CONFINED SPACE SAFETY PROCEDURES

1.0 PURPOSE

To ensure:

- control of entry into confined spaces and hazardous spaces;
- safe systems of work inside confined spaces and hazardous spaces; and
- awareness and compliance with legal obligations with respect to confined spaces and hazardous spaces.

1.2 SCOPE

This procedure applies to all staff, contractors and students at all campuses of the University of Western Australia and controlled entities of the University of Western Australia where the university has management control of the workplace.

1.3 DEFINITIONS

Confined Space Entry Authorising Officer (CSE Authorising Officer)

An employee of the university who has received accredited training in confined space work and is authorised to:

- raise and sign off a Confined Space Entry Permit
- provide a access key for indentified confined spaces

Confined Space

As defined by the WA Occupational Health and Safety Regulations 1996, Part – 3 Division 8 - Work in confined spaces – Amended December 1999

“confined space” means an enclosed or partially enclosed space which -

- is not intended or designed primarily as a workplace;
- is at atmospheric pressure during occupancy; and
- has restricted means for entry or exit,
- and which either -
  - has an atmosphere containing or likely to contain potentially harmful levels of contaminant;
  - has or is likely to have an unsafe oxygen level; or
  - is of a nature or is likely to be of a nature that could contribute to a person in the space being overwhelmed by an unsafe atmosphere or a contaminant
  - A space in any vat, tank, pipe, duct, flue, oven, chimney, silo, reaction vessel, container, receptacle, underground sewer, shaft, well, trench, tunnel or other similar enclosed or partially enclosed structure:
Confined Space Entry Permit

A permit that meets the requirements of the:

- WA Occupational Health and Safety Regulations 1996; and

A Confined Space Entry Permit is valid for a maximum of 8 hours.

1.4 PROCEDURE

Confined Space Identification and Risk Assessment

1.4.1 Identification and Risk Assessment of Confined Spaces - Buildings and Building Infrastructure

UWA Safety and Health; and Facilities Management shall:

- identify confined spaces located within the University of Western Australia buildings and building infrastructure;
- ensure all identified and potential confined spaces located within the University of Western Australia buildings and building infrastructure are risk assessed using the University of Western Australia Confined Space Identification and Risk Assessment form;
- ensure all identified confined spaces are recorded on a register;
- maintain a copy of the completed Confined Space Identification and Risk Assessment form.

1.4.2 Non-Confined Spaces

Where the identification and risk assessment process determines that the space is not confined then the space may still contain significant risks that require high level or special controls, such as:

- restricted access;
- signage;
- not working alone; or
- continuous communication.

The University of Western Australia Safety and Health; and Facilities Management shall maintain a copy of the completed Confined Space Identification and Risk Assessment form and apply the high level or special controls required by the risk assessment.

1.4.3 Authorising Entry into a Confined Space

To authorise entry into a confined space by employees or contractors using the university's procedures the Confined Space Entry Authorising Officer shall:

- raise the Confined Space Entry Permit, taking into account the hazards and controls:
documented on the Confined Space Identification and Risk Assessment form, and
associated with the work to be performed by the employee/contractor;
confirm that the employee/contractor entering the space has the appropriate accredited training to carry out work in a confined space; and
sign the permit.

1.4.4 Entering and Working in Confined Spaces

Confined Space Entry Instructions

All entry and work in confined spaces shall be by permit only.

The CSE Authorising Officer shall confirm that the permit takes into account and lists:

- the hazards and controls identified in the Confined Space Identification Risk Assessment form; and
- the additional hazards and controls from the activity.

Confined Space Entry Permit

The employee/contractor entering a confined space shall comply with:

- the Confined Spaces Entry Instructions

Confined Space Entry Instructions

1.4.5 Confined Spaces and Register

UWA Safety and Health shall establish and maintain a university wide Confined Spaces Register. The register shall include:

- location (including campus, building number, level, room - if applicable);
- number of the space;
- brief description of the space;
- CSE Authorising Officer(s).

Confined Spaces Register

1.4.6 Signage and Access Restrictions

The University of Western Australia Safety and Health; and Facilities Management shall ensure all confined spaces under their control are:

- identified with signage indicating that access is restricted to permit only; and
- locked with restricted access.
1.4.7 Emergency Response

Prior to entry into the confined space the CSE Authorising Officer shall ensure that an emergency response plan is:

- developed and documented on the Confined Space Entry Permit; and
- communicated to all employees/contractors (both entry and standby personnel) undertaking the work.

1.4.8 CSE Authorising Officer Training

The Manager, Operations and Maintenance of Facilities Management shall ensure that CSE Authorising Officers have received accredited confined space training and hold current certification.

1.4.9 Entry and Standby Personnel Training

The Manager, Operations and Maintenance of Facilities Management shall ensure that employees required to enter a confined space or act as a stand by person have received accredited confined space training and hold current certification.

1.5 RESPONSIBILITIES

The Manager, Operations and Maintenance of Facilities Management

The Manager Safety and Health

CSE Authorising Officer

Employees entering confined spaces

Standby personnel

1.6 REFERENCES

WA Occupational Health and Safety Regulations 1996

AS/NZS 2865:2001 Safe Working in a Confined Space

Codes of Practice and Guidance Notes and all relevant laws