CONFINED SPACE PROCEDURE (27) V1

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:

- all confined spaces within the worksite are identified
- the implementation of appropriate controls to eliminate or minimise confined space risks
- a hazard management approach to risks arising from exposure to Confined Spaces is adopted
- 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 in order to monitor the risk and the effectiveness of controls
- 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

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 trained and authorised
- 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
- comply with all reasonable instructions and procedure relating to confined spaces
- use and maintain Personal Protective Equipment (PPE) as instructed.

Contractors are responsible for:

- providing 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
- ensuring that a risk assessment, written authority and where required a hot work permit is completed (by using the worksite forms or using their own) prior to the entry of a confined space (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.

ACTIONS

INFORMATION
Confined spaces pose dangers because they are usually not designed to be areas where people work. Confined spaces often have poor ventilation which allows hazardous atmospheres to quickly develop, especially if the space is small. The hazards are not always obvious and may change from one entry into the confined space to the next. Please note rainwater tanks may be deemed to be confined spaces dependent of access/egress. To determine if your site has a confined space refer to page 7 and 8 of the Confined Spaces Code of Practice December 2011.

<table>
<tr><td colspan="2">HAZARD IDENTIFICATION</td></tr>
<tr><td>Identify</td><td>All confined spaces shall be identified (including rainwater tanks).

The entry points to identified confined spaces are to be signposted and secured against un-authorised entry (refer to Appendix 1 for examples).</td></tr>
<tr><td colspan="2">RISK ASSESSMENT</td></tr>
<tr><td>Risk Assessment (Documented for scheduled and high risk activities and Take 5 for other)</td><td>A risk assessment shall be undertaken by a competent person/s before work associated with the confined space is carried out.

The assessment shall be in writing (Confined Space Risk Assessment or similar) and take into account at least the following:

The nature and inherent hazards of the confined space.
The work required to be done, including the need to enter the confined space.
The range of methods by which the work can be done.
The hazards involved and associated risks involved with the actual method selected and the equipment proposed to be used.
Emergency response procedures.
The competence of the persons to undertake the work.
Consider further risks associated with the work ie:

atmospheric conditions (gas, oxygen levels)
heat or cold stress arising from the work, process or conditions
slips, trips and falls arising from slippery surfaces or obstacles
inadequate lighting.

Consideration should be given to a worker’s:

physical ability
ability to work in a restrictive space (eg. claustrophobia)
ability to wear the personal protective equipment required to do the work(for example respirators).

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.

The risk assessment shall be revised whenever there is evidence to indicate that it is no longer valid.</td></tr>
<tr><td colspan="2">CONTROLS</td></tr>
<tr><td>Communication</td><td>
A communication system is needed to enable communication between people inside and outside the confined space and to summon help in an emergency.
Depending on the conditions in the confined space, communication can be achieved by voice, radio, hand signals or other suitable methods.
Further information relating to Communication can be found at page 26 and 27 of the Confined Spaces Code of Practice December 2011.
</td></tr>
<tr><td>Entry Permit</td><td>
A PCBU must not allow or direct a worker to enter a confined space to carry out work unless the person has issued a confined space entry permit for the work.
A written authority (Contractors Permit to Work) for work in a confined space must always be completed prior to any work being carried out in the confined space.
Approval to enter a confined space (Entry Permit) and/or carry out hot work (Hot Work Permit for Confined Space) on a confined space shall be obtained from the person in direct control before work is commenced.
The permit must be completed in writing by a competent person and:

specify the confined space to which the permit relates
record the names of persons permitted to enter the confined

</td></tr>
</table>

	space and the period of time that the work will be carried out o set out risk control measures based on the risk assessment, and o contain space for an acknowledgement that work in the confined space has been completed and all persons have left the space o outline rescue arrangements. • Further information relating to entry permits can be found at page 20 and 21 of the Confined Spaces Code of Practice December 2011.
Atmospheric Monitoring	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: • Oxygen content. • Airborne concentration of flammable contaminants. • Airborne concentration of potentially harmful contaminants (for example, hydrogen sulphide and carbon monoxide). Further information relating to atmospheric monitoring can be found at page 16 and 17 of the Confined Spaces Code of Practice December 2011.
Breathing Apparatus	Where determined that breathing apparatus is required the equipment must conform to: • 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.
Emergency Procedures	When establishing emergency procedures, the following factors must be taken into account to manage risks associated with confined spaces: • Whether the work can be carried out without the need to enter the confined space. • The nature of the confined space. • Any changes in hazards associated with the concentration of oxygen or the concentration of airborne contaminants in the confined space. • The range of methods by which the work o can be carried out and the proposed method of working o the type of emergency and rescue procedures required. Further consideration relating to emergency procedures can be found at page 29 and 30 of the Confined Spaces Code of Practice December 2011.
Maintenance	Maintenance involves visual checks, inspections, testing of equipment, preventative maintenance and remedial work. Equipment that should be regularly inspected includes: • atmospheric testing and sampling equipment • personal protective equipment including respirators • ventilation equipment • safety harness and lines • emergency rescue equipment.
Signs and barricades	• Where a confined space has been identified, a permanent sign must be erected at the opening (refer to Appendix 1 for examples). • Additional signage must be erected before any work to prevent the entry of unauthorised persons. • Signs must warn against entry by people other than those who are listed on the confined space entry permit and must be placed at each entrance to the confined space. • 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 packing up on completion of the work.

	• Signposting alone should not be relied on to prevent unauthorised entry to a potential confined space. Security devices, for example locks and fixed barriers, must be installed. • At a minimum all confined spaces shall comply with AS 1319 and be conspicuously marked: "Danger: Confined Space – Entry by Permit Only".

Register	• A Confined Space Register will be maintained by the worksite.
	• The information contained in the register will cover:
	  ○ description of the confined space
	  ○ location
	  ○ potential hazards
	  ○ validation of risk assessment performed.
	• The register will be updated with any addition, alteration, removal or change to the environment or at a minimum every 7 years.

Eliminate the need to enter a confined space	Work could be carried out from outside the confined space by: • installing fixed or temporary cleaning devices, eg. spray balls using high-pressure hoses inserted through an access hatch to clean the inside of a tank • using remote cameras or a mirror attached to a probe for internal inspection of vessels • using a hook, long-handled clasp or magnet on a string to retrieve an object dropped into a confined space.
INFORMATION, INSTRUCTION AND TRAINING	
	Training must be provided by a Registered Training Organisation.
DOCUMENT CONTROL	
	• 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. • Records of all training provided to workers in relation to confined space work must be kept for the term of employment. • An entry permit 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.
MONITOR AND REVIEW	
	This procedure will be monitored for compliance and effectiveness by Catholic Safety Health & Welfare SA as per the CCSM Audit Procedure 7.

RELATED DOCUMENTS

External Documents

SA Work Health and Safety Act 2012
SA Work Health and Safety Regulations, Chapter 4 - Hazardous work, Part 3 - Confined spaces, Division 1
Confined Spaces Code of Practice

Internal Documents

Work Health & Safety and Injury Management Policy
CCES Procedures No1-31

APPENDICES

Appendix 1 – Samples of Confined Space Signs

FORMS

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
April 2015 – Document consolidated across CCES sectors				
V1	Executive Manager CSHW	24/04/2015	Procedure consolidation	2017

Approved for Publication: ____________________ **Date: 24 April 2015** ___________

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APPENDIX 1

SAMPLES OF CONFINED SPACE SIGNS