



Title: Confined Space Procedure	Internal/ External
Department: Corporate Services	Policy Number CS-004
Approval Date: November 21, 2013	Implementation Date: November 21, 2013

BACKGROUND

The Town of Paradise works hard to keep employees informed of possible risks involved with job specific tasks and to provide training and equipment to mitigate work place injuries.

OBJECTIVE / PURPOSE

The purpose of this policy is to highlight the procedure for employees entering confined spaces. It aims to make employees aware of the potential hazards within confined spaces and inform them on the proper steps that should be taken to minimize risk.

DEFINITIONS

“*confined space*” refers to an enclosed or partially enclosed space that

- a.) Is not designed or intended for human occupancy except for the purpose of performing work
- b.) Has restricted means of access and egress; and
- c.) May become hazardous to a person entering it as a result of
 - i.) Its design, construction, location or atmosphere
 - ii.) The materials or substances in it, or
 - iii.) Any other conditions relating to it.

POLICY STATEMENT

Before entering a confined space an employee shall be made aware of the potential risks, obtain a permit and ensure there is an attendant outside of the space before proceeding into the space.

GUIDELINES AND PROCEDURES

1. Confined Space Entry Procedure:
 - (i) Entrant must be accompanied by attendant
 - (ii) Unlock entrance to confined space
 - (iii) Complete *Confined Space Work Permit*
 - i. Review hazards on permit

- (iv) Inspect Fall Protection equipment
 - i. Check to ensure in safe working condition
 - ii. Replace defective equipment (when in doubt, do not use it)
 - iii. Report damaged/defective equipment to supervisor
- (v) Don fall protection equipment
- (vi) When applicable, lock-out/tag-out mechanical and/or electrical equipment.
- (vii) Perform atmosphere testing (auger area, manholes)
 - i. Proceed as per test results
 - ii. Retest where practical
- (viii) Enter confined space via ladder
 - i. Maintain 3-point contact while on ladder
- (ix) Conduct work tasks
- (x) Exit confined space
- (xi) Return fall protection equipment to storage area
- (xii) Sign off permit:
 - i. Date/Time and Signatures
 - ii. Tasks performed
 - iii. Concerns, Issues, Feedback
- (xiii) Lock Confined Space

2. Identifying Confined Spaces

The Safety and Training Coordinator in consultation with the Foreman and Worker Representative will make a site safety trip to each of the identified confined spaces that Town employees may encounter. During this trip the following items will be identified and discussed:

- Identify all confined spaces
- Identify hazards for each confined space
- Do risk assessment for each confined space
- Identify and implement risk control measures
- Install barricades and/or locks to ensure only authorized personnel access
- Establish signs indicating, '*Confined Space-Authorized Personnel Only*'
- Develop work permit

3. Risk Assessment:

Risk assessment must include the following:

- a.) Nature of hazards of confined space
- b.) Work required to be done including need to enter confined space
- c.) Range of methods by which work can be done
- d.) Hazards involved and associated risk with work method
- e.) Emergency response procedure
- f.) Competence of persons to undertake the work

4. Responsibility for Confined Space Entry

4.1 Entrant:

- (i) Be aware of hazards, controls, and signs & symptoms and consequences of hazards
- (ii) Remain alert at all times
- (iii) Maintain communication with attendant
- (iv) Immediately report concerns to attendant
- (v) Immediately exit if danger is perceived

4.2 Attendant:

- (i) Be aware of hazards, controls, and signs & symptoms and consequences of hazards
- (ii) Remain alert outside and near the entrance
- (iii) Monitor safety of entrants
- (iv) Recognize signs of entrant impairment or danger
- (v) Order exit when danger is perceived

4.3 Supervisor:

- (i) Be aware of hazards, controls, and signs & symptoms and consequences of hazards
- (ii) Participate in risk assessment and sign approval
- (iii) Ensure acceptable conditions are maintained
- (iv) Ensure atmospheric testing is performed where necessary
- (v) Ensure workers are trained

5. Instruction and Training:

Prior to entering any confined space, employees with the Town are to complete the following training:

- (i) Orientation by Foreman or On-site Supervisor
- (ii) Confined space Entry certificate training
- (iii) Fall protection certificate training
- (iv) Gas detection training

POLICY REVIEW

This policy will be subject to review annually following implementation, however, it may be subject to change following new experience or new knowledge.

Chief Administrative Officer: *Robert Cumby*

Date: *Dec 6/13*