East Central Catholic Schools	**Safe Work Guideline** Confined Space Entry		
Prepared By: Don Doherty	**Effective Date:** November 2018	**Revised By:** Don Doherty	**Date:** **March 2020**

1. PURPOSE:

To establish adequate measures for the protection of workers who are required to enter CONFINED SPACES and to ensure compliance with the Occupational Health and Safety Act. (Confined Space: Code Part 5, Sections 44 through 58)

2. SCOPE:

This CONFINED SPACE ENTRY PROGRAM applies to all East Central Catholic Schools where workers are required to enter confined spaces.

NOTE: This program is general in its application as it applies to all confined space entries undertaken in various school locations. All personnel conducting confined space entry work are required to evaluate all potential confined spaces under their jurisdiction, are required to asses each space for hazards and are required to prepare a written, specialized confined space entry plan for each space. Such a plan shall be prepared in consultation with the appropriate joint health and safety committee(s), where applicable, and the Occupational Health & Safety Coordinator.

3. DEFINITIONS:

ACCEPTABLE ATMOSPHERIC LEVELS means;

1. The atmospheric concentration of any explosive or flammable gas or vapor is less than,
a) 25 per cent of its lower explosive limit, if the worker is performing inspection work that does not produce a source of ignition,
b) 10 per cent of its lower explosive limit, if the worker is performing cold work,
c) 5 per cent of its lower explosive limit, if the worker is performing hot work,
2. the oxygen content of the atmosphere is at least 19.5 per cent but not more than 23 percent by volume,
3. in the case of a workplace that is not a project, the exposure to atmospheric contaminants does not exceed any applicable limit set out in Table 2 of the Occupational Exposure Limits for Chemical Substances
4. in the case of a workplace that is a project, if atmospheric contaminants, including gases, vapors, fumes, dusts or mists are present, their concentrations do not exceed what is reasonable in the circumstances for the protection of the health and safety of workers

Adequate, in relation to a procedure, material, device, object or thing, means, sufficient for

1. both its intended and its actual use, and

2. sufficient to protect a worker from occupational illness or occupational injury

Adequately has a corresponding meaning.

Atmospheric Hazards means;

1. the accumulation of flammable, combustible or explosive agents,
2. an oxygen content in the atmosphere that is less than 19.5 per cent or more than 23 percent by volume, or
3. the accumulation of atmospheric contaminants, including gases, vapors, fumes, dusts or mists, that could,
    a. result in acute health effects that pose an immediate threat to life, or
    b. interfere with a person's ability to escape unaided from a confined space

Cold Work means;

work that is not capable of producing a source of ignition

Competent Person means;

a person who,

1. is qualified because of knowledge, training and experience to organize the work and its performance,
2. is familiar with this Act and the regulations that apply to the work, and
3. has knowledge of any potential or actual danger to health or safety in the workplace

Confined Space means;

a fully or partially enclosed space,

1. that is not both designed and constructed for continuous human occupancy, and
2. in which atmospheric hazards may occur because of its construction, location or contents or because of work that is done in it;

Entry Permit System

is an administrative tool used to document the completion of a hazard assessment for each confined space entry. Someone fully trained and experienced in confined space work should complete the Entry Permit.

See Appendix D for sample entry permit.

Hot Work means;

Work that is capable of producing a source of ignition.

Lead Employer

is an employer who contracts for the services of one or more employers or independent contractors in relation to one or more confined spaces that are located either in the lead employer's workplace or in another employer's workplace.

Purge means;

Displacing atmospheric contaminants from a confined space

Related Work

Is work that is performed near a confined space in direct support of work inside the confined space.

4. RESPONSIBILITY

The Joint Health & Safety Committee and the Occupational Health & Safety Coordinator:

Will provide information and assistance regarding current Confined Space Entry regulations and acceptable industry related safety practices to allow personnel to initiate and maintain proper procedures, thereby ensuring worker health and safety and compliance with applicable legislation.

5. REQUIREMENTS:

This program is generic in nature. It applies to all confined space entries or any work related to confined space entries in different types of East Central Catholic Schools. It is imperative that the Confined Space, Part 5 of the Occupational Health & Safety Code be reviewed in full prior to conducting any confined space entry. Each operating School is responsible to ensure that:

1. If more than one employer is involved in the entry, or work related to the entry, a "COORDINATION DOCUMENT" must be prepared by the "LEAD EMPLOYER". See Appendix A.
2. An adequate written assessment of the hazards related to the confined space has been carried out before any worker enters a confined space. See Appendix B and C.

3. An adequate written plan, including procedures for the control of hazards identified in the assessment, has been developed and implemented by a competent person for the confined space before any worker enters a confined space. The same plan may be used for similar confined spaces.
4. Every worker who enters a confined space or who performs related work shall be given adequate training for safe work practices for working in confined spaces and for performing related work, including training in the recognition of hazards associated with confined spaces. Training records must be kept and an annual review of required training must be conducted, in consultation with the Joint Health and Safety Committee & OHS Coordinator to ensure that proper training requirements are met.
5. The employer shall ensure that a separate entry permit is issued each time work is to be performed in a confined space, before any worker enters the confined space.
6. An entry permit shall be adequate and shall include at least the following:
   a) The location of the confined space.
   b) A description of the work to be performed there.
   c) A description of the hazards and the corresponding control measures.
   d) The time period for which the entry permit applies.
   e) The name of the designated attendant(s). See Appendix D for duties.
   f) A record of each worker's entries and exits.
   g) A list of the equipment required for entry and rescue, and verification that the equipment is in good working order.
   h) If the work to be performed in the confined space includes hot work, adequate provisions for the hot work and corresponding control measures.
   i) The name(s) of the worker(s) that will enter the confined space.
   j) The date and time of each entry into, and exit out of, the confined space.
   k) The results obtained and details of any atmospheric testing done of the confined space - when, where, results, date monitoring equipment was last calibrated.

      Ideally, calibration would be done just before each use. If this is not possible, follow the equipment manufacturer's guidelines for frequency of calibration.

   l) The use of mechanical ventilation and other protective equipment needed and any other precautions that will be followed by every worker who is going to enter the confined space.
   m) The protective equipment and emergency equipment to be used by any person who takes part in a rescue or responds to other emergency situations in the confined space

n) A signature of all workers involved in the confined space entry work (e.g. supervisor authorization, attendant(s), entrant(s), dedicated rescuers, etc.). The signatures on the permit indicates that all workers have been authorized to perform the work; have read and understand the entry plan; are aware of the existing and potential hazards and control measures; and have performed all the required pre-entry work.
o) The entry permit should be readily available at the confined space work location and remain so until the work is completed.
p) The employer should keep a copy of the completed permit on file.

Note: It is permissible to use existing logbooks and work orders as entry permits, provided the above information is included and documented therein and is readily available at the confined space work location.

7. Before each entry commences, a competent person shall verify that the entry permit complies with the relevant plan.
8. The employer shall ensure that the entry permit, during the time period for which it applies, is readily available to every person who enters the confined space and to every person who performs related work with respect to the confined space.
9. The employer shall ensure that no worker enters or remains in a confined space unless, in accordance with the relevant plan, adequate written on-site rescue procedures that apply to the confined space have been developed and are ready for immediate implementation.
10. Whenever a worker is to enter a confined space, the employer shall ensure that an attendant,
    a) is assigned;
    b) is stationed outside and near,
    c) the entrance to the confined space, or
    d) if there are two or more entrances, the one that will best allow the attendant to perform his or her duties;
    e) is in constant communication with all workers inside the confined space, using the means of communication described in the relevant plan; and
    f) is provided with a device for summoning an adequate rescue response.
    g) The attendant shall not enter the confined space at any time and shall, in accordance with the relevant plan,
    h) monitor the safety of the worker inside;
    i) provide assistance to him or her; and
    j) summon an adequate rescue response if required. See Appendix D for minimum duties of attendant.

11. The employer shall appoint a person with adequate knowledge, training and experience to perform adequate tests as often as necessary before and while a worker is in a confined space to ensure that acceptable atmospheric levels are maintained in the confined space in accordance with the relevant plan.
12. The employer shall ensure that if atmospheric hazards exist where initial test(s) reveal alarm conditions, entry into the confined space will not be undertaken. At that point the confined space shall be purged and/or ventilated, or the atmosphere in the space is rendered inert (in accordance with the relevant plan). The atmosphere in confined space shall be re-tested, confirming that the alarm condition no longer exists, before any worker enters the space.
13. The employer shall ensure that entry points to any confined space/s are adequately secured to prevent any unauthorized entry.
14. The employer shall retain every assessment, plan, co-ordination document, record of training, entry permit, record of an inspection and record of a test, including records of each sample. These documents shall be readily available for review and be retained for the longer of the following periods:
    a) One year after the document is created.
    b) The period that is necessary to ensure that at least the two most recent records of each kind that relate to a particular confined space are retained.
    c) If the confined space entry occurs as part of a “construction project” all documents listed above shall be retained for at least one year after the completion of the project.
15. Co-ordination documents required for entry by workers of more than one employer shall be retained by the employer responsible for creating them.
16. The employer shall ensure that any assessments conducted are reviewed as often as necessary to ensure that the relevant plan remains adequate.