Confined Space Records

The confined space regulations and CSA's Z1006 both require that a variety of documents or records be created. Record keeping is the act of detailing activities taking place for the sole purpose of future examination. This information is used to capture key information, to identify trends for quality control purposes, and/or provide proof of the occurrence for legal proceedings.

Both the regulations and standard ask for specific data to be captured. For some data, a check in a box is all that is required. For other data needs (e.g. statistics or event re-creation) numbers or narratives are required. Good records will provide the due diligence if the Ministry of Labour should bring about charges under the Occupational Health and Safety Act. However, these records can also create excellent program oversight. Program oversight is another name for
"Check" in the "Plan - Do - Check - Act" management model prescribed in CSA Z1000.
Oversight, checking or auditing is a key step in aligning a business plan once implemented. For businesses, program oversight should drive record creation, not due diligence.

To create good oversight, you must determine what data and how much of what data needs to be captured. In the table below, we have listed over 2 dozen types of records. The Standard and regulations list the minimum qualifications that should be in most program documentation and manufacturer's supply maintenance forms when you purchase the gear. Once you begin collecting data, assigning someone or a group of people to analyze it is critical. A review will to find opportunities to become better, faster or stronger. The review could also, over time, show any gaps in that data collection process that would drive form change to accommodate needs.

The next stage in using record keeping as an oversight tool is applying software applications to aid in the analysis. Computer software accepts many different data types and can display the information in charts and graphs. This visual representation of the data helps uncover trends that may not be immediately obvious when peering at page after page or row after row of data.
In addition, as most reviewers bring biases to the review process, investing in Analytical Software is extremely helpful as it can show links to previously unthought-of of data groups. As Sir Isaac Newton postulated "for every action there is an opposite and equal reaction", the outcome of one activity may adversely affect another. Data mining or analysis by computers can show even counterintuitive connections.

In summary, just don't collect data because a standard or regulation requires it. Instead, collect data as an investment. Collect data and use the information to make your workplace more efficient, the company more competitive improve your worker comfort and improve your safety record.

TYPES OF RECORDS	
Program Documentation	
Confined Space Inventory	A listing of all confined spaces on the property
Hazard Identification Report	A listing of hazards that potentially or actually exist in the confined space
Hazard Control Plans	Procedures outlining how to control the hazards found in the space
Emergency Response Plans	Procedures detailing how to evacuate an injured worker from a space
Physical Screening Questionnaire	Usually a self-completed questionnaire that would signal a potential health issue that would prevent someone from working in a confined space
Respirator Screening Questionnaire	Usually a self-completed questionnaire that would signal a potential health issue that would prevent someone from wearing a respirator
Respirator Fit Tests	Test results that indicate the model & size of a respirator that a wearer can use
Records of Training	Detail's (e.g. dates, instructors, course outlines, time in course & grades) recorded that an individual received instruction on a topic
Entry Permits	A summary statement by all involved detailing who was involved and that the operation complied with the program
Contractor Confined Space Program Audit	Documentation that looks at what a contractor's program said and if they actually did what they said they would
Supervisory Audit	Documentation outlining that you reviewed a confined space operation and measured compliance to the confined space program
Equipment Use, Inspection and Maintenance Records	
Monitor Calibration Log	Verification that the equipment reacted the way it should in a specific situation
Atmospheric Monitor Maint. Test	This record shows that the first and second stage regulator of a supplied air respirator works correctly
Respirator Regulator Bench Test	This record shows that the first and second stage regulator of a supplied air respirator works correctly
Compressed Gas Cylinder Annual Visual Inspection	A record indicating, when checked, the inside of a pressurized gas cylinder had no deformities, rust, mould or pitting
Compressed Gas Cylinder Hydrostatic Test	A record indicating, when checked, a pressure cylinder
Compressor Air Quality Test	A record that sample of air taken from the output of a compressor, met the Air Quality specification listed in CSA's Z180 Standard
Compressor Hours & Maint. Log	A record of all the hours the compressor was running and a list of all repair work done on the equipment
Full Body Harness Inspection Log	A record that indicated the harness was looked at to ensure it was clean, in good repair and useable
Self-Retracting Lifeline Certification	A Manufacturer's indicators that the device will function properly when required
Lifeline Inspection & Usage Log	A record that indicated that harness was looked at to ensure it was clean, in good repair and usable. In addition, it includes a list of all repair work done on the equipment
Winch Inspection Log	A record that indicates the lifeline was looked at to ensure it was clean, in good repair and usable. In addition, it includes date and usage details
Retrieval Hardware Inspection & Usage Log	A record that indicates the carabineers, pulley, etc. were looked at to ensure it was clean, in good repair and usable. In addition, it includes date and usage details

Rope Grab Inspection Log	A record that indicates the device was looked at to ensure it was clean, in good repair, locked properly and usable.
Fire Extinguisher Inspection & Maintenance Log	A record that indicates the extinguisher was looked at to ensure it was clean, in good repair and usable. In addition, it includes a list of all refills and hydrostatic tests done on the equipment
First Aid Kit Inspection Log	A notation indicating the kit was looked at to ensure it was clean and contents inventory was complete
AED Inspection Log	A notation indicating the device was looked at to ensure it was clean, batteries worked and all accessories (e.g. pads & razors) were present
Posi-chek Machine Calibration Log	Verification that the regulator testing equipment reacted the way it should in a specific situation.
Fit Test Machine Calibration Log	Verification that the respirator fit testing equipment reacted the way it should in a specific situation.
Incident Reports	
Injuries and Illnesses Log	A record of the date, time, person and injury that received first aid at the site
Incident Investigation Report	A record indicating who, what, when, where and why an incident involving a loss or near miss