**Safe Job Procedure for Confined Spaces (3pages)**

1. **Identifying Confined Space**
* Determine if the space is considered a “confined space” as per the OH&S legislation (i.e. not designed or intended for human occupancy except for the purpose of performing work, has restricted access/egress and may become hazardous to a person entering it).
1. **Hazard Assessment**
* A worker is not permitted to enter a confined space until a person with adequate knowledge, training and experience has completed a formal hazard assessment and the Confined Space Entry Permit.
* Where two or more confined spaces are of similar construction and present the same hazards, their hazard assessments may be recorded in a single Confined Space Hazard Assessment Form, ***however, they each require a completed and separate Confined Space Entry Permit.***
1. **Air Monitoring**
* There must be appropriate tests for harmful substances and oxygen deficiency before entry into a confined space, after an interruption in the work procedure and at appropriate interval ***(preferably done on a continuous basis)***
* Tests must be performed by a worker who has been adequately trained.
* If a test indicates an unsafe condition, then the confined space must be ventilated or cleaned or both and periodically retested.
* Test results must be recorded on the entry permit form.
1. **Entry Permit**
* A worker is not permitted to enter a confined space without a valid entry permit.
* The confined space entry permit is valid only for the specific confined space.
* The completed and signed entry permit must be posted at the entry portal to the confined space.
1. **Hot Work Permit**
* If hot work is involved in the confined space, then a special hot work permit must be obtained from the respective maintenance supervisor.
* Zero LEL’s must be maintained at all times or other form of control method must be implemented.
1. **Attendant and Entrant Responsibilities**

The ***“Attendant”*** is required to;

* Remain alert at all times outside and near the entrance.
* Monitor the safety of the entrant in the confined space.
* Control and monitor the lifeline of the entrant.
* Provide assistance to the entrant.
* Maintain continuous 2-way communication with the entrant.
* Initiate an emergency response when necessary. Perform **non-entry** emergency rescue if safe to do so.

The ***“Entrant”*** is required to;

* Remain alert at all times while working in the confined space.
* Be aware of all potential hazards in the confined space.
* Be aware of any symptoms or warning signs of exposure.
* Immediately report any concerns to the attendant.
* Immediately exit the confined space if conditions warrant it, an alarm sounds or if directed to do so.
1. **Communications**
* The attendant and entrant must be in continuous communication with each other.
* The attendant must be provided with a communication device for summoning an adequate rescue response.
* There must be in place a backup form for all communications.
1. **Implementation of Hazard Controls**
* Identified hazards must be properly controlled by implementing appropriate control methods.
* Workers must ensure their PPE is in good working condition and is suitable for the type of work to be performed.
* A full body harness with a lifeline must be worn where it does not pose a hazard.
* Refer to the Respiratory Protection Program if a respirator is required.
1. **Entry into a Confined Space**

A worker is permitted to enter a confined space only where;

* The opening is sufficient to allow safe passage of a worker including PPE and rescue equipment;
* Mechanical and electrical equipment in the confined space is locked out;
* Pipes and other supply lines are blanked off;
* Measures have been taken to ensure that, where appropriate, the confined space is continuously ventilated;
* A liquid or free-flowing solid has been removed;
* Explosion-proof illumination is provided where appropriate; and
* Adequate barriers are erected to prohibit unauthorized entry.
1. **Emergency Rescue**
* Rescue procedures must be established and reviewed prior to any worker entering a confined space.
* If rescue is required the attendant must immediately notify rescue personnel, the local fire department, emergency medical services and the respective maintenance supervisor.
* Rescue personnel, equipment and first aid supplies must be readily available for the duration of the entry.
* Under no circumstances shall the attendant enter the confined space toperform a rescue.