

# OPERATIONAL PROCEDURE EXE/OP- 6

## CONFINED SPACE



### PURPOSE

To provide guidance to the Shire of Donnybrook Balingup in the Occupational Safety and Health requirements related to confined spaces and hazardous (non-confined) spaces in order to ensure;

- Control of entry into confined spaces and hazardous spaces;
- Safe systems of work inside confined spaces and hazardous spaces; and
- Awareness and compliance with legal obligations with respect to confined spaces and hazardous spaces.

### GUIDELINE/PROCEDURES

#### 1. Identification of Confined Spaces

##### 1.1. Confined Spaces

All confined spaces that any personnel may be required to enter must be identified by a competent person, with the identification being based on the detailed definition of confined spaces contained in the Occupational Safety and Health Regulations 1996 (WA).

Once identified, the location and description of confined spaces should be entered into the organisational confined space register. The description of the confined space shall include the potential hazards associated with each confined space along with the risk control measures to be implemented in order to reduce the risk to an acceptable level.

Identified confined spaces shall be subject to review to determine whether the need for entry can be eliminated, or the frequency of required access reduced. This review should be conducted for current situations and also during the design phase of new facilities and include specialist advice if, and as, required.

##### 1.2. Spaces of a Hazardous Nature (Non Confined)

Where the identification and risk assessment process undertaken by a competent person determines that the space does not meet the full criteria of a confined space, then there remains the potential that the space may still contain significant hazards that require special risk controls, such as;

- Restricted access;
- Signage;
- Not working alone; or
- Continuous communication.

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Spaces determined to meet hazardous criteria shall have their details, including identified hazards and associated risk controls, recorded in the confined space register as a hazardous (non-confined) space. Identified risk controls shall be strictly applied and documented in an authorised safe work method statement if entry to any hazardous space is required.

### 1.3. Security and Signage

Confined spaces should at all times be secured against unauthorised entry and where practicable, permanently signposted. The confined space entry authorising officer shall maintain security of access keys for confined spaces within their operational area.

If permanent signage is not practicable, then portable signage shall be displayed and protective barriers erected to prevent entry of people not involved in the performance of confined space tasks.

Signs shall comply with the requirements of AS 1319 and display the following wording:



## 2. TRAINING AND COMPETENCY

### 2.1. Persons Requiring Training

No person must enter, or perform works associated with entry into, a confined space unless they have received appropriate training in accordance with legislative requirements. Persons that shall receive confined space entry training in accordance with legislative requirements are those persons who:

- Work in or near a confined space;
- Manage or supervise persons working in or near confined spaces

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- Purchase or maintain equipment used by, or for the rescue or protection of, persons working in or near confined spaces;
- Are required to be in the immediate vicinity of confined spaces for the purposes of acting in the capacity of a “standby person”; and
- Are involved in rescue and first aid procedures in relation to persons working in or near confined spaces.

### 3. CONFINED SPACE ENTRY

#### 3.1. Confined Space Entry Conditions

Entry into confined spaces shall only be undertaken by authorised persons holding current appropriate accredited training credentials in association with the conditions imposed by an authorised Confined Space Entry Permit.

Prior to entry into any confined space by authorised persons, the conditions within the confined space shall be assessed to determine any specific hazards and associated risk control measures that must be implemented. Consideration shall be given to continuous monitoring of conditions within the confined space. The conditions, hazards and associated risk control measures to be implemented within the confined space shall be recorded on the confined space entry permit.

Additional hazards which may be introduced by the work activities to be undertaken or due to conditions in the immediate surrounds shall be identified and appropriate risk control measures implemented and recorded on the confined space entry permit and the confined space risk assessment.

If there is any risk of harm to a person who enters or works in a confined space, then another person must be present in the immediate vicinity outside the confined space. This ‘stand by’ person shall also hold current accredited confined space entry training certification.

#### 3.2. Safe Access and Egress

Persons who design, manufacture or supply for use at a workplace anything constituting or containing a confined space must, as far as practicable, ensure that the design eliminates the need for any person to enter the confined space.

If it is not practicable to eliminate the requirement for persons to enter a confined space the confined space must be designed to minimise the risks of injury or harm to any

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person who enters the confined space and ensure that a safe means of entry and exit is provided.

### 3.3. Emergency Response

Prior to any confined space entry, the Confined Space Entry Authorising Officer shall ensure that an emergency response plan is:

- Developed and documented on the confined space entry permit; and
- Communicated to all members of the confined space work team (both entry and standby personnel) undertaking the work.

### 3.4. Hazardous (Non Confined) Space Entry

Entry into hazardous (non-confined) spaces shall only be undertaken following a hazard identification and risk assessment process. The outcomes of the hazard identification process, determination of risk controls and subsequent safe systems of work to be implemented shall be documented in a duly authorised safe work method statement.

All entry to hazardous (non-confined) spaces shall be in strict accordance with the requirements of the duly authorised safe work method statement. Attention shall be given to identification of any circumstances which must be monitored and which, if realised, may result in the reclassification of hazardous (non-confined) spaces to become a defined confined space.

## 4. RECORDS

### 4.1. Confined Space Register

The organisation shall establish and maintain an organisational wide Confined Spaces Register. The register shall include:

- Location of the confined space (including building or facility, level, room – as applicable);
- A brief description of the space, the hazards and associated risk controls. This entry shall include hazardous spaces of a non-confined space nature and any potential identified circumstances in which they may become reclassified as a confined space;
- Identification number of the space; and
- The responsible confined space entry authorising officer.

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### 4.2. Training Records

Training records shall be established and maintained showing persons who have received confined space entry training, the date this training was undertaken, and when refresher training is required to be undertaken.

### 4.3. Confined Space Entry Permits

Confined space entry permits shall be authorised and issued for each entry that is required into a confined space. The permit shall remain valid for a maximum of 8 hours.

Records shall be maintained of each permit issued and include;

- Time and date of issue;
- Reason for Confined Space Entry;
- Name of Authorising Officer;
- Names of confined space entry work team;
- Time and date of sign off;
- Atmospheric monitoring results; and
- Emergency Response plans associated with the entry.

## 5. RESPONSIBILITIES

### 5.1. Senior Management

Senior Management shall ensure that the organisation fully complies with legislative requirements and those of AS 2865 (2009) in regards to all confined spaces where the organisation has control of the workplace. They shall ensure that adequate resources are made available to;

- Identify all confined spaces within the scope of the organisational occupational works;
- Provide confined space entry training to those persons who are legislatively required to receive it;
- Provide and maintain safety equipment associated with confined space entry and rescue applications; and
- Implement and maintain occupational safety and health management systems associated with control of confined space and hazardous (non-confined) space hazards.

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### 5.2. Manager/Supervisor

Managers and supervisors shall ensure that;

- No person works in or near a confined space without being in receipt of the required confined space entry training, assessed as competent to conduct their assigned tasks and in accordance with an authorised Confined Space Entry Permit;
- Persons who require confined space entry training are reassessed at appropriate intervals in order to maintain their competency to conduct tasks associated with confined spaces;
- Records are maintained of those persons who have received confined space entry training;
- All work in any confined space within their designated operational area is conducted strictly in accordance with the provisions of AS 2865 (2009) “Confined Spaces”; and
- Works within hazardous (non-confined) spaces are only undertaken following a hazard identification and risk assessment process in accordance with an authorised safe work method statement. The relevant manager or supervisor shall review and authorise the risk assessment prior to commencement of works.

### 5.3. Confined Space Entry Authorising Officer

The confined space entry authorising officer is responsible for the control of entry into confined spaces within their designated operational area, including;

- Any confined spaces within their operational area are identified and recorded. The identification of confined spaces shall also take into account and record instances of hazardous (non-confined) spaces;
- Maintaining control of confined space access keys;
- Confirming that confined space entry work team members hold current appropriate accredited training required to enter or perform works associated with confined spaces;
- Raising and signing off Confined Space Entry Permits;
- Monitoring compliance with Confined Space Entry Permit requirements; and
- Appropriate emergency response procedures are available and followed at all times when confined space entry work is being conducted.

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### 5.4. All Personnel

All personnel are responsible for complying with confined space entry requirements including;

All personnel are strictly prohibited from entry into any confined spaces unless:

- They have been appropriately trained and hold current accredited qualifications in Confined Space Entry, and;
- They are duly authorised to enter a particular confined space through a valid Confined Space Entry Permit issued by the Confined Space Entry Permit Authorising Officer.
- They fully comply with the confined space entry conditions determined on the Confined Space Entry Permit
- Personnel are responsible for complying with safe work methods determined as required to control hazards in regards to hazardous (non-confined) spaces.

### DEFINITIONS

**Confined space** is a confined space means an enclosed or partially enclosed space which;

- is not intended or designed primarily as a workplace;
- is at atmospheric pressure during occupancy;
- has restricted means for entry and exit; and which either;
- has an atmosphere containing or likely to contain potentially harmful levels of contaminant; or
- has or is likely to have an unsafe oxygen level; or
- is of a nature or is likely to be of a nature that could contribute to a person in the space being overwhelmed by an unsafe atmosphere or a contaminant.

**Hazardous (non-confined) Space** is a space that does not fully meet the criteria of a confined space, yet by its nature may have specific hazards associated with it that require particular risk controls to be implemented prior to any entry by personnel.

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**Contaminant** means any substance, the presence of which may be harmful to safety or health.

**Confined Space Entry** means any situation in which the head and shoulders of any person are located within the confined space for any length of time.

**Confined Space Entry Authorising Officer** is an employee of the organisation who has received accredited training in confined space work and is authorised to:

- Identify and classify confined and hazardous (non-confined) spaces;
- Raise and sign off a Confined Space Entry Permit; and
- Provide an access key for identified confined spaces.

**Confined Space Entry Permit** is a permit, valid for a maximum of 8 hours, that meets the requirements of the:

- *Occupational Safety and Health Regulations 1996 (WA)*
- Australian Standard AS 2865 (2009)

### LEGISLATION

- *Occupational Safety and Health Act 1984 (WA)*
- *Occupational Safety and Health Regulations 1996 (WA)*
- AS 2865 (2009) – Confined Spaces [Worksafe Australia National Standard NOHSC:1009(1994)]

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