- Associated Access Authority number
- Name of the person applying the tag
- Time and date applied
- Description of the hazard(s) within.

### d) Removal:

Danger Do Not Enter tape and its associated Information tag shall only be removed by the person named/signed on the Information tag. If this person is absent then the removal of danger tape and its associated information tag shall be authorised by the production Manager North or South or their delegate.

## 10 Danger High Voltage Keep Out Tape

### a) Description

Red tape with black lettering displaying the words “DANGER High Voltage Keep Out”



**DANGER HIGH VOLTAGE KEEP OUT**

### b) Application

Danger High Voltage Keep Out tape shall be used:

- To establish an exclusion zone designed to define the area where high voltage conductors have been made safe for work or test
- To enclose high voltage conductors that may be live and are in the immediate area of the work or test to be conducted.

This tape SHALL NOT be used for any other purpose and does not require the application of an information tag.

For more details on the application of this tape as part of the “Barrier in” or “Barrier out” methods used in designated high voltage access areas – see the Territory Generation AAR High Voltage Access Procedure.

### c) Removal

Danger High Voltage Keep Out tape shall only be moved or removed by the person in receipt of the high voltage Access Authority. If this person is absent then the removal of danger tape and its associated information tag shall be authorised by the production Manager North or South or their delegate.

**11 Information tag**

- (a) An *information tag* is blue in colour with provision for documenting information as follows:
  - (i) the name of the person affixing the tag;
  - (ii) the date and time of affixing; and
  - (iii) any relevant information.
- (b) An *information tag* may be used to:
  - (i) indicate restrictions or limits on the operation of *apparatus* or plant; or
  - (ii) identify equipment or devices which may be operated in association with the testing of *sundry apparatus*.
  - (iii) Indicate temporary access restrictions to a location and advise of hazards when applied to danger do not enter or caution tape
- (c) An *information tag* may be affixed by any person.
- (d) The information written on an *information tag* shall not be altered without the consent of the person who originally affixed the *information tag*.
- (e) A person shall not erase the name of the person nominated on the *information tag* or print another person’s name on the *information tag*

**Attachment 1: Information Tag**

