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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).

2. 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.**

3. 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.

4. 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.

Please note: This document is for information purposes only as a guide. The safe job procedures (SJP) and safe work practices (SWP) created for your workplace should reflect your organizations processes, equipment and hazards as identified by a hazard analysis. Construction Safety Nova Scotia does not assume responsibility for the use of information in this document. If assistance is needed to complete a SWP and SJP for your organization please contact CSNS member services at constructionsafetyns.ca or 1.800.971.3888.



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5. 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.

6. 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.

7. 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.

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8. 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.

9. 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.

10. 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 to perform a rescue.

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