

**Confined Spaces Procedure**



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# Confined Spaces Procedure

##  Purpose:

This procedure outlines the requirements for the management of entry into confined spaces in workplaces with the intention of minimising risks to health and safety from any potential hazards associated with the entry. This procedure applies to all identified confined spaces at all workplaces, to staff and contractors.

## Scope:

This applies to all confined spaces where work may be undertaken including trenches, pits, tanks, pipes and other similar enclosed or partially enclosed spaces.

## Definitions:

Confined Space - a confined space has the following features:

* enclosed or partially enclosed
* is at normal atmospheric pressure
* is not intended or designed primarily as a workplace
* have deficient natural ventilation
* limited or restricted entry or exit
* is likely to contain an atmosphere that has a harmful level of contaminant OR an atmosphere that does not have a safe oxygen level OR any substance that could cause engulfmentl.

## Procedure:

| Process | Methodology | Records/Evidence |
| --- | --- | --- |
| Identifying enclosed spaces | All confined spaces that workers can potentially access to do work at the Car Wash should be identified. These may include storage tanks, pressure vessels, boilers, shafts and ducts, silos and other tank-like compartments, open-topped spaces, pits, drains, trenches, tunnels and pipe work | * Visual Check
 |
| Confined spaces that have been identified should be signed to warn of hazard | * Visual Check
 |
| Risk Assessment | If access to a confined space is required a risk assessment must be undertaken. This should cover the following areas:* Isolation of power, water, gas, etc.
* Atmospheric Testing
* Purging and Ventilation
* Lighting
* Communication
* Traffic/Pedestrian Control
* Personal Protective Equipment
* Emergency Arrangements including standby personnel
* Hot Work risks
 | * Confined Space Risk Assessment/Entry Permit
 |
| The risk assessment should be recorded on the Confined Space Risk Assessment/Entry Permit | * Confined Space Risk Assessment/Entry Permit
 |
| If hot work e.g., welding, cutting, is taking place in the confined space, this should be risk assessed and recorded as well | * Confined Space Risk Assessment/Entry Permit
 |
| Training | All personnel that undertake work in confined spaces MUST have undergone recognised Confined Space Entry (CSE) training. | * Training records
 |
| During a confined space entry there MUST be another person with recognised Confined Space Entry (CSE) training to act as a standby in case of emergency | * Training records
 |
| Safety Equipment | Safety equipment must be onsite and accessible at all times during the confined space entry. This equipment could include:* atmospheric testing equipment
* mechanical ventilation
* lighting
* communication devices
* traffic/pedestrian controls
* Personal Protective Equipment
* first aid kit
* fire extinguisher
* access/egress equipment
 | * Confined Space Risk Assessment/Entry Permit
* Visual Check
 |
| Other safety equipment identified on the risk assessment will be supplied. | * Confined Space Risk Assessment/Entry Permit
 |
| Additional safety equipment for Hot Work as identified from the risk assessment will be supplied. | * Confined Space Risk Assessment/Entry Permit
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| Confined Space Entry | Confined space entry will ONLY be made by workers with recognised Confined Space Entry (CSE) training that has been provided by a recognized training provider. Standby personnel must also have this training | * Confined Space Risk Assessment/Entry Permit
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| If trained personnel are not available engage trained and experienced contractors to carry out work. | * Confined Space Risk Assessment/Entry Permit
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