

# CONFINED SPACE PROCEDURE (27) V2

**No person is permitted to enter a confined space unless they are a competent person who has a combination of training, education, experience, acquired knowledge and skills, enabling them to correctly perform a specified task.**

## PURPOSE

To provide guidance in the management of confined spaces.

## RESPONSIBILITIES

**Person Conducting a Business or Undertaking (PCBU) must ensure so far as is reasonably practicable that:**

- all confined spaces within the worksite are identified and documented on the [Confined Space Register](#)
- the implementation of appropriate controls to eliminate or minimise confined space risks
- information, instruction, training and supervision is provided to workers and contractors as required
- consultation, coordination and cooperation with key stakeholders about confined space work is undertaken
- the provision of the necessary equipment for workers who may be required to enter a confined space
- contractors have evidence of training and a safe system of work for confined space entry and are inducted to their work activity area.

### Officers must:

- Exercise due diligence to ensure that the PCBU meets their responsibilities as above.

### Workers must:

- take reasonable care for their own safety and avoid adversely affecting the health and safety of others through any act or omission
- not enter a confined space unless they have completed the nationally accredited training and competency assessment for working in confined spaces
- conduct a documented risk assessment prior to entering a confined space
- report any concerns relating to confined spaces
- consult and communicate regarding the identification and control of confined spaces
- actively participate in training and comply with any instruction
- use and maintain personal protective equipment (PPE) as instructed.

### Contractors must:

- provide to the worksite confirmation that their personnel, including sub-contractors, have completed the nationally accredited training and competency assessment for working in confined spaces, prior to the work commencing
- ensure that a risk assessment, written authority and where required a [Hot Work Permit](#) and/or [Contractors Permit to Work](#) is completed (by using the worksite forms or using their own) prior to the entry to a confined space and that copies of these documents are provided to the relevant person for retention at the conclusion of the confined space work.

## DEFINITIONS

Definitions of terms can be found on the Catholic Safety website or via this link [here](#).

INFORMATION
Rainwater tanks may be deemed to be confined spaces dependent upon their access/egress and content To determine if your site has a confined space refer to the <a href="#">Confined Spaces Code of Practice</a>

**ACTIONS**

<b>HAZARD IDENTIFICATION</b>	
<b>Identify</b>	<p>A confined space is determined by the structure and a specific set of circumstances. The same structure may or may not be a confined space depending on the circumstances when the space is entered.</p> <p>Examples that may meet the definition for a confined space include storage tanks, silos and other tank-like compartments, open-topped spaces such as pits, pipes, sewers, shafts, ducts and similar structures that have limited or restricted entry and exit.</p>
<b>Register</b>	<ul style="list-style-type: none"> <li>• A <a href="#">Confined Space Register</a> must be maintained by all worksites.</li> <li>• The information contained in the register shall cover:               <ul style="list-style-type: none"> <li>○ description of the confined space</li> <li>○ location</li> <li>○ potential hazards</li> <li>○ validation of risk assessment performed.</li> </ul> </li> <li>• The register shall be updated with any addition, alteration, removal or change to the environment or at a minimum every 7 years.</li> </ul>
<b>RISK ASSESSMENT</b>	
<b>Risk Assessment</b>	<p>A risk assessment shall be undertaken by an independent person/s before work associated with the confined space is carried out.</p> <p>The assessment shall be in writing (<a href="#">Confined Space Risk Assessment</a> or similar) and take into account at least the following:</p> <ul style="list-style-type: none"> <li>• The nature and inherent hazards of the confined space.</li> <li>• The work required to be done, including the need to enter the confined space.</li> <li>• The range of methods by which the work can be done.</li> <li>• The hazards involved and associated risks involved with the actual method selected and the equipment proposed to be used.</li> <li>• Emergency response procedures.</li> <li>• The competence of the persons to undertake the work.</li> <li>• further risks associated with the work i.e.:           <ul style="list-style-type: none"> <li>○ atmospheric conditions (gas / oxygen levels)</li> <li>○ heat or cold stress arising from the work, process or conditions</li> <li>○ slips, trips and falls arising from slippery surfaces or obstacles</li> <li>○ Inadequate lighting.</li> </ul> </li> </ul> <p>Consideration should be given to a worker's:</p> <ul style="list-style-type: none"> <li>○ physical ability</li> <li>○ ability to work in a restrictive space (claustrophobia)</li> <li>○ Ability to wear the personal protective equipment required to do the work (respirators).</li> </ul> <p>Where multiple similar confined spaces in which similar work is performed are present and the risk factors are identical, a generic risk assessment may be appropriate.</p> <p>The risk assessment shall be revised whenever there is evidence to indicate that it is no longer valid.</p>
<b>CONTROLS</b>	
<b>Signs and barricades</b>	<ul style="list-style-type: none"> <li>• Confined spaces should at all times, be secured against unauthorised entry and where practicable, permanently signposted.</li> <li>• Signs must be in place while the confined space is accessible, including when preparing to work in the space, during work in the space and when</li> </ul>

	<p>packing up on completion of the work, warning against entry by people other than those who are listed on the confined space entry permit</p> <ul style="list-style-type: none"> <li>• Signposting alone should not be relied on to prevent unauthorised entry to a potential confined space. Security devices, for example locks and fixed barriers, should be installed.</li> <li>• All confined space signage shall comply with AS 1319 – <i>Safety signs for the occupational environment</i>.</li> </ul>
<p><b>Eliminate the need to enter a confined space</b></p>	<p>Establish whether work could be carried out from outside the confined space by:</p> <ul style="list-style-type: none"> <li>• installing fixed or temporary cleaning devices, e.g. spray balls using high-pressure hoses inserted through an access hatch to clean the inside of a tank</li> <li>• using remote cameras or a mirror attached to a probe for internal inspection of vessels</li> <li>• using a hook, long-handled clasp or magnet on a string to retrieve an object dropped into a confined space.</li> </ul>
<p><b>Entry Permits</b></p>	<p><u>Confined Space Entry Permit</u>  A PCBU must not allow or direct a worker or contractor to enter a confined space to carry out work unless the person (PCBU) has issued a confined space entry permit for the work.</p> <ul style="list-style-type: none"> <li>• Approval to enter a confined space (<a href="#">Confined Space Entry Permit</a>) shall be obtained from the person in direct control at the worksite before work is commenced.</li> <li>• The permit must be completed in writing by a competent person and: <ul style="list-style-type: none"> <li>○ specify the confined space to which the permit relates</li> <li>○ record the names of persons permitted to enter the confined space and the period of time that the work will be carried out</li> <li>○ set out risk control measures based on the risk assessment, and</li> <li>○ contain space for an acknowledgement that work in the confined space has been completed and all persons have left the space</li> <li>○ outline rescue arrangements.</li> </ul> </li> </ul> <p>A confined space entry permit must be issued for each entry into the confined space. Each permit only applies to one confined space and allows one or more workers or contractors to enter that space. A competent person who directs and supervises the work should be nominated and authorised to issue the permit on behalf of the business or undertaking.</p> <p><u>Hot Work Permit</u>  If any hot work, welding/oxy cutting/grinding, is to be undertaken a (Hot Work Permit) shall also be completed.</p>
<p><b>Communication</b></p>	<ul style="list-style-type: none"> <li>• A communication system is needed to enable communication between people inside and outside the confined space and to summon help in an emergency.</li> <li>• Depending on the conditions in the confined space, communication can be achieved by voice, radio, hand signals or other suitable methods.</li> </ul>
<p><b>Atmospheric Monitoring</b></p>	<p>Any air monitoring in a confined space should be carried out by a competent person using a suitable, correctly calibrated gas detector. Testing may include:</p> <ul style="list-style-type: none"> <li>• Oxygen content.</li> <li>• Airborne concentration of flammable contaminants.</li> <li>• Airborne concentration of potentially harmful contaminants (for example, hydrogen sulphide and carbon monoxide).</li> </ul>
<p><b>Breathing Apparatus</b></p>	<p>Equipment must conform to:</p> <ul style="list-style-type: none"> <li>• AS/NZS 1715 - <i>Selection, use and maintenance of respiratory protective devices</i>.</li> <li>• AS/NZS 1716 - <i>Respiratory Protective Devices</i>.</li> <li>• AS/NZS 2074 - <i>Portable cylinders for resuscitators and self-contained breathing apparatus (non-underwater) safety guide</i>.</li> </ul>

<p><b>Emergency Procedures</b></p>	<p>When establishing emergency procedures, the following factors must be taken into account to manage risks associated with confined spaces:</p> <ul style="list-style-type: none"> <li>• Whether the work can be carried out without the need to enter the confined space.</li> <li>• The nature of the confined space.</li> <li>• Any changes in hazards associated with the concentration of oxygen or the concentration of airborne contaminants in the confined space.</li> <li>• The range of methods by which the work             <ul style="list-style-type: none"> <li>○ can be carried out and the proposed method of working</li> <li>○ the type of emergency and rescue procedures required.</li> </ul> </li> </ul>
<p><b>Maintenance</b></p>	<p>Maintenance involves visual checks, inspections, testing of equipment, preventative maintenance and remedial work.</p> <p>Equipment that should be regularly inspected includes:</p> <ul style="list-style-type: none"> <li>• atmospheric testing and sampling equipment</li> <li>• personal protective equipment including respirators</li> <li>• ventilation equipment</li> <li>• safety harness and lines</li> <li>• emergency rescue equipment.</li> </ul>
<p><b>Review</b></p>	<p>A PCBU must review and as necessary revise risk control measures. In undertaking the review, consult workers involved in the confined space work and their health and safety representatives and consider the following questions;</p> <ul style="list-style-type: none"> <li>• Are the control measures working effectively in both their design and operation?</li> <li>• How effective is the risk assessment process? Are all hazards being identified?</li> <li>• Are workers actively involved in the risk management process? Are they openly raising health and safety concerns and reporting problems promptly?</li> <li>• Have new work methods or new equipment made the job safer?</li> <li>• Are safety procedures being followed?</li> </ul> <p>If problems are found, go back to any point in the risk assessment process, review the information and revise any decisions about control measures.</p>
<p><b>INFORMATION, INSTRUCTION AND TRAINING</b></p>	
	<p>Training must be provided by a Registered Training Organisation.</p>
<p><b>DOCUMENT CONTROL</b></p>	
	<ul style="list-style-type: none"> <li>• A copy of the risk assessment must be kept for 1 year, or if a notifiable incident occurs in connection with the work to which the assessment relates, for 2 years after the incident occurs.</li> <li>• Records of all training provided to workers in relation to confined space work must be kept for the term of employment.</li> <li>• Entry permit documentation must be kept until the work is completed, or if a notifiable incident occurs, for at least 2 years after the confined space work to which the permit relates is completed.</li> </ul>
<p><b>MONITOR AND REVIEW</b></p>	
	<p>This procedure will be monitored for compliance and effectiveness by Catholic Safety Health &amp; Welfare SA as per the CCSM Audit Procedure 7.</p>

**RELATED DOCUMENTS**

**External Documents**

- Work Health and Safety Act 2012 (SA)
- Work Health and Safety Regulations 2012 (SA)
- [Confined Spaces Code of Practice](#)
- AS 1319 – Safety signs for the occupational environment
- AS/NZS 1715 - Selection, use and maintenance of respiratory protective devices.
- AS/NZS 1716 - Respiratory Protective Devices.
- AS/NZS 2074 - Portable cylinders for resuscitators and self-contained breathing apparatus (non-underwater) safety guide.
- AS2895 – Confined Spaces

**Internal Documents**

- Work Health & Safety and Injury Management Policy
- Catholic Church Endowment Society - Procedures No 1-31

**APPENDICES**

Nil

**FORMS**

- [Confined Space Entry Permit](#)
- [Confined Space Register](#)
- [Hot Work Permit for Confined Space](#)
- [How to Determine a Confined Space](#)
- [Sample Confined Space Risk Assessment](#)
- [Contractors Permit to Work](#)

**SUPPORTING INFORMATION**

**VERSION CONTROL AND CHANGE HISTORY**

Version	Approved By	Approved Date	Reason for Development of Review	Review Date
3	Sector Forums	February 2014	Legislation – New WHS Act	2017
<b>April 2015 – Document consolidated across CCES sectors</b>				
V1	Executive Manager CSHW	24/04/2015	Procedure consolidation	2017
V2	Executive Manager CSHW	08/10/2018	Procedure Review	2021

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**Kathy Grieve**