1. Overview

The District Council of Peterborough (**the organisation**), as part of its commitment under its hazardous work policy, recognises its obligation to eliminate, or where that is not reasonably practicable, minimise, risks associated with entering, working in, on or in the vicinity of a confined space, as well as the risk of inadvertent entry.

This procedure aims to:

(a) Ensure that risks to health and safety associated with a confined space are identified, assessed & controlled;

(b) Provide direction so that legislative compliance related to confined spaces is maintained; and

(c) Make sure that relevant information and training is provided.

Where a Contractor is engaged to work in, on or in the vicinity of a confined space by the organisation, the person managing the contract on the organisation's behalf will make the Contractor aware of the known hazards associated with the confined space and make sure that the Contractor has appropriate systems to manage the confined space work safely.

No Council Employee is permitted to enter a confined space. If it is believed necessary to do so the Infrastructure and Operations Manager or CEO must be contacted and they will arrange a specialist to do so on Councils behalf

SIGNED: ..... CEO

Date: 9 / 8 / 2021

..... Chairperson, Health & Safety Committee

Date: 9 / 8 / 2021

2. Core components

The core components of the Confined Space Management Procedure aim to ensure that:

(a) All confined spaces are identified and documented on the Confined Space Register;

(b) All entry points to confined spaces are signposted and secured against unauthorised entry;

(c) Selected workers are trained for the various roles associated with confined space work and possess evidence of training, in accordance with legislative requirements; OR

(d) Under no circumstances will the organisation's staff work in, on, or in the vicinity of a confined space; Only Contractors who can demonstrate that they:

- Are suitably trained in confined space entry, exit & emergency procedures,
- Possess evidence of general construction industry induction training, and
- Have appropriate and documented systems in place to manage the risks associated with confined spaces will be engaged to undertake work in, on or in the vicinity of a confined space;

(e) A written risk assessment is conducted by a risk assessment team, including a competent person prior to the first entry into a confined space;

(f) Appropriate controls are identified, implemented and documented;

(g) A written confined space entry permit system is in place and used;

(h) In addition to the controls specified, a Safe Work Method Statement ("SWMS") is prepared for proposed high risk construction work involving work carried out in, on or near a confined space;

(i) Appropriate arrangements for the effective rescue of personnel are in place and tested;

(j) An appropriate monitoring process is in place and used;

(k) Confined space management is included within the internal audit program; and

(l) Pertinent records are established and maintained.

3. Definitions

Airborne contaminants	A contaminant in the form of a fume, mist, gas, vapour or dust, and includes micro-organisms [as defined by the Work Health and Safety Regulations 2012, Regulation 5]
Atmospheric monitoring	The continuous measurement of oxygen concentration or airborne contaminants over an uninterrupted period of time [as defined by Australian Standard AS 2865: Confined Spaces].
Confined space	***Confined space*** means an enclosed or partially enclosed space that— (a) is not designed or intended primarily to be occupied by a person; and (b) is, or is designed or intended to be, at normal atmospheric pressure while any person is in the space; and (c) is or is likely to be a risk to health and safety from— i. An atmosphere that does not have a safe oxygen level; or ii. Contaminants, including airborne gases, vapours and dusts, that may cause injury from fire or explosion; or iii. Harmful concentrations of any airborne contaminants; or iv. Engulfment, but does not include a mine shaft or the workings of a mine. [as defined by the Work Health and Safety Regulations 2012, Regulation 5]
Construction work	Means any work carried out in connection with the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure But does not include the following: (a) The manufacture of plant; (b) The prefabrication of elements, other than at a place specifically established for the construction work, for use in construction work; (c) The construction or assembly of a structure that once constructed or assembled is intended to be transported to another place; (d) Testing, maintenance or repair work of a minor nature carried out in connection with a structure; (e) Mining or the exploration for or extraction of minerals. [as defined by the Work Health and Safety Regulations 2012, Regulation 289 (1) and (3)]
Contaminant	Means any substance that may be harmful to health or safety. [as defined by the Work Health and Safety Regulations 2012, Regulation 5]
Competent person:	A person who has, through a combination of training, education and experience, acquired knowledge and skills enabling that person to perform a specified task correctly. [as defined by Australian Standard 2865-2009 Confined Spaces, paragraph 1.5.4, and the WHS Regulations, Regulation 5]
Contractor	A person conducting a business or undertaking ("PCBU"), <u>in this context engaged by the organisation</u> for the purposes of: (a) Design, manufacture or supply of a plant or structure; (b) Installation or construction of a plant or structure on the organisation's premises; or

	(c) Entering, working in, on or near a confined space.
Engulfment	Engulfment means to be swallowed up in or be immersed by material, which may result in asphyxiation. [as defined by Approved Code of Practice: Confined Spaces, June 2020]
Entry (to a confined space)	When a person's head or upper body is within (enters) the boundary of the confined space. NOTE: Inserting an arm for the purpose of atmospheric testing is not considered as entry to a confined space. [as defined by Australian Standard AS 2865-2009 Confined Spaces, paragraph 1.5.8]
Entry permit	A person conducting a business or undertaking ("PCBU") at a workplace must not direct a worker to enter a confined space to carry out work unless the person has issued a confined space entry permit for the work. [as defined by the Work Health and Safety Regulations 2012, Regulation 67] A confined space entry permit provides a formal check to make sure all elements of a safe system of work are in place before people are allowed to enter the confined space. It also provides a means of communication between site management, supervisors and those carrying out the work and makes sure that the PCBU has checked and authorised the entry to the confined space and it is safe to proceed. [as defined by Approved Code of Practice: Confined Spaces, June 2020]
Hazard	Hazard means a situation or thing that has the potential to harm a person. [as defined by Approved Code of Practice: How to Manage Health and Safety Risks December 2011 Section 1.2] Hazards associated with a confined space may include, (but not be limited to): (a) Restricted entry or exit; (b) Harmful airborne contaminants; (c) Unsafe oxygen level; (d) Fire and explosion; (e) Engulfment. [as per Approved Code of Practice: Confined Spaces, June 2020]
Hierarchy of Control	If it is not reasonably practicable for risks to health and safety to be eliminated, risks should be minimised, so far as is reasonably practicable, by doing one or more of the following: (a) Substituting (wholly or partly) the hazard giving rise to the risk with something that gives rise to a lesser risk; (b) Isolating the hazard from any person exposed to it; (c) Implementing engineering controls. If a risk then remains, the duty holder should minimise the remaining risk, so far as is reasonably practicable, by implementing administrative controls. If a risk then remains the duty holder should minimise the remaining risk, so far as is reasonably practicable, by ensuring the provision and use of suitable personal protective equipment. [as defined by the Work Health and Safety Regulations 2012, Regulation 36]

High risk construction work	Means construction work that: (a) Involves a risk of a person falling more than 3 metres; or (b) Is carried out on a telecommunication tower; or (c) Involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure; or (d) Involves, or is likely to involve, the disturbance of asbestos; or (e) Involves structural alterations or repairs that require temporary support to prevent collapse; or (f) Is carried out in or near a confined space; or (g) Is carried out in or near— i. A shaft or trench with an excavated depth greater than 1.5 metres; or ii. A tunnel; or (h) Involves the use of explosives; or (i) Is carried out on or near pressurised gas distribution mains or piping; or (j) Is carried out on or near chemical, fuel or refrigerant lines; or (k) Is carried out on or near energised electrical installations or services; or (l) Is carried out in an area that may have a contaminated or flammable atmosphere; or (m) Involves tilt-up or precast concrete; or (n) Is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians; or (o) Is carried out in an area at a workplace in which there is any movement of powered mobile plant; or (p) Is carried out in an area in which there are artificial extremes of temperature; or (q) Is carried out in or near water or other liquid that involves a risk of drowning; or (r) Involves diving work. [as defined by the Work Health and Safety Regulations 2012, Regulation 291]
Hot work	Includes welding, thermal or oxygen cutting, heating, including fire-producing or spark-producing operations that may increase the risk of fire or explosion. [as defined by Australian Standard 2865-2009 Confined Spaces, paragraph 1.5.13]
Health & Safety Representative (“HSR”)	A person elected under Part 5 of the Work Health and Safety Act 2012 for the work group of which he or she is a member. [As defined by the Work Health and Safety Act 2012, Section 4]
Lower Explosive Limit (“LEL”)	In relation to a flammable gas, vapour or mist, means the concentration of the gas, vapour or mist in air below which the propagation of a flame does not occur on contact with an ignition source. [as defined by the Work Health and Safety Regulations 2012, Regulation 5]
Monitor	To check, supervise, observe critically or measure the progress of an activity, action or system on a regular basis, in order to identify change from the performance level required or expected.
Person conducting a business or undertaking (“PCBU”)	A person who conducts a business or undertaking – (a) Whether the person conducts the business or undertaking alone or with others; and (b) Whether or not the business or undertaking is conducted for profit or gain. [as defined by the Work Health and Safety Act 2012, Section 5]
Personal Protective Equipment	Personal protective equipment (PPE) means anything used or worn by a person to minimize risk to the person's health and safety, including air supplied respiratory equipment. [as defined by the Work Health and Safety Regulations 2012, Regulation 5]

Safe Atmosphere	A safe atmosphere in a confined space is one that: (a) Has a safe oxygen level; (b) Is free of airborne contaminants or any airborne contaminants are in concentrations below their allowable exposure standard (if any); and (c) Any flammable gas or vapour in the atmosphere is at concentrations below 5% of its LEL. [as defined by Approved Code of Practice: Confined Spaces, June 2020]
SkyTrust	An on-line (internet based) Safety Management System.
Stand-by person	A person assigned to continuously monitor the wellbeing of those inside the confined space, observe the work being carried out (if practicable) and initiate appropriate emergency procedures when necessary. The standby person should: (a) Understand the nature of the hazards inside the particular confined space and be able to recognise signs and symptoms that workers in the confined space may experience; (b) Remain outside the confined space and do no other work which may interfere with their primary role of monitoring the workers inside the space; (c) Have all required rescue equipment (for example, safety harnesses, lifting equipment, a lifeline) immediately available; (d) Have the authority to order workers to exit the space if any hazardous situation arises; and (e) Never enter the space to attempt rescue. [as defined by the Approved Code of Practice: Confined Spaces, June 2020]
Safe Work Instruction (SWI)	A document that records how to conduct a task safely, which outlines the steps to be followed to complete the activity, recorded in a logical progression, along with any controls/safety measures that need to be used.
Safe Work Method Statement (“SWMS”)	To be prepared before high risk construction work commences, a SWMS must: (a) Identify the work that is high risk construction work; and (b) Specify hazards relating to the high risk construction work and risks relating to health and safety associated with those hazards; and (c) Describe the measures to be implemented to control the risks; and (d) Describe how the control measures are to be implemented, monitored and reviewed. [as defined by Work Health and Safety Regulations 2012, Regulation 299]

4. Procedure

4.1. Design, manufacture, supply or modification to a confined space

4.1.1. Any person who designs, manufactures or supplies plant or a structure to the organisation, or who installs or constructs a plant or structure on the organisation's premises, is required to eliminate the need for any person to enter a confined space and eliminate the risk of inadvertent entry. If this is not reasonably practicable, then design or procurement documentation must be provided that verifies how the following requirements have been met:

a) The need for any person to enter the confined space has been minimised so far as is reasonably practicable;

b) The need for any hazardous manual task to be carried out in connection with the plant or structure has been eliminated or minimised;

c) The space has be designed with a safe means of entry and exit; and

d) The risk to the health and safety of any person who enters the confined space has been eliminated or minimised, as far as is reasonably practicable.

4.1.2. Managers and team leaders with responsibility for overseeing design, manufacture, installation and/or procurement of a plant or structure with a confined space will make sure that safety features are incorporated during the design, manufacture and/or installation stages and documentation is sought from the manufacturer, supplier or installer that verifies the presence of these safety features.

4.1.3. At the design and manufacturing stage, safety features should include:

a) The provision of outlets and facilities for cleaning, to eliminate the need for entry to a confined space;

b) The use of lining materials that are durable, require minimal cleaning and do no react with materials contained in the confined space;

c) The design of the structure and mechanical parts that provide for safe and easy maintenance to reduce the need for a person to enter a confined space;

d) Design that can structurally open up the enclosed or partially enclosed space for maintenance and safely revert back to its original design intent and functionality when required; and

e) Provision for the security of the confined space against unauthorised entry.

4.1.4. At the design, manufacturing or installation stage, safety features should include, where relevant:

a) Access points (including those within the confined space, through divisions, partitions or obstructions) that are large enough to allow people wearing the necessary protective clothing and equipment to pass through, and to permit the rescue of all people who may enter the confined space;

b) The provision of a safe means of access to and within the confined space, such as fixed ladders, platforms and walkways. Further guidance is available in Australian Standard 1657-2018 Fixed Platforms, Walkways, Stairways and Ladders – Design, Construction and Installation.

c) Access points that are unobstructed by fittings or equipment that could impede rescue which should be kept free of any obstructions during work in the confined space. If equipment such as electrical cables, leads, hoses and ventilation ducts are required to pass through an access hole, a second access point may be needed.

d) The provision of enough access points to provide safe entry to and exit from the confined space. For example, the spacing of access holes on sewers (or in the case of large gas mains, the absence of such access holes over considerable lengths) may

affect both the degree of natural ventilation and the ease with which persons can be rescued.

4.1.5. Managers and team leaders with responsibility for overseeing design, manufacture, installation and/or procurement of a plant or structure with a confined space will make sure that the Infrastructure and Operations Manager is informed of the location of any new confined space so that it can be recorded in the Confined Space Register.

4.2. Identification of confined spaces

4.2.1. The Senior Leadership Team will make sure all confined spaces under the organisation's management or control are identified and their location recorded in a confined space register.

4.2.2. The Senior Leadership Team should make sure that a competent person has identified all confined spaces in consultation with workers and their representatives using the flowchart in Appendix 1.The Senior Leadership Team will make sure a WHS/Risk Coordinator maintains the Confined Space Register and makes it available to all relevant workers.

4.3. Security and signposting

4.3.1. Confined spaces will be secured against unauthorized or inadvertent entry to the extent reasonably practicable.

4.3.2. The entry points to all confined spaces should be permanently signposted in accordance with Australian Standard 1319-1994 Safety Signs for the Occupational Environment.

a) Before any work in relation to a confined space starts, signs must be erected to prevent entry of persons not involved in the work. Portable signage may be used where it is not reasonably practicable to erect permanent signage i.e. side entry pits, while the confined space is accessible, including when preparing to work in the space, during work in the space and when packing up on completion of the work.

4.4. Hazard identification and risk assessment

4.4.1. Before any work which involves entry into a confined space is commenced for the first time, a risk assessment will be conducted by a competent person (should be part of a risk assessment team) in consultation with workers and their representatives e.g. manager or supervisor, experts, HSR (see part B of the LGAWCS Model Confined Space Risk Assessment form).

The risk assessment must assess the risks associated with entering, and working in, on, or in the vicinity of a confined space, including the risk of a person inadvertently entering the confined space. This includes work carried out in or near a confined space when high risk construction work is being proposed or undertaken.

4.4.2. The risk assessment will consider the following factors:

a) Whether the work can be carried out without the need to enter the confined space; and

b) The nature of the confined space; and

c) If the hazard is associated with the concentration of oxygen or the concentration of airborne contaminants in the confined space, any change that may occur in that concentration, and

d) Whether atmospheric testing or monitoring is required to be undertaken and the required frequency; and

e) The work required to be carried out in the confined space, the range of methods by which the work can be carried out and the proposed method of working; and

f) The type of emergency procedures, including rescue procedures, required;

g) Specific hazards associated with confined space entry as per the confined space risk assessment; and

h) The competence of the persons to conduct the tasks.

4.4.3. The risk assessment will be documented and attached to the confined space entry permit.

a) A single (or generic) risk assessment may be carried out for a class of confined spaces in a number of different work areas or workplaces where the confined spaces are the same. This will only be appropriate if all of the hazards being covered are the same.

b) A risk assessment should be carried out on individual confined spaces if there is any likelihood that a worker may be exposed to greater, additional or different risks.

c) A safe work instruction (SWI), or Safe Work Method Statement (SWMS) should be developed for the task being undertaken in the confined space, in consultation with workers involved in the task (or if it is generic, in consultation with workers likely to be involved in the task).

NOTE: A SWMS must be developed for any high risk construction work that is carried out in or near a confined space in accordance with section 4.8.5

d) The safe operating procedure or work instruction should result in the:

i. Minimisation of the release of harmful airborne contaminants into the confined space;

ii. Reduction in the time spent in the space or the number of people that have to enter the space;

iii. Elimination of the risk of engulfment when working in the space.

4.4.4. The person issuing the confined space entry permit will make sure that the findings of the risk assessment and any SWI/ SWMS are explained to those persons involved in the activity and, to the extent reasonably practicable, is signed by each person before any work commences.

4.5. Confined space entry permit

4.5.1. Confined space entry will be controlled by a permit system.

a) Managers and supervisors will not direct a worker to enter a confined space to carry out work unless a confined space entry permit for the work has been issued.

b) Departmental managers should identify competent persons who are authorised to:

i. issue a confined space entry permit prior to any work commencing in a confined space, and

i. direct and supervise the work.

c) A list of persons authorised to issue a confined space entry permit will be maintained.

4.5.2. The confined space entry permit will be completed in writing by a competent person and:

a) Specify the confined space to which the permit relates;

b) Record the names of persons permitted to enter the confined space and the period of time that the work will be carried out;

c) Set out risk control measures based on the risk assessment; and

d) Contain space for an acknowledgement that work in the confined space has been completed and all persons have left the space.

APPENDIX 2 contains a sample confined space entry permit.

4.5.3. A confined space entry permit will be issued for each entry into the confined space.

a) Each permit only applies to one confined space and allows one or more workers to enter that space.

b) The following documents should be completed and attached to the entry permit:

i. Confined Space Risk Assessment.

ii. SWI/ SWMS for the task.

4.5.4. The person issuing a confined space entry permit will make sure that each person who is to carry out the work as described in the entry permit, is advised of, understands and is able to comply with the contents of the entry permit.

4.5.5. The confined space entry permit will be documented and displayed in a prominent place adjacent to the confined space entry.

4.5.6. The confined space entry permit will record each person who enters and exits the confined space and each person required for stand-by purposes.

4.5.7. The competent person issuing the confined space entry permit should make sure:

a) The information and risk control measures identified in the risk assessment are listed on the confined space entry permit and are in place before work commences; and

b) The risk control measures continue while work is being undertaken in the space. (This includes making sure plant, equipment, PPE and/or testing equipment is in good working order before work commences.)

4.5.8. The confined space entry permit should be re-validated if:

a) The person with direct control of work in the space changes;

b) A break in work continuity occurs;

c) Changes are made to the work that introduces hazards not addressed by the current permit; or

d) New control measures are needed.

4.5.9. Any hot work required to be undertaken in or on the exterior surfaces of a confined space will not be commenced unless a hot work permit has also been issued.

4.5.10. The person issuing the confined space entry permit will make sure that a written acknowledgment of the completion of the work in the confined space is signed off and that all persons involved in the work have left the space at the end of the task.

4.6. Signage

4.6.1. Before any work in relation to a confined space starts, the person issuing the confined space entry permit should make sure that signs are erected to prevent entry of persons not involved in the work. The signs must:

a) Identify the confined space; and

b) Inform workers that they must not enter the space unless they have a confined space entry permit; and

c) Be clear and prominently located next to each entrance to the space.

4.6.2. Signs will be in place while the confined space is accessible, including when preparing to work in the space, during work in the space and when packing up upon completion of the work.

4.6.3. Signposting alone should not be relied on to prevent unauthorised entry to a potential confined space. Security devices, for example locks and fixed barriers, should be installed.

4.7. Communication and Safety Monitoring

4.7.1. A communication system is needed to enable communication between people inside and outside the confined space and to summon help in an emergency. The person issuing the confined space entry permit will make sure that:

a) No person enters a confined space unless a person or persons are on stand-by outside the confined space;

b) The standby person is a competent person in relation to confined space entry;

c) The standby person is assigned to continuously monitor the conditions within the space, the wellbeing of those inside the space and, if practicable, observe the work being carried out and initiate appropriate emergency procedures when necessary; and

d) The names of standby persons and any requirements are recorded on the confined space entry permit.

4.7.2. The standby person should:

a) Understand the nature of the hazards inside the particular confined space and be able to recognise signs and symptoms that workers in the confined space may experience;

b) Remain outside the confined space and do no other work which may interfere with their primary role of monitoring the workers inside the space;

c) Have all required rescue equipment (for example, safety harnesses, lifting equipment, a lifeline) immediately available;

d) Have the authority to order workers to exit the space if any hazardous situation arises; and

e) Never enter the space to attempt rescue.

4.7.3. The person issuing the confined space entry permit will make sure that a system for continuous communication between people inside and outside the confined space is in place and it is fully functioning before confined space entry is undertaken.

a) Depending on the conditions in the confined space, communication can be achieved by voice, radio, hand signals or other suitable methods.

b) The type of communication equipment selected should be recorded on the confined space entry permit.

4.8. Risk Control

4.8.1. Based on the Hierarchy of Control, the risk assessment should clearly indicate what control measures are to be used, (see part C of the LGAWCS Model Confined Space Risk Assessment form)

a) Some risk control measures are mandatory for confined spaces.

b) In all instances, an attempt should be made to eliminate the risk, including the need for persons to enter a confined space. If this not possible, a combination of control measures may be required to effectively manage any identified hazards.

c) Completed risk assessments will be available to persons entering confined spaces and other interested parties (e.g. HSC, HSRs, and other PCBUs etc.).

4.8.2. Specific control – connected plant and services

a) The person issuing the confined space entry permit will take all reasonably practicable steps to make sure all potentially hazardous services have been isolated prior to any person entering the confined space, to prevent:

i. The introduction of contaminants, substances or conditions into the confined space from or by any plant or services connected to the confined space, including through piping, ducts, vents, drains, conveyors, service pipes and fire protection equipment;

ii. The activation or energising in any way of any plant or services connected to the confined space or machinery in the confined space;

iii. The activation of plant or services outside the confined space that could adversely affect the space, (for example heating or refrigerating methods);

iv. The release of any stored or potential energy in plant; and

v. The inadvertent use of electrical equipment.

The Isolation, Lock Out, Tag Out Procedure will be complied with, when relevant.

b) Any risk associated with the above must be eliminated, so far as is reasonably practicable. If it is not reasonably practicable to eliminate the risk, the risk must be minimised in accordance with the Hazard Management Procedure.

4.8.3. Specific control – atmosphere

a) The person issuing the confined space entry permit will make sure that the confined space has a safe atmosphere, so far as is reasonably practicable, during work in a confined space.

b) A safe atmosphere can be achieved within the confined space using methods such as cleaning, purging and ventilation.

c) Any air monitoring in a confined space should be carried out by a competent person using a suitable, correctly calibrated gas detector. It may be necessary to test the atmosphere for oxygen content, airborne concentration of flammable contaminants, airborne concentration of potentially harmful contaminants (for example, hydrogen sulphide and carbon monoxide).

A person's senses should never be used to determine if the air in a confined space is safe. Many toxic or flammable gases and unsafe oxygen levels cannot be detected using one's senses.

d) Initial testing should be done from outside the confined space by inserting a sample probe and/or portable gas detection device at appropriately selected access holes, nozzles and openings.

Contaminants can settle at different levels, so each part of the confined space should be tested – side to side and top to bottom.

e) Where necessary, the confined space will be cleared of contaminants by purging using a suitable agent. Pure oxygen or gas mixtures with oxygen in a concentration exceeding 21% by volume are not to be used for purging of any airborne contaminant in the space.

f) The space must be purged when a risk assessment identifies the potential for the confined space to contain an unacceptable level of contaminants (i.e. flammable gases or vapours).

g) Ventilation of a confined space with fresh air, by natural, forced or mechanical means, may be necessary to establish and maintain a safe atmosphere and temperature for as long as anyone is in the confined space.

If the confined space has sufficient openings then natural ventilation may be adequate, but in most cases mechanical ventilation is likely to be needed.

h) If it is not reasonably practicable to provide a safe oxygen level (e.g. the oxygen level is less than 19.5% by volume), the person issuing the confined space entry permit will make sure that any worker carrying out work in the space is provided with air supplied respiratory equipment.

i) If atmospheric contaminants cannot be reduced to safe levels, the person issuing the confined space entry permit will make sure that a person does not enter a confined space unless the person is equipped with suitable respiratory protective equipment.

j) Respiratory protective equipment will be provided and must be worn in situations where there is no exposure standard for a substance, or where the substance is present in an unknown concentration. Further guidance is available in *Australian/New Zealand Standard 1715-2009: Selection, Use and Maintenance of Respiratory Protective Devices.*

4.8.4. Respiratory Specific control – flammable gases and vapours

a) The person issuing the confined space entry permit will make sure, so far as is reasonably practicable, that while work is being carried out in a confined space, the

concentration of any flammable gas, vapour or mist in the atmosphere of the space is less than 5% of its LEL.

b) If it is not reasonably practicable to limit the concentration of any flammable gas, vapour or mist in the atmosphere of the confined space to less than 5% and the atmospheric concentration of the flammable gas, vapour or mist in the confined space is:

   i. Equal to or greater than 5% but less than 10% of its LEL - workers will be immediately removed from the space unless a suitably calibrated, continuous-monitoring flammable gas detector is used in the confined space; or
   ii. Equal to or greater than 10% of its LEL - workers will be immediately removed from the confined space.

c) An ignition source must not be introduced into a confined space (from outside or within the space) if there is a possibility of the ignition source causing a fire or explosion in the confined space.

4.8.5. Construction work, including high risk construction work

a) When the organisation (or a Contractor) undertakes construction work, the project (or contract) or Principal Contractor manager will make sure workers are not directed or allowed to carry out construction work unless workers have successfully completed general construction induction training (e.g. white card).

b) When the organisation (or a Contractor) undertakes high risk construction work involving work carried out in or near a confined space, the project (or contract) manager will make sure:

   i. A SWMS is prepared before the proposed work commences;
   ii. The high risk construction work is carried out in accordance with the SWMS;
   iii. A copy of the SWMS is given to the principal contractor before the work commences and is made readily accessible to any worker involved in the work;
   iv. The SWMS is reviewed and revised as necessary; and
   v. A copy of the SWMS is retained in accordance with the current version of General Disposal Schedule 20 for Local Government Records in South Australia.

c) When the organisation contracts construction work, including high risk construction involving work carried out in or near a confined space, the contract manager will consult with the relevant PCBUs, so far as is reasonably practicable, if their duty of care overlaps.

4.8.6. Emergency procedure

a) The Senior Leadership Team will make sure that emergency procedures or processes are developed to manage potential emergencies in confined spaces, which will include:

   i. The first aid and rescue procedures to be followed in an emergency in a confined space (see APPENDIX 3 and part D of the LGAWCS Model Confined Space Risk Assessment form).
   ii. Testing by regular practice with workers who undertake work in confined spaces to ensure they are efficient and effective.

b) The Senior Leadership Team will make sure that:

   i. Openings for entry and exit of the confined space are large enough to allow emergency access;
   ii. The entry and exit openings are not obstructed;
   iii. Plant, equipment and personal protective equipment provided for first aid or emergency rescue are maintained in good working order and kept in close proximity to the confined space;

iv. Prior arrangements have been made with emergency services to make sure that they are able to respond to confined space emergencies, as relevant;

v. Any worker required to undertake rescue has been properly trained, is sufficiently fit to carry out their task and is capable of using any equipment provided for rescue (e.g. breathing apparatus, lifelines and fire-fighting equipment);

c) Air supplied respiratory equipment will be available and maintained in good working order if workers are required to undertake rescue in the following situations, namely:

i. The atmosphere in the confined space does not have a safe oxygen level; or

ii. The atmosphere in the space has a harmful concentration of an airborne contaminant; or

iii. There is a serious risk of the atmosphere in the space becoming affected in the confined space, as described in the dot points above, while the worker is in the space.

d) If the risk assessment identifies the serious risk of engulfment of the confined space occurring while the worker is in the confined space or an engulfment occurring inside the confined space, suitable personal protective equipment (PPE) will be provided to the worker.

e) The person issuing the confined space entry permit will record the emergency response procedures and equipment required on the permit.

f) The standby person should initiate first aid and rescue procedures from outside the confined space as soon as practicable in an emergency.

4.9. Work completed in the confined space

4.9.1. The person issuing the confined space entry permit will make sure that a written acknowledgment of the completion of the work in the confined space is signed off and that all persons involved in the work have left the space at the end of the task.

4.9.2. The person issuing the confined space entry permit will make sure relevant records are retained within the records management system.

4.10. Accident or Incidents in a confined space

4.10.1. A rescuer or first aid officer should follow the control measures documented in the organisation's emergency plan for confined spaces.

4.10.2. Any person suspected of receiving an electrical shock in a confined space should be taken for medical assessment regardless of how well they feel.

4.10.3. If a notifiable incident occurs, namely:

- The death of a person; or
- A serious injury or illness of a person; or
- A dangerous incident

a report must be made by the Senior Manager as follows:

a) A notifiable incident is reported to SafeWork SA by the fastest possible means (telephone 1800 777 209 - 24 hours a day) immediately after becoming aware that a notifiable incident has occurred.

b) Any incident occurring that involves electricity or an electric shock, gas or plumbing is reported to the Office of the Technical Regulator (telephone: 8226 5518; Business Hours or 1800 558 811 After Hours):

i. In the case of a death resulting from the incident - immediately by telephone

ii. In the case of a person requiring medical assistance resulting from the incident - within one working day of the incident

iii. In any other case that involves electricity - within ten working days of the incident

iv. Gas incidents resulting in damage to property of $5,000 or more – within ten working days of the incident

v. Gas incidents involving a gas infrastructure pipeline (operating above 1050 kPa) resulting in any injury or damage to property, or incidents requiring the attendance of a fire brigade – within one month from the date of the incident.

vi. In the case of Water or Sewerage system incidents;

- For Priority type 1 incidents – Verbal notification immediately and written notification within 24 hours
- For Type 1 incidents - Verbal notification within 3 hours and written notification within 24 hours
- For Type 2 incidents - Verbal notification not required and written notification within 10 working days.
  Further guidance can be found in the Water and sewerage infrastructure incident notification and communication protocol Version 6, March 2021 https://www.sa.gov.au/__data/assets/pdf_file/0009/155349/Water-and-Sewerage-Infrastructure-Incident-Notification-and-Communication-Protocol-Version-20210304.pdf

4.10.4. Whenever any statutory reports have been made, the WHS/Risk Coordinator will ensure that the LGAWCS has been notified as soon as is reasonably practicable.

4.10.5. Any claim for worker's compensation should be reported in accordance with the Workplace Return to Work Procedure.

4.10.6. The Incident Reporting and Investigation Procedure should be complied with, including the requirement that the site where the notifiable incident occurred is not disturbed until an inspector arrives at the site or any earlier time that an inspector directs.

4.11. Monitoring and evaluation

4.11.1. Department or contract managers will review and revise any existing risk control measures related to confined spaces, using the same methods as the initial hazard identification process:

a) When the control measure does not minimise the risk so far as is reasonably practicable;

b) Before a change at the workplace that is likely to give rise to a new or different health and safety risk that the control measure may not effectively control;

c) If a new hazard or risk is identified;

d) If the results of consultation indicate that a review is necessary; or

e) If a health and safety representative requests a review.

4.11.2. Department or contract managers should monitor confined space entry by:

a) Periodically inspecting:

i. Confined space documentation (e.g. risk assessments, entry permits) to make sure they have been fully completed; and

ii. Confined space work to check compliance with documented procedures;

b) Checking that training and competency requirements are maintained.

4.11.3. The HSC should monitor and review confined space activity at least annually during its meetings. A report will be presented to the Senior Leadership Team listing outstanding items requiring direction or enforcement.

4.11.4. The Senior Leadership Team will review hazard and incident statistics related to confined space work, audit results, legislative changes and other information relating to the Confined Space Management Procedure and direct action when required. Minutes will record outcomes of discussion and any actions undertaken or to be undertaken.

4.11.5. The Confined Space Management Procedure will be subject to audit and the audit findings will be reported as part of the ongoing management review process.

4.11.6. The Senior Leadership Team will set, monitor and review objectives, targets and performance indicators for confined space management, as relevant.

5. Training

5.1. The organisation's training needs analysis (TNA) will identify the training needs for those persons who:

5.1.1. Are required to enter or work in or on a confined space;

5.1.2. Are required to successfully complete general construction induction training (white card) to carry out construction work;

5.1.3. Undertake hazard identification and risk assessment in relation to a confined space;

5.1.4. Implement risk control measures;

5.1.5. Issue confined space entry permits;

5.1.6. Act as a standby person or communicate with workers in a confined space;

5.1.7. Monitor conditions while work is being carried out;

5.1.8. Purchase equipment for confined space work;

5.1.9. Design or lay out a work area that includes a confined space (or engage a Contractor to do so);

5.1.10. Manage or supervise persons working in or near a confined space (including contract managers);

5.1.11. Purchase, distribute or maintain personal protective equipment (PPE) for use in a confined space;

5.1.12. Could be involved in a rescue or first-aid procedure involving work in a confined space; and/or

5.1.13. Are required to manage construction work, including high risk construction work.

5.2. The training should be relevant to the performance of the particular work and the worker's duties, and relate to the following:

5.2.1. The nature of all hazards relating to confined spaces;

5.2.2. The need for, and the appropriate use of, control measures to control risks to health and safety associated with those hazards;

5.2.3. The selection, fit, use, testing, storage and maintenance of any PPE;

5.2.4. The contents of any confined space entry permit that may be issued in relation to work carried out by the worker in a confined space; and

5.2.5. Emergency procedures.

5.3. The training identified on the Council's TNA should be planned and delivered in accordance with the WHS Induction and Training Procedure.

5.4. A registered (and, where relevant, approved) training organisation will deliver legislatively mandated training.

5.5. The person issuing the confined space entry permit will make sure that the findings of the risk assessment and SWI/ SWMS are explained to those persons involved in the activity. The risk assessment and SWI/ SWMS shall be signed by each person involved in the work activity before any work commences.

6. Records

Records related to confined space management will be maintained. The list includes, but is not limited to:

6.1. Risk assessments;

6.2. SWI/ SWMS

6.3. Confined Space Entry Permit;

6.4. Notifiable incident reports (SkyTrust incident & hazard reports);

6.5. Training records (SkyTrust Training Attended Register);

6.6. Confined Space Register;

6.7. Plant, equipment and PPE maintenance records;

6.8. Registration certification for relevant plant and equipment;

6.9. Records of atmospheric testing and monitoring;

6.10. Consultation with other PCBUs; and

6.11. Statutory notifications.

All records should be managed in line with the current version of General Disposal Schedule 20 for Local Government Records.

7. Responsibilities

7.1. The Senior Leadership Team is accountable for:

7.1.1. Checking that the organisation manages confined spaces in accordance with legislative requirements;

7.1.2. Approving reasonably practicable expenditure necessary for confined space management upon receipt of expenditure requests;

7.1.3. Setting objectives, targets and performance indicators for confined space management, as relevant;

7.1.4. Checking that consultation, cooperation and coordination of the management of WHS risks occurs with all other persons who have a WHS duty in relation to the organisation's confined spaces (e.g. Contractors);

7.1.5. Nominating a competent person to manage work in, on or around confined spaces;

7.1.6. Checking that a permit system is in place and operating according to this procedure;

7.1.7. Checking the Confined Space Register is maintained and all confined spaces are included on the register;

7.1.8. Making sure that all required training for confined spaces is identified, implemented, managed and monitored;

7.1.9. Making sure, as far as is reasonably practicable, that the requirement to enter a confined space is eliminated;

7.1.10. Identifying, assessing and controlling (where elimination is not reasonably practicable) reasonably foreseeable hazards associated with confined spaces;

7.1.11. Making sure an emergency plan is in place, which includes the first aid and rescue procedures to be followed in an emergency in a confined space, and that regular testing of those procedures occurs;

7.1.12. Monitoring the Hazard/ Risk/ Corrective Action Register (SkyTrust Action register) and enforcing close out of action items;

7.1.13. Reviewing the effectiveness of the Confined Space Management Procedure; and

7.1.14. Including Confined Space Management within the management review process.

7.2. The WHS/Risk Coordinator is accountable for:

7.2.1. Assisting the Infrastructure and Operations Manager with maintaining the Confined Space Register.

7.2.2. Making sure training all required training for confined spaces is identified and included on the organisation's training needs analysis and that training records in relation to confined spaces are kept up to date;

7.2.3. Initiating the development and the testing of the organisation's emergency plan for confined space activity;

7.2.4. Maintaining legislative currency of procedures and systems in relation to confined spaces; and

7.2.5. Initiating audit and review activities as required.

7.3. The Works Manager is accountable for:

7.3.1. Maintaining the Confined Space Register

7.3.2. Maintaining confined space signage;

7.3.3. Securing confined spaces against unauthorised entry;

7.3.4. Checking that a risk assessment is developed and documented before any work which involves entry into a confined space is commenced for the first time;

7.3.5. Reviewing and revising risk assessments (in consultation with relevant workers) and under the guidance of a competent person, when required;

7.3.6. Implementing control measures for the safety of workers undertaking confined space work;

7.3.7. Authorising those competent persons who are able to issue a confined space entry permit;

7.3.8. Checking that workers required to undertake confined space work have been trained and assessed as competent, in accordance with legislative requirements;

7.3.9. Checking that any person who works in a confined space is given information about the hazards that are present in the work location, prior to the work being undertaken;

7.3.10. Checking that all plant and PPE used in confined space work is fit for purpose, inspected prior to use and maintained by competent persons, in accordance with legislative requirements;

7.3.11. Checking that all equipment used in confined space entry is inspected, tested, calibrated and maintained in accordance with manufacturer's instructions and any legislative requirements;

7.3.12. Undertaking inspections to ensure compliance with this procedure.

7.3.13. Checking that all workers working in a confined space have exited the space at the end of the task.

7.3.14. Checking that hazards identified or incidents that occur when working in a confined space, are reported, investigated and control measures are implemented in accordance with the Incident Reporting and Investigation and Hazard Management Procedures;

7.3.15. Implementing necessary corrective or preventative actions required for confined space work; and

7.3.16. Consulting with other PCBUs, so far as is reasonably practicable, if their duty of care overlaps.

7.4. The project or contract manager is accountable for:

7.4.1. Managing the risks associated with construction work that involves confined spaces or outsourced confined space entry;

7.4.2. Checking that a record is made in the Hazard/ Risk/ Corrective Action Register/ SkyTrust Action register of risks associated with construction activities, including high risk construction work;

7.4.3. Making sure that a SWMS or Safe Work Instruction that includes emergency response is developed and documented before high risk construction work involving confined spaces or confined space entry is commenced;

7.4.4. Making sure a copy of the SWMS or [Safe Work Instruction] is given to the Principal Contractor before the work commences, the SWMS or [Safe Work Instruction] is available for inspection and is made readily accessible to workers involved in the work;

7.4.5. Checking that emergency response procedures are developed, documented and tested before high risk construction work involving work being carried out on or near confined spaces or confined space entry is commenced;

7.4.6. Making sure arrangements are in place to check that work is conducted in accordance with the SWMS or [Safe Work Instruction] and, if this is not the case, making sure that the work:

a) Is immediately stopped or stopped as soon as it is safe to do so, and

b) Resumed only in accordance with the SWMS or [Safe Work Instruction];

7.4.7. Reviewing and revising SWMS or [Safe Work Instructions] when required;

7.4.8. Making sure a copy of the SWMS or [Safe Work Instruction] is retained in accordance with the current version of General Disposal Schedule 20 for Local Government Records

7.4.9. Checking that workers carrying out construction work can demonstrate completion of general construction induction training (e.g. white card); and

7.4.10. Consulting with other PCBUs, so far as is reasonably practicable, if their duty of care overlaps.

7.5. Any person responsible for issuing a confined space entry permit is accountable for:

7.5.1. Maintaining training and competence in relation to confined space hazards, control measures, PPE and entry permits, in accordance with legislative requirements;

7.5.2. Taking steps to make sure no person enters a confined space unless a competent person and a competent person/s are on stand-by outside the confined space;

7.5.3. Making sure that entry to a confined space does not occur unless a risk assessment has been undertaken, a safe work instruction/ SWMS has been developed and an entry permit has been issued, in accordance with this procedure;

7.5.4. Taking steps to make sure any plant, equipment, PPE or testing equipment is in good working order before work commences;

7.5.5. Supervising any work undertaken in a confined space;

7.5.6. Taking steps to make sure that all persons have left the confined space at the end of the task; and

7.5.7. Taking steps to make sure that all documentation is fully completed and records are retained, in accordance with this procedure.

7.6. A standby person is accountable for:

7.6.1. Maintaining training and competence in relation to confined space hazards, control measures, PPE and entry permits, in accordance with legislative requirements;

7.6.2. Remaining outside the confined space and doing no other work which may interfere with their primary role of monitoring the workers inside the space;

7.6.3. Having all required rescue equipment (for example, safety harnesses, lifting equipment, a lifeline) immediately available;

7.6.4. Ordering workers to exit the space if any hazardous situation arises and

7.6.5. Never entering the space to attempt rescue.

7.7. Any worker working in a confined space is accountable for:

7.7.1. Maintaining training and competence in relation to confined space hazards, control measures, PPE and entry permits, in accordance with legislative requirements;

7.7.2. Complying with the requirements of the risk assessment, confined space entry permit and all relevant Work Health and Safety policies and procedures, information and instruction provided to them whilst undertaking their tasks; and

7.7.3. Taking reasonable care of their own health and safety and that their work does not adversely affect the health and safety of other persons.

7.8. The HSC is accountable for:

7.8.1. Facilitating co-operation between management and workers in matters relating to confined spaces; and

7.8.2. Monitoring the Hazard/ Risk/ Corrective Action Register and referring issues to the management team that require management direction or enforcement.

7.9. Health and safety representatives may:

7.9.1. Facilitate consultation between department managers and workers in relation to confined space activities that affects the workgroup they represent; and

7.9.2. Request and assist in the review and revision, where necessary, of risk control measures related to confined space activities.

8. Review

8.1. The Confined Space Management Procedure will be reviewed by the Senior Leadership Team, in consultation with workers or their representatives, every four years or more frequently if legislation or organisational needs change. The will include a review of:

8.1.1. Feedback from managers, workers, HSRs, HSC, contractors or others;

8.1.2. Legislative compliance;

8.1.3. Performance Standards for Self Insurers;

8.1.4. LGAWCS guidance

8.1.5. Internal or external audit findings;

8.1.6. Incident and hazard reports, claims costs and trends; and

8.1.7. Any other relevant information.

8.2. Results of reviews may result in preventative and/or corrective actions being implemented or revision of this document.

9. References

Work Health and Safety Act 2012

Work Health and Safety Regulations 2012

General Disposal Schedule 40 for Local Government

ReturnToWorkSA's Performance Standards for Self-Insurers

Code of Practice: Confined Spaces

Code of Practice: How to Manage Work Health and Safety Risks, June 2020

Code of Practice: Managing Electrical Risks in the Workplace, June 2020

Code of Practice: Work Health and Safety Consultation, Co-operation and Co-ordination, June 2020

Worker Representation and Participation Guide

Code of Practice: Construction Work, June 2020

Australian Standard AS 1319:1994: Safety Signs for the Occupational Environment.

Australian New Zealand Standard AS/NZS 1715:2009: Selection, Use and Maintenance of Respiratory Protective Equipment

10. Relevant Documents

Hazard Management Procedure

WHS Consultation and Communication Procedure

Contractor Management Procedure

Electrical Safety Procedure

Hot Work Procedure

Isolation and Lock Out Tag Out Procedure

Plant Procedure

Hazardous Chemicals Procedure

Prevention of Falls Procedure

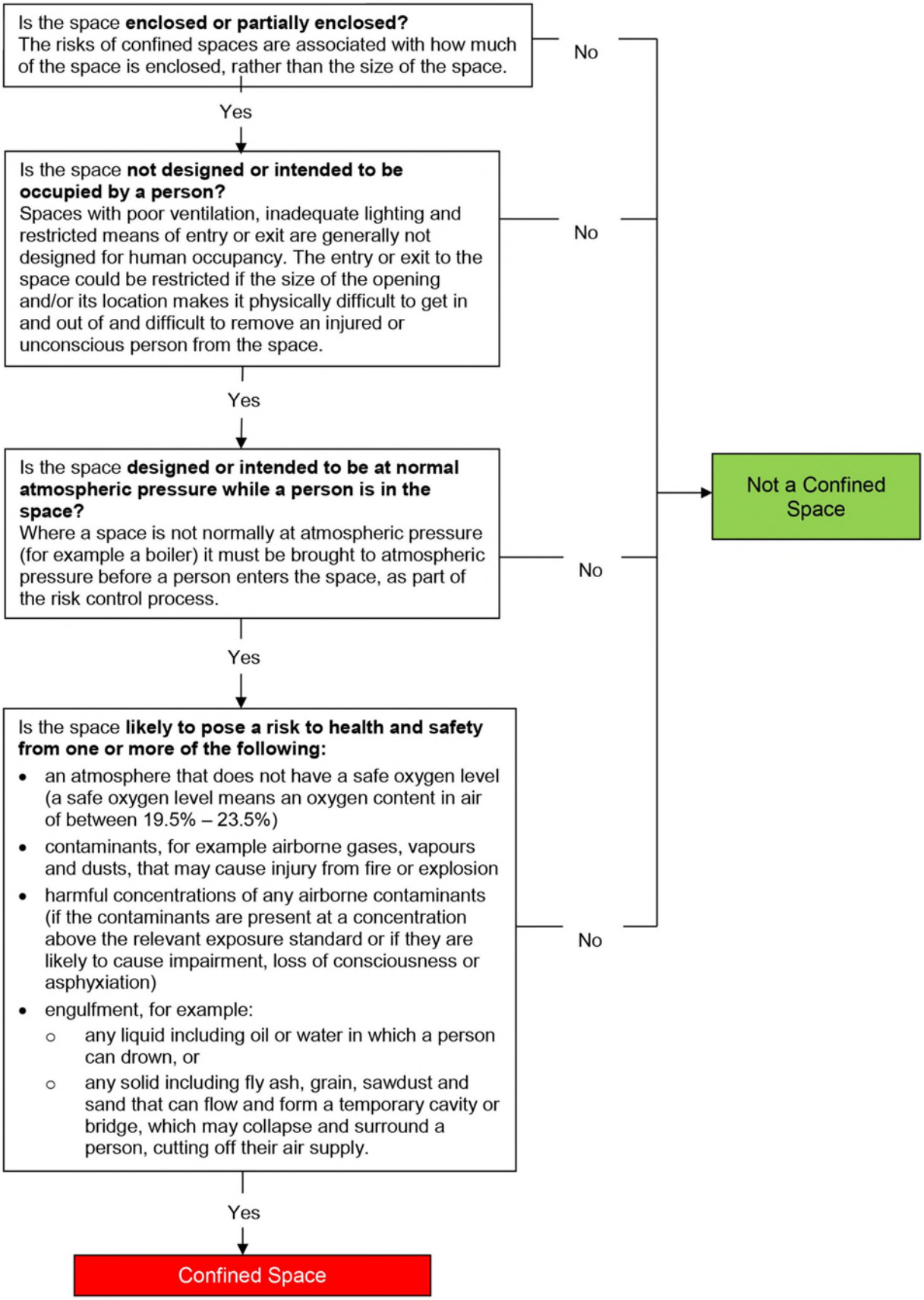
Incident Reporting and Investigation Procedure

[Confined Space Register]

11. Document History

Document History:	Version No:	Issue Date:	Description of Change:
DCP	1.0	Dec 2009	New Document, December 2009
	2.0	17/05/13	Terminology changes to reflect 2012 Work Health and Safety Act, Regulations and Codes of Practice. Examples of changes include; OHS to WHS and employee to worker where appropriate. Expansion of section 4.8 to include more detailed information on specific controls and emergency procedures, as required under the regulatory framework.
	3.0	25/4/16	Amendments to reflect Contractors undertaking confined space work; Replace references to WHS Committee (WHSC) to Health & Safety Committee (HSC) for consistency with WHS Act & Codes of Practice; Addition of definitions for Contractor, PCBU, SWMS; Amendments to 4.5.2 to reflect contents of entry permit; Additional information included in 4.10 on notifiable incident reporting; language and formatting
	4.0	09/08/2021	Updated GDS 20 to GDS 40; Codes of Practice updated to June 2020; management team updated to Senior Leadership Team; Water and sewerage infrastructure incident notification and communication protocol updated to Version 6, March 2021; and Appendix 2 – Confined Space Permit to comply with Confined Space CoP June 2020 Added definition for SkyTrust; Relevant Documents; “response” in 2 (e) – first sentence; “ to the extent that is reasonably practicable” in 4.3.1; revised 4.3.2 to align with COP; refer to competent person for risk assessment in 2(f) and 4.4.1; Principal Contractor in 4.8.5(a) and (b); added 5.3, and 6.2; “and under the guidance of a competent person” to 7.3.4;.

Appendix 1: Confined space identification



APPENDIX 2: Confined Space Entry Permit (Source: APPROVED CODE OF PRACTICE: Confined Spaces, June 2020, Appendix C)

CONFINED SPACE ENTRY PERMIT	
GENERAL	
Location of confined space work	
Description of work	
Name of worker(s) permitted to enter the space	
CONTROL MEASURES	
ISOLATION	
Confined space needs to be isolated from:	Location
	Method
Water/gas/steam/chemicals	
Mechanical/electrical drives	
Auto fire extinguishing systems	
Hydraulic/electric/gas/power	
Sludge/deposits/wastes	
Locks and/or tags have been affixed to isolation points	Yes ❑ No ❑
ATMOSPHERE	
The atmosphere in the confined space has been tested:	
Results of tests:	Date Time
Oxygen	%
Flammable gases	% LEL
	% LEL
Other gases	ppm (less than ppm)
	ppm (less than ppm)
Other airborne contaminants	ppm (less than ppm
	ppm (less than ppm
	ppm (less than ppm

CONFINED SPACE ENTRY PERMIT	
The conditions for entry are as marked below:	
With supplied air breathing apparatus	Yes ❑ No ❑
Without respiratory protection	Yes ❑ No ❑
With escape unit	Yes ❑ No ❑
HOT WORK	
Area clear of all combustibles including atmosphere	Yes ❑ No ❑
Type of appropriate fire prevention equipment available:	
Suitable access and exit	Yes ❑ No ❑
Hot work is permitted	Yes ❑ No ❑
< 5% LEL :	
PERSONAL PROTECTIVE EQUIPMENT	
The following safety equipment must be worn:	Type
Respiratory protection	
Harness/ lifelines	
Eye protection	
Hand protection	
Footwear	
Protective clothing	
Hearing protectors	
Safety helmet	
Communication equipment	
Other	
OTHER PRECAUTIONS	
Warning notices/barricades?	Yes ❑ No ❑
All persons have been trained?	Yes ❑ No ❑
Is continual air monitoring required?	Yes ❑ No ❑
Other	

CONFINED SPACE ENTRY PERMIT

EMERGENCY RESPONSE	
Procedures / equipment	

STANDBY PERSON	
Standby personnel requirements:	

AUTHORITY TO ENTER	
The control measures and precautions appropriate for the safe entry and execution of the work in the confined space have been implemented and persons required to work in the confined space have been advised of and understand the requirements of this written authority.	
Signed (person in direct control):	
Date:	Time:
This written authority is valid until:	
Date:	Time:

PERSONS AUTHORISED TO ENTER CONFINED SPACE

I have been advised of and understand the control measures and precautions to be observed with the entry and work in the confined space.

ENTRY			EXIT		
Name	Date	Time	Name	Date	Time

CONFINED SPACE ENTRY PERMIT	
WITHDRAWAL OF WRITTEN AUTHORITY	
All persons & equipment accounted for	Yes ❑ No ❑
Equipment checked and stored correctly	Yes ❑ No ❑
Signed (person in direct control):	
Date:	Time:
Remarks or comments about the work:	

APPENDIX 3: Confined Spaces emergency considerations for inclusion into Council Emergency Plan and Confined Space risk assessment form

Confined Spaces emergency considerations for inclusion into Council Emergency Plan Source : Code of Practice: Confined Spaces, Feb 2014, Section 5.11	
Relevant considerations	**Questions**
Location of the confined space	What is the geographic location of the space, how accessible is it in an emergency and how far away is it from appropriate medical facilities?
Communications	How can workers working inside the space communicate to people outside in an emergency? Exactly how will the alarm be raised and by whom? Planning needs to ensure that rescue and emergency personnel can access the workplace during night shift, weekends and holiday periods.
Rescue and resuscitation equipment	What kinds of emergencies are contemplated? The provision of suitable rescue and resuscitation equipment will depend on the potential emergencies identified. Selected rescue equipment should be kept in close proximity to the confined space so that it can be used immediately.
Capabilities of rescuers	Are rescuers properly trained, sufficiently fit to carry out their task and capable of using any equipment provided for rescue (e.g. breathing apparatus, lifelines and fire-fighting equipment)? How will rescuers be protected during the emergency operation?
First aid	Is appropriate first aid available for immediate use? Are trained first aid personnel available to make proper use of any necessary first aid equipment?
Local emergency services—if they are to be relied on for rescue	How will the local emergency services (e.g. fire brigade) be notified of an incident? What information about the particular dangers in the confined space will be given to them on their arrival? Have prior arrangements been made with local emergency services to ensure they are able to respond in a reasonable time and have the specialist confined space retrieval equipment readily available?

First aid and rescue procedures must be rehearsed with relevant workers to ensure that they are efficient and effective.

Rescue should be performed from outside the confined space, if possible. Workers performing rescue will be adequately trained. Rescuers will be provided with and wear appropriate respiratory protective equipment if they enter a confined space in an emergency.

If a person inside a confined space has been overcome by lack of oxygen or airborne contaminants, it should always be assumed that entry for rescue is unsafe unless air-supplied respiratory protective equipment is used.

Potential problems with the size of entrances and exits will be addressed when developing emergency and rescue procedures. Where openings are found to be inadequate, their size should be increased, or an alternative safe means of entry and exit should be provided.

Information only – summary of procedures for entry and conduct of tasks in a confined space

Note: the diagram refers to clauses outlined in Australian Standard AS 2865-2009 Confined Spaces. This information should be checked against the requirements of this procedure and current Work Health and Safety legislation