

QSCU OHS&R MANAGEMENT SYSTEM

PROCEDURE 35 – Entry into Confined Space

1. PURPOSE

This procedure defines requirements to eliminate or minimise the risk associated with entry into Confined Spaces where they exist on company controlled premises.

The requirements outlined in this procedure to obtain a Confined Space Clearance Certificates for entry into Confined Spaces are in addition to, and do not replace requirements to obtain a Permit to Work.

2. MANDATORY REQUIREMENTS

1. A company nominated Occupational Hygienist shall identify (with a company representative), any confined spaces that may exist in or on company controlled premises and or where staff or contractors may be engaged to perform work on behalf of the company in a confined space that is not a company controlled premises.
2. A register of any identified confined space shall be maintained by the company.
3. Where a confined space has been identified in or on any company controlled premises or where staff or contractors may be engaged to perform work on behalf of the company in a confined space that is not a company controlled premises, the company nominated Occupation Hygienist shall assess the risk and propose an action plan to eliminate the risk or develop appropriate controls to minimise the risk.
4. Potential Confined Spaces and associated equipment and processes shall be designed to as far as practicable, eliminate the need for persons to enter the space.
5. If it is not practicable to eliminate the need to enter a Confined Space, a hazard identification and risk assessment study shall be conducted and the space shall be designed to minimise the need for entry, and to minimise the risks associated with entry, likely work inside the space, and exit from the space.
6. Openings for entry and exit from Confined Spaces shall be of adequate size to permit rescue of all persons who may enter the confined space, and shall not be obstructed by fittings or equipment which could impede rescue.
7. Signs and/or protective barriers shall be erected in the vicinity of Confined Space entry points to warn against entry without an authorised Confined Space Clearance Certificate.
8. Before any entry into a Confined Space, no matter how short the period of entry:
 - relevant aspects of the risk assessment for the space shall be reviewed;
 - the risks associated with the proposed activities shall be assessed;
 - measures shall be adopted to eliminate the identified risks, or where elimination is not practicable, to reduce them as far as is practicable; and
 - a Confined Space Clearance certificate shall be obtained.

QSCU OHS&R MANAGEMENT SYSTEM

PROCEDURE 35 – Entry into Confined Space

9. Employees, their representatives and or relevant Contractors shall be involved in risk assessments and shall be consulted during the preparation of Confined Space Clearances, in accordance with local legislative requirements.
10. Confined Space Clearance Certificates shall identify:
 - the confined space(s) the permit applies to;
 - the safety measures to be adopted;
 - the name(s) of the Stand By Person(s) (refer below);
 - the name(s) of the people authorised to enter the space; and
 - a period of validity, not exceeding 24 hours.
11. Confined Space Clearance Certificates and associated Permits to Work to perform work inside spaces shall be cross referenced.
12. The Confined Space Clearance Certificate shall be kept at the space for the entire duration of entry and a record (copy) of the certificate shall be retained in a suitable location.
13. All people who enter a Confined Space shall ;
 - read and agree the identified hazards and precautions to be taken, and
 - sign on to and off the Confined Space Clearance Certificate each time they enter and leave the space.

Consideration shall be given to the physical fitness of the person carrying out the work based on the nature of the task, the need for the wearing of respiratory protective equipment and not having any underlying condition which would place them at significant or increased risk.
14. Before closure of a Confined Space, the Confined Space Clearance Certificate shall be checked and the space shall be inspected to ensure that all people have exited the space and all tools and other extraneous items have been removed.
15. Before issuing of Confined Space Certificates:
 - Confined Spaces shall be positively isolated from all hazardous materials connected to the space.
 - the Authorised Person shall personally inspect all isolations to ensure they have been secured and identified by signed and dated tags;
 - the space shall be adequately purged and ventilated; and
 - the atmosphere inside the space shall be tested to verify:
 - whether the oxygen level is in the range 20.0% to 21.0% by volume;
 - whether the concentrations of any hazardous contaminants are below their exposure standards; and
 - the % of LEL of any flammable contaminants.
16. The atmosphere inside Confined Spaces shall be tested as near as practicable to the time of entry and shall be retested every 8 hours or at a lesser interval as dictated by the risk assessment, for as long as people are inside the space.

QSCU OHS&R MANAGEMENT SYSTEM

PROCEDURE 35 – Entry into Confined Space

17. The atmosphere inside Confined Spaces shall be continuously monitored at all times while people are inside the space if the atmosphere inside the space contains;
 - concentration of any flammable contaminants in the atmosphere is below 5% of its LEL
 - hazardous materials at concentrations which could result in exposure above their exposure standards (taking into consideration the specified PPE - refer MP-OH-023); or
 - the work could release flammable or hazardous materials.
18. Air supplied respiratory protective equipment shall be used whenever:
 - the space cannot be continuously, positively ventilated with fresh air;
 - the oxygen level cannot practicably be maintained between 20.0% to 21.0% by volume; or
 - the concentration of any contaminant cannot practicably be reduced and maintained below the level required to ensure compliance with its exposure standard.
19. No person shall enter or remain in a confined space:
 - if the concentration of flammable contaminants in or surrounding the space is equal to or greater than 5% of the LEL;
 - if the atmosphere inside the space or the equipment is excessively hot or cold;
 - if the confined space is receiving ionising radiation from any apparatus or radioactive substance; and
 - with or without breathing apparatus, if the atmosphere inside the space is immediately dangerous to life or health (other than entry using self contained breathing apparatus to rescue personnel).
20. Safety harnesses and life lines shall be worn;
 - whenever there is a hazard of falling during ascent or descent, or of falling from the working level;
 - when rescue arrangements dictate such use;
 - when there is a risk of engulfment from materials in or surrounding the space; and
 - in any other cases required by local legislation.
21. Safety harnesses, lifelines and any equipment used to suspend people shall comply with, and where applicable shall be certified to, Australian or other relevant standards. Only purpose designed equipment shall be used to suspend people. The attachment points for safety harnesses, lifelines and equipment used to suspend people shall be approved by a qualified Mechanical Engineer and, where required, the equipment shall be set up by a qualified rigger.
22. At least one suitably trained and equipped Stand By Person shall be present outside the space and shall be in continuous communication with people inside

QSCU OHS&R MANAGEMENT SYSTEM

PROCEDURE 35 – Entry into Confined Space

the space for the entire duration of entry. There shall be at least one person proficient in cardio-pulmonary resuscitation, who remains readily available for the duration of entry.

23. Portable electrical equipment used in confined spaces shall be Extra Low Voltage (ELV) or protected by a residual current device (RCD). The ELV transformer or the RCD shall be located outside the Confined Space and shall be connected to the electrical equipment with a heavy duty flexible supply cable.
24. Emergency procedures shall be developed and rehearsed for management of emergencies in Confined Spaces.
25. All relevant people shall be trained in the applicable aspects of:
 - hazard identification, risk assessment and the control of risks associated with Confined Space entry;
 - Confined Space emergency procedures;
 - the selection, fit, use and/or maintenance of required safety equipment, including Personal Protective Equipment; and
 - the conduct of Confined Space atmospheric and other required tests.
26. Where required, specific training shall be provided in accordance with legislative requirements
27. The following records shall be retained for at least the nominated duration:
 - Confined Space Clearance Certificates; five years after the entry
 - Records of Confined Space risk assessments; five years after decommissioning
 - superseded Stand By Person Duty Statements five years after updating
 - records of Confined Space training and authorisation
28. OHS&R training records and records of completed Permit to Work and Confined Space Clearance Certificates shall be retained indefinitely.
29. Regular reviews of this procedure shall be conducted to ensure compliance with the mandatory requirements.

3. RESPONSIBILITIES

Responsible Manager

Ensure that the requirements of this procedure are complied with.

4. REFERENCE DOCUMENTATION

A. AUSTRALIAN AND NEW ZEALAND OHS&R LEGISLATION

5. FORMS

QSCU OHS&R MANAGEMENT SYSTEM

PROCEDURE 35 – Entry into Confined Space

A. CONFINED SPACE PERMIT TO WORK

UNCONTROLLED DOCUMENT