

Section 24 – Confined Space Entry Procedure

PURPOSE	This Program provides an overview of a system to direct owners, constructors, employers, contractors, supervisors and workers involved in confined space entry work to work safely.
SCOPE	This confined space and safe work procedures, training and equipment must be employed to work in all potential confined space situations.
RESPONSIBILITIES	<p>Health and Safety Coordinator Responsibilities:</p> <ul style="list-style-type: none">• Develop confined space procedures and safe work procedures to define corporate expectations relating to Confined Space work.• Schedule and coordinate Confined Space awareness training as required.• Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.• Assist in developing corporate health and safety orientation documentation, policies and procedures where required.• Distribute and communicate information to the appropriate parties regarding any nonconformance or deficiencies reported. <p>Senior Management Responsibilities:</p> <ul style="list-style-type: none">• Ensure all company employees receive the appropriate training and workplace specific overviews.• Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.• Ensure that the equipment, materials and protective devices as prescribed are provided, maintained in good condition and used as prescribed.• The measures and procedures prescribed are carried out in the workplace; <p>Project Manager Responsibilities:</p> <ul style="list-style-type: none">• Ensure confined space and safe work procedures, training and equipment are procured as required.• Ensure equipment, materials and protective devices are provided, maintained and used as required at site and office locations.• Provide required protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations. <p>Superintendent Responsibilities:</p> <ul style="list-style-type: none">• Coordinate appropriate subcontractors to perform all Confined Space work as required.• Review findings with each Foreman to ensure that corrective measures are taken.• Follow-up on the findings and implement recommendations for each unsafe condition.• Ensure equipment, materials and protective devices are provided, maintained and used as required at site and office locations.• Provide required protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.

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Foreman Responsibilities:

- Ensure confined space and safe work procedures, training and equipment are procured as required.
- Ensure, where reasonably possible, that every Subcontractor, worker and visitor at the workplace complies with all Occupational Health and Safety Act and Regulations.
- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations;
- Advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which the is aware of;
- Take every precaution reasonable in the circumstances for the protection of a worker.
- Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker.

Workers Responsibilities:

- Advise Foreman if experiencing any difficulties with assigned tasks, or if assigned tasks are beyond perceived limitations or medically not capable of performing tasks.
- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations;
- Report to his or her Superintendent / Forman any contravention of the Occupational Health and Safety Act and Regulations or the absence/defect in any equipment or protective device;

PROCEDURE

In general, entry into confined spaces shall be avoided whenever possible. Where possible, work will be conducted by alternate means from outside the space (work from outside the space, use an extender, possibly utilize a robot, etc.).

All potential confined spaces will be identified and assessed by a competent person/ worker who has adequate knowledge, training and experience to perform/ conduct this exercise.

A Confined Space Entry Permit (CSEP) **(24-1 Form)** shall be completed before (and during) each entry into a confined space. This will identify/ assess potential hazards, detail duties and responsibilities, identify competent entrants and outline the specific safe work procedures for the work that is to be completed.

STANDARD WORK PROCEDURE

Each Employer and/or Subcontractor who is associated with working in a Confined Space must submit a written copy of their confined space and rescue procedures prior to the commencement of work.

All health and safety hazards shall be eliminated or adequately controlled by engineering, administrative or other control measures before entry is made into a confined space.

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A lead employer will be identified when the confined space entry work involves multiple employers and/ or contractors working in the area at the same time.

If the situation occurs where workers of multiple employers/ contractors are obligated to work together/ at the same time in a confined space, a consensus must be met, one process will be chosen and affected workers will work to this standard.

In either situation, the Confined Space Entry Program and process will focus on:

- Performing a written site specific hazard assessment can be incorporated into the CSEP
- Ensuring all persons involved in the confined space entry are competent persons/ workers and documentation of these credentials are available
- Atmospheric assessment and monitoring equipment is available with appropriate calibration and bump test records available
- Continuous monitoring will be provided prior to entry and when any worker is in the confined space
- Providing a dedicated Confined Space Attendant who is competent, trained and present at the opening of the confined space
- Providing all appropriate Personal Protective Equipment, rescue gear and appropriate numbers of trained personnel to effect a rescue, with training records available
- Emergency response team which is readily available, trained, and with the appropriate equipment necessary for the situation
- Ensuring that there is a worker who is trained in First Aid and CPR readily available

In the event that all of these stipulations cannot be met, it is suggested that a third party Subcontractor, who is specifically trained and equipped in confined space entry and rescue procedures be retained. These third party contractors must have the necessary rescue equipment and trained in place with prepared rescuers to conduct and carry out their safe rescue procedures.

RESCUE PLANNING

A vast array of health and safety and rescue equipment is required to ensure safe entries into and rescues from a space deemed to be a Confined Space.

These items must be supplied and maintained by the employer and evaluated by a competent worker prior to each use to ensure that they are functioning properly. The extent of actual equipment required will depend on which hazards are present and the atmospheric and physical surroundings of the area to be entered.

This will be addressed on the Confined Space Entry Permit (CSEP) **(24-1 Form)** and under Confined Space Entry Control Plans and Confined Space Entry Permits.

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Additional training must be provided to every worker who will be involved in Confined Space. This training will include generic and hazard specific training and hands-on usage of all required equipment. This will ensure that all workers who may be required to use the equipment will become proficient in its use and understanding of its function and limitations.

LEGISLATION

The confined space legislation addressed in these guidelines denote minimum standards or requirements. As outlined in the site specific safe work procedures more stringent or rigorous measures may/ will have to be implemented.

Each individual entering a confined space should be competent - aware of all potential hazards, follow the prescribed safe work procedures - as addressed in the CSEP - and know the limitations of the equipment/ devices being used.

These guidelines have been worded to incorporate the intent and “best practice” principles from a variety of legislative requirements, codes, standards and work sectors in Ontario and across Canada.

Note: That provincial governed employers working on federal projects must determine which standards apply.

RECORDS

Records of; inventories (locations), assessments, coordination plans, equipment inspections, training records, and Confined Space Entry Permits shall be completed and kept on file indefinitely.

These records may/ will be used as reference material for future entries into confined spaces or controlled access areas.

DISTRIBUTION

All owners, constructors, contractors, supervisors and workers working in or around confined space or controlled access areas shall receive copies of the agreed to safe work procedures and these are to be made available upon request to the Joint Health and Safety Committees and/ or Worker Representatives.

**You don't have to prove it is a confined space...
You have to prove it is not.**

Confined Space Entry Permit

Effective: ____ / ____ / ____

 From: ____ : ____ ^{am}/_{pm}

 To: ____ : ____ ^{am}/_{pm}

Location	Location of Confined Space:	Project Name:
	Employer Name:	Competent Person:
	Assessment Performed by:	Name of Permit Issuer:
	Description of Confined Space:	
	Description of Work to be Performed:	

Note: The permit shall comply with the relevant plan.

Air Monitor Name	Serial #	Last Calibration/Bump Test

Air Quality Results	Time of Test							
	Oxygen %							
	Combustibles %							
	Carbon monoxide (CO)							
	Hydrogen sulphide (H ₂ S)							
	Other atmospheric hazard ()							
Tester's Name (print):				Signature:				

Hazards & Controls	Atmospheric/Physical Hazards	Controls	Personal Protective Equipment
	<input type="checkbox"/> Flammable	<input type="checkbox"/> Purging	<input type="checkbox"/> Respirator
	<input type="checkbox"/> Toxic	<input type="checkbox"/> Mechanical ventilation	<input type="checkbox"/> Gloves
	<input type="checkbox"/> Corrosive	<input type="checkbox"/> Natural ventilation	<input type="checkbox"/> Boots
	<input type="checkbox"/> Oxygen deficient/enriched	<input type="checkbox"/> De-energize, lockout	<input type="checkbox"/> Eye protection
	<input type="checkbox"/> Hot temperatures	<input type="checkbox"/> Blank	<input type="checkbox"/> Head protection
	<input type="checkbox"/> Electrical	<input type="checkbox"/> Inerting	<input type="checkbox"/> Fall protection
	<input type="checkbox"/> Slippery surfaces	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:
	<input type="checkbox"/> Lighting	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:
	<input type="checkbox"/> Hot work	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:
<input type="checkbox"/> Working at heights	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	
<input type="checkbox"/> Other	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	

Attendant Entry Log	Worker Name	Permit Reviewed with Workers	Time In	Time Out	Time In	Time Out	Time In	Time Out
		<input type="checkbox"/>						
		<input type="checkbox"/>						
		<input type="checkbox"/>						
		<input type="checkbox"/>						
	Attendant's Name (print):				Attendant's Signature:			

Rescue Equipment	<input type="checkbox"/> Winch <input type="checkbox"/> Respirator <input type="checkbox"/> Ladder <input type="checkbox"/> Tripod <input type="checkbox"/> Harness
	Other: _____ Other: _____ Other: _____ Other: _____
	Rescue equipment inspected and in good working order? <input type="checkbox"/> Yes <input type="checkbox"/> No

Confirmation of Work Completion	Signature	Date	Time