## COMPLETING A CONFINED SPACE ENTRY PERMIT

1. The CSE Authorising Officer, the employees or contractor entering the space and the standby person complete a risk assessment of the confined space (if one does not exist) and the activity that will be undertaken in the confined space.

2. The CSE Authorising Officer documents on the permit:
   a) the date of entry
   b) the permit expiry time - **maximum 8 hours**
   c) the confined space that will be entered - Section 1 - Identification
   d) the description of work - Section 2 - Description of Work
   e) the control measures that were identified during the risk assessment - Section 3 to 10

3. Once the CSE Authorising Officer is satisfied that the risks have been identified and controlled the CSE Authorising Officer authorises the permit by signing and dating the permit - Section 11

   **NOTE:**
   - A copy of the permit must be retained by the employees or contractor entering the space for the duration of the work
   - A copy of the permit must be retained by the CSE Authorising Officer for the duration of the work

4. The employees or contractor entering the space and the standby complete Sections 12 to 14 throughout the activity.

5. On completion of the work/exit from the confined space:
   When satisfied that the area has been made safe and all employees or contractor have exited the confined space the CSE Authorising Officer signs off and dates the permit - Section 15

   The Confined Space Entry permit is retained by the CSE Authorising Officer for 12 Months

**Confined Space Entry Authorising Officer contacts:**
- Contractor Administration Manager Phone: 6488 5588
- Facilities Management Workshop Phone: 6488 2015