

Confined Space Policy

1.0 Policy Statement

Before entering a confined space, an employee shall be made aware of the potential risks, obtain a permit and ensure there is an attendant outside of the space before preceding into the space. The City of Mount Pearl works hard to keep employees informed of possible risks involved with job specific tasks and to provide training and equipment to mitigate workplace injuries. This policy conforms with the legislative requirements of the *NL Occupational Health and Safety Act*.

2.0 Scope

This policy applies to all City of Mount Pearl employees and contractors engaged in confined space entry at the City of Mount Pearl facilities.

3.0 Purpose

The purpose of this policy is to protect the health and safety of City of Mount Pearl employees who may need to enter confined spaces during work. This policy and its associated guidelines are intended to provide direction for the development of effective confined space programs to protect all employees who enter and perform work in confined spaces

4.0 Definitions

Confined space: refers to an enclosed or partially enclosed space that:

- a) Is not designed or intended for human occupancy except for the purpose of performing work.
- b) Has restricted means of access and egress; and
- c) May become hazardous to a person entering it as a result of:
 - i. Its design, construction, location, or atmosphere
 - ii. The materials or substances in it, or
 - iii. Any other conditions relating to it.

5.0 Confined Space Guidelines and Procedure

1. Confined Space Entry Procedure

- a) Entrant must be accompanied by attendant
- b) Unlock entrance to confined space
- c) Complete Confined Space Workplace Permit and review hazards on permit.
- d) Inspect Fall Protection equipment
 - I. Check to ensure in safe working condition
 - II. Replace defective equipment (when in doubt do not use it)
 - III. Report damaged/defective equipment to supervisor
- e) When applicable lock-out/tag-out mechanical and/or electrical equipment.
- f) Perform atmosphere testing (auger area, manholes)
 - I. Proceed as per test results
 - II. Retest where practical
- g) Enter confined space via ladder – maintain 3-point contact while on ladder
- h) Conduct work tasks
- i) Exit confined space
- j) Return fall protection equipment to storage area
- k) Sign off permit:
 - I. Date/Time and signatures
 - II. Tasks performed
 - III. Concerns, issues, feedback
- l) Lock Confined Space when task is completed

2. Identifying Confined Spaces

The Occupational Health and Safety Officer will work with City of Mount Pearl managers overseeing maintenance work to identified confined spaces that City of Mount Pearl employees may encounter in their areas. The following items will be identified and discussed:

- Identify all confined spaces
- Identify hazards for each confined space
- Complete a Safe Operating Procedure including a risk assessment component for each confined space
- Identify and implement risk control measures
- Install barricades and/or locks to ensure only authorized personnel access
- Establish signs indicating, “Confined Space-Authorized Personnel Only”

3. Safe Operating Procedure with Risk Assessment

Safe Operating Procedure with Risk assessment must include the following:

- a) Nature of hazards of confined space
- b) Work required to be done including need to enter confined space

- c) Range of methods by which work can be done
- d) Hazards involved and associated risk with work method
- e) Emergency response procedure
- f) Competence of persons to undertake the work

6.0 Roles and Responsibilities

a) Entrant:

Be aware of hazards, controls, signs, symptoms and consequences of hazards

- Remain alert at all times
- Maintain communication with attendant
- Immediately report concerns to attendant
- Immediately exit if danger is perceived
- Sign off on review of the SOP and risk assessment prior to starting work

b) Attendant

Be aware of hazards, controls, and signs, symptoms and consequences of hazards

- Remain alert outside and near the entrance
- Monitor safety of entrants
- Recognize signs of entrant impairment or danger
- Order exit when danger is perceived
- Sign off on review of the SOP and risk assessment prior to starting work

c) Supervisor

Be aware of hazards, controls, and signs and symptoms and consequences of hazards


- Review the SOP and risk assessment prior to work with all staff involved in the job and sign approval
- Ensure acceptable conditions are maintained
- Ensure atmospheric testing is performed where necessary
- Ensure workers are trained

7.0 Related Documents

Please refer to the City's companion documents:

- *FORM-OHS-12 Confined Space Entry Permit*
- *FORM-OHS-41 Confined Space Non-Entry Rescue*
- *SOP-OHS-106 Confined Space Entry-Manhole*

8.0 Approvals



Steve Kent, Chief Administrative Officer

March 26, 2019
Date