

SESLHD PROCEDURE COVER SHEET



Health
South Eastern Sydney
Local Health District

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KEY TERMS	Confined Space Register, Confined Space Risk Assessments, Confined Spaces Permits to Work
SUMMARY	To instruct managers and workers on how to manage the risks associated with confined spaces.

COMPLIANCE WITH THIS DOCUMENT IS MANDATORY

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Work Health and Safety - Confined Spaces Management Procedure

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1. POLICY STATEMENT

To provide facility managers, department managers and workers with guidance on how to manage the risk associated with confined spaces that are within the organisations control.

2. BACKGROUND

This procedure outlines the way our organisation will implement the National Code of Practice (COP) Confined Spaces, and as such the COP may be a useful resource if further detailed information regarding Confined Spaces is required.

The procedure covers:

- Determining competent persons
- Identifying confined spaces
- Develop a Confined Spaces Register
- Completion of Risk Assessments
- Issuing of Confined Spaces Entry Permit
- Developing and implementing Risk Controls
- Developing and implementing Emergency Procedures.

3. RESPONSIBILITIES

3.1 Workers will comply with WHS and IM procedures and ensure:

- They do not enter a confined space, until an entry permit and its listed controls are in place
- That they comply with the agreed entry permit and follow all safety instructions
- They are aware of local arrangements for first aid and emergency procedures before commencing work in and around a confined space.

3.2 Line Managers will implement and comply with WHS and IM procedures, ensuring:

- Consultation with workers who are involved in carrying out work in, or near, a confined space during the process of identifying hazards, assessing risks and implementing control measures
- Emergency procedures including first aid and communication systems are in place prior to work commencing in or around the confined space
- Safety equipment including lock out devices is available
- Workers have instruction in the Confined Space Work Permit, including the agreed controls.

3.3 Facility Managers will ensure:

- A confined space register is in place for the facility
- All confined spaces on the register have restricted access and warning signage fitted
- Risk assessments of confined spaces are conducted by a competent person.

3.4 Chief Executive will:

- Ensure WHS and IM procedures are in place to achieve our WHS policy objectives.

3.5 Other Persons Conducting a Business or Undertaking (PCBU):

- Must ensure their workers comply with the requirements for access to confined spaces and do not enter a confined space without receiving a Confined Space Entry Permit issued by a SESLHD competent person.

Along with the normal arrangements for issuing a confined space permit outlined in this procedure, PCBUs are required to meet the additional requirements outlined below:

- Provide evidence of appropriate confined space training prior to workers being listed on the entry permit either as a standby person or a person's authorised to enter confined space
- Consult with SESLHD managers and workers regarding access to Confined Spaces
- Ensure that their emergency procedures have been planned in consultation with SESLHD and clearly outlined in the Confined Space Entry Permit.

3.6 Competent Person will:

- Undertake any agreed training to ensure they are able to perform their duties as a Competent Persons
- Conduct written risk assessments of confined spaces to assist with determining appropriate controls
- Complete in writing and issue Confined Spaces Entry Permits.

For further detail, refer to:

[SESLHDPR/212 Work Health and Safety Risk Management Procedure](#)

[SESLHDPR/271 Work Health Safety - Statement of Commitment Procedure and Poster](#)

4. Definitions (key terms from Code of Practice Confined Spaces)

Confined Space: an enclosed or partially enclosed space that:

- is not designed or intended primarily to be occupied by a person; and
- is designed or intended to have, a person in it when at normal atmospheric pressure while any person is in the space; and
- is or is likely to be a risk to health and safety from:
 - an atmosphere that does not have a safe oxygen level, or
 - contaminants, including airborne gases, vapours and dusts, that may cause injury from fire or explosion, or
 - harmful concentrations of any airborne contaminants, or
 - engulfment

Note: [Diagram 1 - Determining a Confined Space](#) gives an overview of how to determine if an area is a confined space.

Competent Person: a person who has acquired through training, qualification or experience the knowledge and skills to carry out the task

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Lower Exposure Limit (LEL): in relation to a flammable gas, vapour or mist, means the concentration of the gas, vapour or mist in air below which the propagation of a flame does not occur on contact with an ignition source.

5. PROCEDURE

The general steps:

- Determining competent persons
- Identifying confined spaces
- Develop a Confined Spaces Register
- Completion of Risk Assessments
- Issuing of Confined Spaces Entry Permit
- Developing and implementing Risk Controls
- Developing and implementing Emergency Procedures.

5.1 Determining Competent Persons

The Facility Manager will need to consult with workers regarding their skills and training to identify a number of persons that will take on the additional duties of a competent person. If they require training this is to be arranged through their department manager with assistance from a WHS Practitioner.

Training should include: conducting confined space risk assessment; completing entry permit; and monitoring confined space activities.

5.2 Identifying Confined Spaces

Based on the definition of a confined space, the Facility Manager is to ensure all confined spaces are identified. Confined spaces are determined by the hazards associated with the task or location, not just because work is performed in a small space.

To assist with identifying confined spaces, see the list below of common work areas that may meet the definition of confined spaces based on known risks:

Vats, tanks, pits, pipes, ducts, flues, chimneys, silos, containers, pressure vessels, underground sewers, wet or dry wells, shafts, trenches, tunnels or other similar enclosed or partially enclosed structures.

[Diagram 1 - Determining a Confined Space](#) gives an overview of how to determine if an area is a confined space.

5.3 Developing a Confined Spaces Register

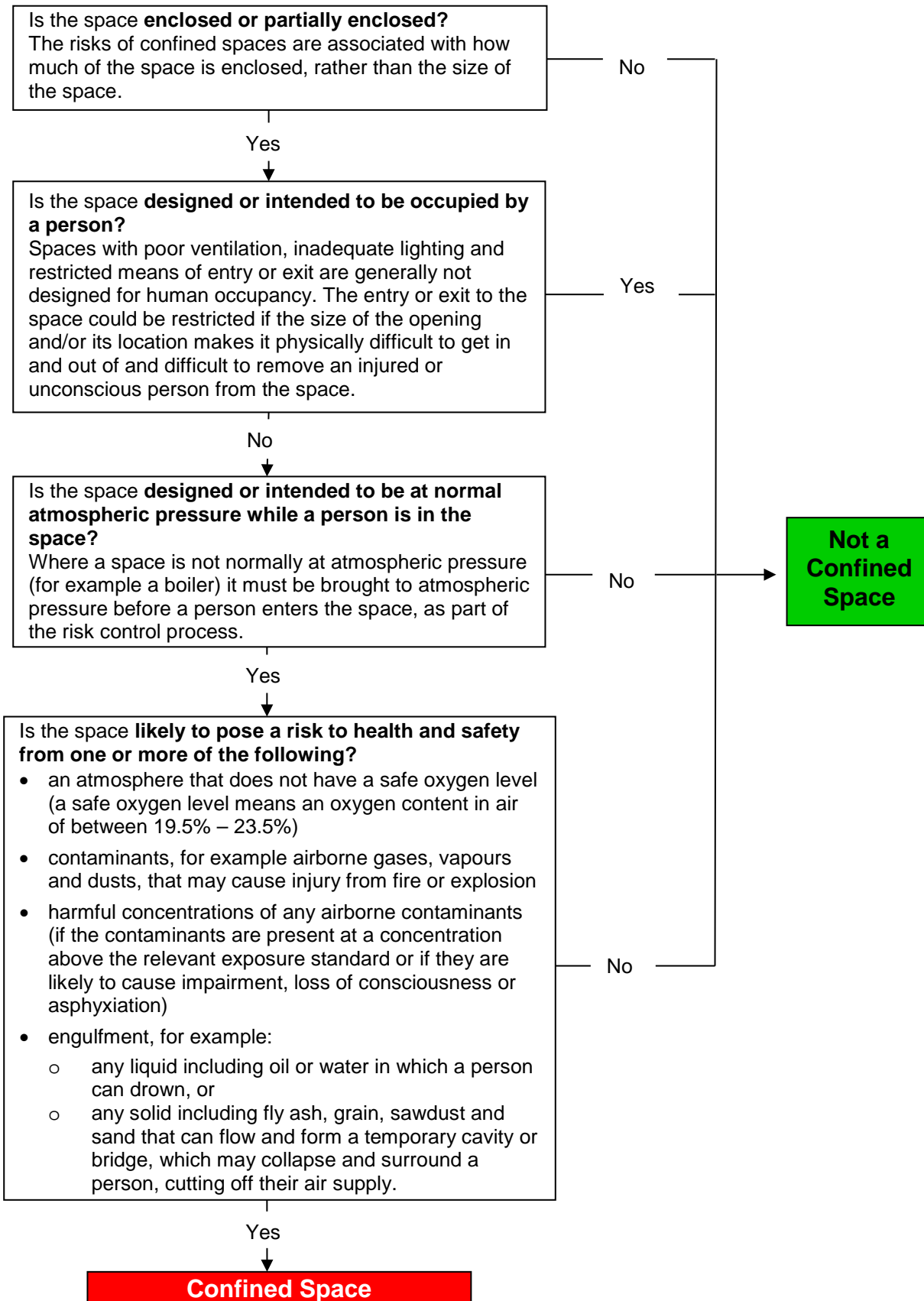
The Facility Manager is to ensure all identified confined spaces within their control are added to a Register of Confined Spaces. Refer to [Appendix 1 - Confined Space Register](#).

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Diagram 1 - Determining a Confined Space



5.4 Completing Risk Assessments

The Facility Manager is responsible to ensure all identified Confined Spaces have a risk assessment conducted by a competent person. The risk assessment must be reviewed and revised whenever any risks change, which may be quite regularly based on the specific task that may be performed in the confined space.

The [Generic Risk Assessment Form](#) is to be used along with the [Appendix 2 - Confined Spaces Control Guide](#). Workers who are involved in carrying out the work in or near a confined space need to be consulted during the risk assessment process.

The risk assessment must be kept for 28 days, or if a notifiable incident occurs in connection with the work to which the assessment relates, for two years after the incident occurs.

5.5 Issuing of Confined Spaces Entry Permit

Before workers can enter a confined space, an entry permit must be issued for the confined space and can only be issued by a nominated SESLHD Competent Person. The entry permit will record the communication and consultation between site management, supervisors and those carrying out the work. The entry permit will record the agreed risk controls and safety instruction and all persons listed on the permit for entry must be made aware of the permits risk controls by their manager or supervisor before commencing the work.

Refer to: [Appendix 3 - Confined Space Entry Permit](#)

5.5.1 Rules to Issuing Entry Permit

- Only issued by a nominated SESLHD Competent Person
- Must be issued for each entry into the confined space.
- Each permit only applies to one confined space and allows one or more workers to enter that space.
- The 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.

5.6 Developing and Implementing Risk Controls

There are a range of risk controls that can be implemented to reduce the risk to workers and others in relation to confined spaces. When conducting Risk Assessments and completing a Confined Spaces Entry Permits, the Confined Spaces Control Guide is to be used to help identify appropriate controls for the identified risks. Refer to: [Appendix 2 - Confined Spaces Control Guide](#)

Some risk controls are mandatory and must be implemented:

- Entry Permits (issued by competent person)
- Isolation / lock out (all potentially hazardous services isolated prior to any person entering the confined space)
- Safe atmosphere/safe oxygen level (airborne contaminants below their exposure standard, flammable gas or vapour is below 5% of its Lower Exposure Limit)

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- Entry and exit procedures (to identify when workers are in the confined space)
- Signs and barricades (to restrict access to unauthorized persons).
Refer to: [Appendix 5 - Generic Risk Assessment](#)

5.6.1 Information, Instruction and Training

Department Managers must ensure their workers have training so they understand the:

- hazards associated with working in the confined space
- information provided through the confined space entry permit.

Training is to be provided to all workers involved with confined spaces, including those:

- entering or work in confined spaces
- undertaking risk assessments and issue entry permits
- monitoring conditions, act as a standby person or communicate with workers in a confined space
- purchasing equipment or involved in design/layout of a confined space.

5.7 Developing and Implementing Emergency Procedures

Emergency and communication procedures must be in place as part of the conditions of issuing a Confined Space Entry Permit. The emergency procedures will need to be confirmed and updated each time a Confined Space Entry Permit is issued, as there may be changes to the risk or available emergency response staff.

The Department Manger is responsible to ensure that workers are consulted with regard to the Confined Space Emergency Procedures and the template is used to record the emergency plan for that specific task and entry.

Refer to: [Appendix 4 - Confined Space Emergency Procedure Template](#)

Confined Space Emergency Procedures should be tested at least annually to ensure they are efficient and effective.

6. DOCUMENTATION

- [F038 - Generic Risk Assessment Form](#)
- [Appendix 1 - Confined Space Register](#)
- [Appendix 2 - Confined Spaces Control Guide](#)
- [Appendix 3 - Confined Space Entry Permit](#)
- [Appendix 4 - Confined Space - Emergency Procedure Template](#)
- [Appendix 5 - Generic Risk Assessment](#)

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7. AUDIT

The compliance with this procedure will be audited through the WHS and IM Profile every two years.

8. REFERENCES

External

- [Work Health and Safety Act 2011 No 10](#)
- [Work Health and Safety Regulation 2017](#)
- [Code of Practice - Confined Spaces](#)

Ministry of Health

- [NSW Ministry of Health Policy - PD2013_050 Work Health and Safety: Better Practice Procedures](#)

Internal

- [SESLHDPR/271 Work Health Safety - Statement of Commitment Procedure and Poster](#)
- [Injury Management - Our Commitment Poster](#)
- [F126 - WHS Record Keeping Matrix](#)
- [WHS Definition Dictionary](#)

9. REVISION AND APPROVAL HISTORY

Date	Revision No.	Author and Approval
Jan 2013	1	Updated by Peter Kuszelyk to reflect new WHS Act, Regulations and Code of Practice.
Sept 2013	2	Revised by Peter Kuszelyk
Oct 2013	2	Approved by DET
Aug 2017	3	Desktop Revision and Links Update - John Parkinson, WHS Consultant
December 2017	3	Processed by Executive Services prior to publishing

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APPENDIX 2 - Confined Spaces Control Guide

EXAMPLES OF HIERARCHY OF CONTROL			
Safety Measure	Explanation	Current Control	Required Control
Elimination: Eliminate the source or task	Work carried out from outside the confined space by:		
	installing fixed or temporary cleaning devices for example 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 remotely operated rotating flail devices, vibrators or air purgers to clear blockages in silos		
	using a hook, long-handled clasp or magnet on a string to retrieve an object dropped into a confined space.		
Substitution: Use a safer way of doing the task	Undertake work away from the confined space: Can the time working in the confined space be reduced by performing some of the task away from the confined space.		
	Review of tasks, tools and equipment to be used in the confined space. i.e. Not welding in an area with flammable gas vapours.		
Isolation: Separate people or property from the confined space	Controlled access Has area been restricted so unauthorised persons cannot enter, i.e. locks, fencing.		
	Lock out system / Isolate Must be in place if the work includes any of the following potentially hazardous services: <ul style="list-style-type: none"> the introduction of contaminants or conditions through piping, ducts, vents, drains, conveyors, service pipes and fire protection equipment the activation or energising of machinery in the confined space the activation of plant or services outside the confined space that could adversely affect the space (for example heating or refrigerating methods) the release of any stored or potential energy in plant the inadvertent use of electrical equipment If liquids, gases or vapours could enter the confined. 		
Engineering: Use physical controls (such as plant /equipment) that eliminate or reduce the likelihood consequences occurring within confined spaces	Testing system for oxygen levels and airborne contaminants.		
	Ventilation system to allow oxygen levels to remain between 9.5% — 23.5% by volume exposure to liquids, gases or vapours below 5% of its Lower Explosive Limit (LEL).		
	Exhaust extraction system		
	Oxygen Alarms		
	Purging systems		
	Entry and exit – large enough for: people wearing the necessary protective clothing and equipment rescue of all people who may enter the confined space		
	safe means of access - fixed ladders, platforms, walkways etc.		
	Bridges and walkways to reduce risk of engulfing.		

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EXAMPLES OF HIERARCHY OF CONTROL			
Safety Measure	Explanation	Current Control	Required Control
Administration: Use safe work practices, systems and training.	Confined space entry permit Confined space entry training Confined space emergency procedures Confined Spaces Authorising Officers Safety signage, Warning Signs Confined space risk assessments Confined spaces register Restricted access Effective Communication System Supervision Safe Work Procedure Emergency and Rescue Procedures Fire Fighting Equipment Training in emergency procedures for workers.		
Personal Protective Equipment (PPE): Provide protective clothing and equipment for employees, supervisors and visitors. NB: items must be appropriate for the task/equipment being undertaken or operated.	Respiratory protective equipment Helmets, Gloves, Eye Protection, Footwear, Torch, etc.		

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Hot work

Area clear of all combustibles including atmosphere Yes No

Type of appropriate fire prevention equipment available: _____

Suitable access and exit Yes No

Hot work is permitted Yes No

Personal protective equipment

The following safety equipment must be worn:

	Type
Respiratory protection	_____
Harness/lifelines	_____
Eye protection	_____
Hand protection	_____
Footwear	_____
Protective clothing	_____
Hearing protectors	_____
Safety helmet	_____
Communication equipment	_____
Other	_____

Other precautions

Warning notices/barricades Yes No

All persons have been trained Yes No

Is continual air monitoring required Yes No

Emergency response

Procedures/Equipment _____

Standby person

Standby personnel requirements: _____

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Authority to enter

The control measures and precautions appropriate for the safe entry and execution of the work in the confined space have been implemented and persons required to work in the confined space have been advised of and understand the requirements of this written authority.

Signed (person in direct control): _____

Date: _____ Time: _____

This written authority is valid until: _____

Date: _____ Time: _____

Persons authorised to enter confined space

I have been advised of and understand the control measures and precautions to be observed with the entry and work in the confined space.

Entry			Exit		
Name	Date	Time	Name	Date	Time

Withdrawal of written authority

All persons and equipment accounted for Yes No

Equipment checked and stored correctly Yes No

Signed (person in direct control): _____

Date: _____ Time: _____

Remarks or comments about the work:

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APPENDIX 4 - Confined Space - Emergency Procedure Template

This local emergency plan for confined spaces will need to link in the facilities internal emergency procedures. The Facility Incident Controller is to be notified and consulted regarding the emergency plan along with all workers.

Emergency Information

Location of Confined Space (as per confined space register): _____

Date: _____ **Date of last risk assessment:** _____

Notes (comments from Risk Assessment): _____

Communication method for raising alarm or seeking assistance for workers in the confined space is: _____ Standby person is: _____

Emergency access to the location (consider what resources can access the area and how)

Resources	Access	Instruction's
Vehicle	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/a	<i>EXAMPLE ONLY- The closest entrance for vehicles is approx 1 kilometre away, via Glover Street carpark.</i>
Vehicle	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/a	
Stretcher	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/a	
Recovery equipment	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/a	

Distance to emergency medical treatment - On a Health Care Facility or ____ Km away.

First Aid

Equipment Available	First Aid Provider/s	Training in use of equipment

Local Emergency Services (e.g. fire brigade)

Consulted prior to activity	How will they be notified, by who ?	Availability and equipment	Expected response time

Rescue and Recovery Team members (details) - _____

Emergency and Rescue Equipment

Select	Possible Emergency	Emergency/ Rescue equipment (list)	Rescuers training in use of equipment (list)
	Cuts / Sprains		
	Fire / Explosion		
	Lack of oxygen		
	Exposure to vapours/gas		
	Exposure to chemicals		
	Cardiac Arrest		
	Other -		
	Other -		

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Emergency Roles

Worker in confined space

- Confirm communication method works once in confined space, before commencing work
- Use communication method to notify Standby Person of an emergency
- Relay clear information to the Standby Person
- Await feedback from Standby Person regarding action that is being taken
- Attempt to implement first aid or emergency information relayed by Standby Person, Manager or Emergency Services.

Standby Person

- Confirm communication method works once in confined space, before commencing work
- Upon receipt of emergency alarm raised, or failure of worker in confined space to check in at nominated time, Notify Manager of the emergency and await feedback and instruction
- Record the time Manager is notified of the emergency. _____ Time
- Relay clear information to the Worker in confined space
- Provide instruction to any person that may require the use of the emergency communication method or equipment prior to handing over communication i.e. Manager, Emergency Services.

Manager

- Upon receipt of emergency alarm raised, or failure of worker in confined space to check in at nominated time, implement Emergency Information.
- Notify Facility Manager of emergency.
- Record the time Facility Manager notified of emergency. _____ Time
- Arrange for alarm to be raised -
 - First Aid
 - Emergency Services
 - Other
- Relay clear information to the Standby Person and/or Worker in confined space
- Receive instruction on use of the emergency communication method or equipment prior to taking over any communication
- Provide briefing and Confined Space Entry Permit to any Response teams or Emergency Services
- Notify Facility Manger of outcome (Post incident)
- Complete reports and notifications (Post incident)

First Aider

- Upon receipt of emergency alarm, respond to agreed location.
- Receive briefing on arrival, including any safety advice.
- Fit or use recommended PPE
- Provide first aid, or first aid instruction when safe to do so.
- Record details of first aid provided (Post incident)

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APPENDIX 5 – Generic Risk Assessment



Hospital/Facility: Department:	Date:	Risk Assessment #:
Task / Activity:		
Staff completing this assessment:		
Reason for assessment : <input type="checkbox"/> Accident/Incident <input type="checkbox"/> Planning <input type="checkbox"/> New Hazard Identified <input type="checkbox"/> New equipment, <input type="checkbox"/> Equipment Change/modification <input type="checkbox"/> Other, Please specify:		

1. Identify the Hazard and describe how can it cause harm?	
List any controls that are currently used to prevent harm e.g. PPE, Safe Work Procedure	

2. Assess the risk of injury or harm Using the NSW Health Risk Matrix	Likelihood	Consequence	Risk Rating
<i>The score provides an indication of the level of risk and how effective the existing controls are. The next stage of the process is to determine if/what additional controls are required and how soon they need to be implemented.</i>			

3. Control the risk/hazard	Explain the additional controls you have chosen and how they will prevent harm.
<input type="checkbox"/> Eliminate the hazard	
<input type="checkbox"/> Substitute the hazard for something less harmful	
<input type="checkbox"/> Isolate the hazard from the person	
<input type="checkbox"/> Engineer out the risk, use equipment to do the work	
<input type="checkbox"/> Administration, use safe work practices and training	
<input type="checkbox"/> Personal Protective Equipment	

Re-assess the hazard with your new/additional controls in place using the NSW Health Risk Matrix	Likelihood	Consequence	Risk Rating
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4. What controls require implementation?	Who will do it?	By when?	Date completed

5. Evaluate/monitor the effectiveness of the controls you put in place.	It has now been- <input type="checkbox"/> 1 week <input type="checkbox"/> 1 month <input type="checkbox"/> 6 months <input type="checkbox"/> 12 months The controls put in place are <input type="checkbox"/> Working well <input type="checkbox"/> Need review <input type="checkbox"/> Need a new Risk Assessment
Responsible manager: Date: / /	Evaluated by: Date: / /