

SAFE WORK PROCEDURES CONFINED SPACES



SPECIAL INSTRUCTIONS:

1. All entry and work in confined spaces must be carried out in conformity with Regulations and Codes of Practice or AS 2865 *Confined spaces* (WA only).
2. A register must be kept of all confined spaces, all of which must be clearly identified by appropriate signage.
3. A risk assessment must be carried out for each confined space (or type of confined space where a number of similar confined spaces are present).
4. No person is to enter a confined space unless they have been trained in safe entry procedures, and have been issued with a current entry permit or written authority to enter the confined space.
5. A competent stand by person must be provided to monitor the health and safety of the person inside the confined space at all times that a person is within the space.

Sequence	Identified hazards	Key processes to be followed	Precautions / PPE required
1. Identification	Unauthorised entry Identification of controls	Identify all confined spaces by a sign at each point of entry with the legend "DANGER CONFINED SPACE ENTER BY PERMIT ONLY" or "DANGER CONFINED SPACE AUTHORISED ENTRY ONLY". Any identification code or number allocated to the confined space should be clearly displayed at the entry point(s) and at any valves or controls related to the confined space.	Prevent unauthorised entry into the confined space during maintenance operations by barricading and posting suitable signs at entry points.
2. Risk assessment and entry permit or written authority	Unidentified hazards and risks Changes to hazards and risks	A risk assessment MUST be carried out by a competent person before work is commenced. Note: a generic hazard identification and risk assessment may be appropriate where similar confined spaces are present; An entry permit or written authority must be re-confirmed following a break in continuity of the tasks where conditions under which the permit or written authority was issued may have changed, or where changes in personnel involved in the work occur.	The entry permit or written authority must be based on the risk assessment, and must address all identified hazards and assessed risks. Changed conditions will require that a new risk assessment is carried out.
3. Entry into confined spaces	Unsafe atmosphere Slips, trips and falls Removal of disabled person	Atmospheric testing for unsafe levels of oxygen and/or contaminants must be carried out before each entry and following work breaks. Where entry into the space is by ladder, an approved means of preventing the person from falling from the ladder must be provided. Where an injured or unconscious person may have to be removed from a confined space, a safety line attached to a parachute type harness must be attached to the person at all times.	Do not enter confined space until all tests have been carried out. Safety harness must be worn and fall arrestor system used. Fall arrestor line is not suitable for rescue purposes.
4. Monitoring of confined spaces	Unsafe atmosphere Toxic or harmful contaminants	Where a confined space has or may have contained potentially harmful contaminants, a suitable purging agent must be used to clear the atmosphere. Process vessels and storage vats, etc., may contain harmful residues even after purging, which may result in harmful contact and/or release of atmospheric contaminants during entry. Constantly monitor the atmosphere inside the confined space for flammable or explosive gases, toxic gases, biological hazards or unsafe oxygen levels.	Do not purge with pure oxygen or mixture containing over 21% O ₂ . Wear body protection, eye protection, gloves and chemical-resistant footwear. Wear supplied-air respirator or breathing apparatus.

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5. Working in confined spaces	Heat Noise Striking against objects Flying particles, dust Electric shock Fire and explosion	Provide flow of fresh air from outside of the confined space to assist in reducing the temperature inside the confined space. Work processes in a confined space may produce noise levels much higher than the same process carried out in the open. Restricted work space increases risk of hitting head on parts, structure, etc. Close proximity of walls, etc., increases risk of foreign body in eyes. Confined space will result in higher concentrations of dust or air-borne residue from work processes. Physical damage to power leads will result in surfaces becoming "live". Risk of electric shock while welding in damp or wet conditions. Eliminate potential ignition sources within and adjacent to spaces where flammable or explosive gases or substances may be present.	Continue to carry out atmospheric monitoring during entry. Wear hearing protection . Wear head protection . Wear eye protection . Wear dust mask or respirator . Safety switch or RCD to be used. Use rubber mats while welding. Prohibit smoking, open flames or sparks where risk is present.
6. Return to service	In-service failure Undetected hazards	Ensure that all tools, equipment and materials have been removed from the confined space before signing off on the entry permit or written authority. Remove and sign all danger tags and lockouts before signing off. Report any new or previously undetected hazards encountered during the work in the confined space on the entry permit or written authority before returning the permit or authority to the issuing officer. Report any suggested changes or improvements to work processes for consideration and implementation before the next or similar entry.	Do not return to service until all checks have been carried out and permit or authority is signed off. Ensure that the entry permit or written authority is annotated with undetected hazards and that the permit or authority is filed for future reference.

PRECAUTIONS:

The following precautions are to be observed in areas where these procedures are carried out.

