



Managing Work in Confined Spaces

Introduction

Many companies spend a great deal of time discussing what a confined space is. Many of those discussions are because the worker feels at risk because of isolation with the opposite side attempting to control expenses. Both issues must be addressed. There is no sense pending too much on worker safety if it renders you out of business, nor does it make sense to spend a fortune on legal bills and fines because we took short cuts.

Your confined space discussion must include how to identify the space, how to control the hazards found within and how best respond to any emergency. Ensuring that all reasonable precautions are taken is not always an easy decision. The Occupational Health and Safety Act and Associated Regulations, especially the Confined Space Regulations, as well as the Canadian Standards Association (CSA) Z1006 Standard - Managing Work in Confined Spaces, provide direction and guidance on how to enter a confined space safely. The problem is that it is not always clear how each document works with the other.

This Primer attempts to combine all documents into one step by step guide. Each Info Page and flowcharts were developed to provide answers to common questions about the various actions that we get asked all the time. We try to answer questions such as: “What is a confined space?” “Why do I need an Attendant?” “What role does a Permit play?” “How do we develop a Rescue Plan?” We have tried to include as many tips and ideas in this document as possible.

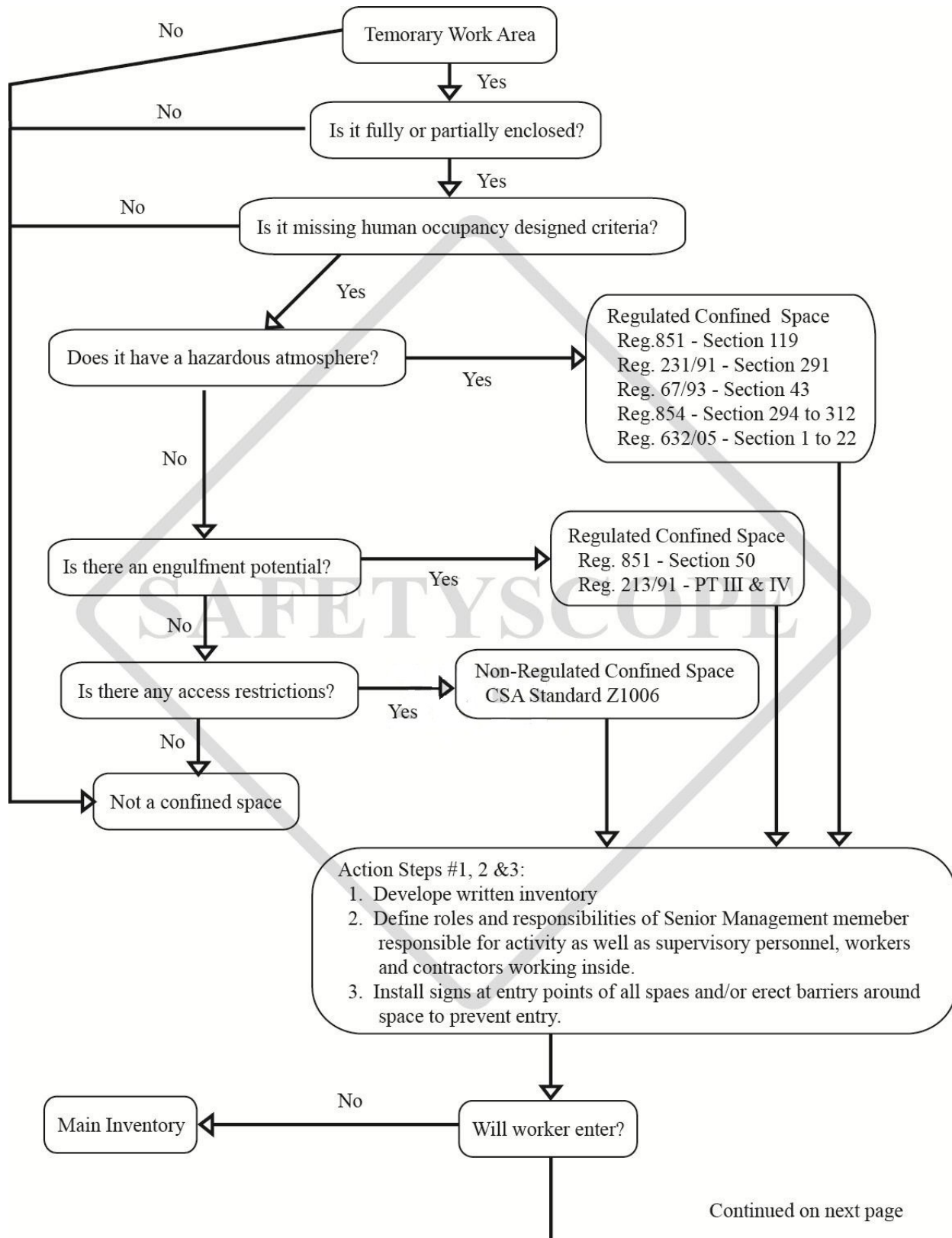
Please understand, this document does have its limitations. It doesn't provide every answer, and some ideas are more stringent than legislation. Above all, ensure that if the legislation dictates a certain responsibility or requirement, you complete that action.



Managing Work in Confined Spaces

Introduction b

Management of Confined Spaces

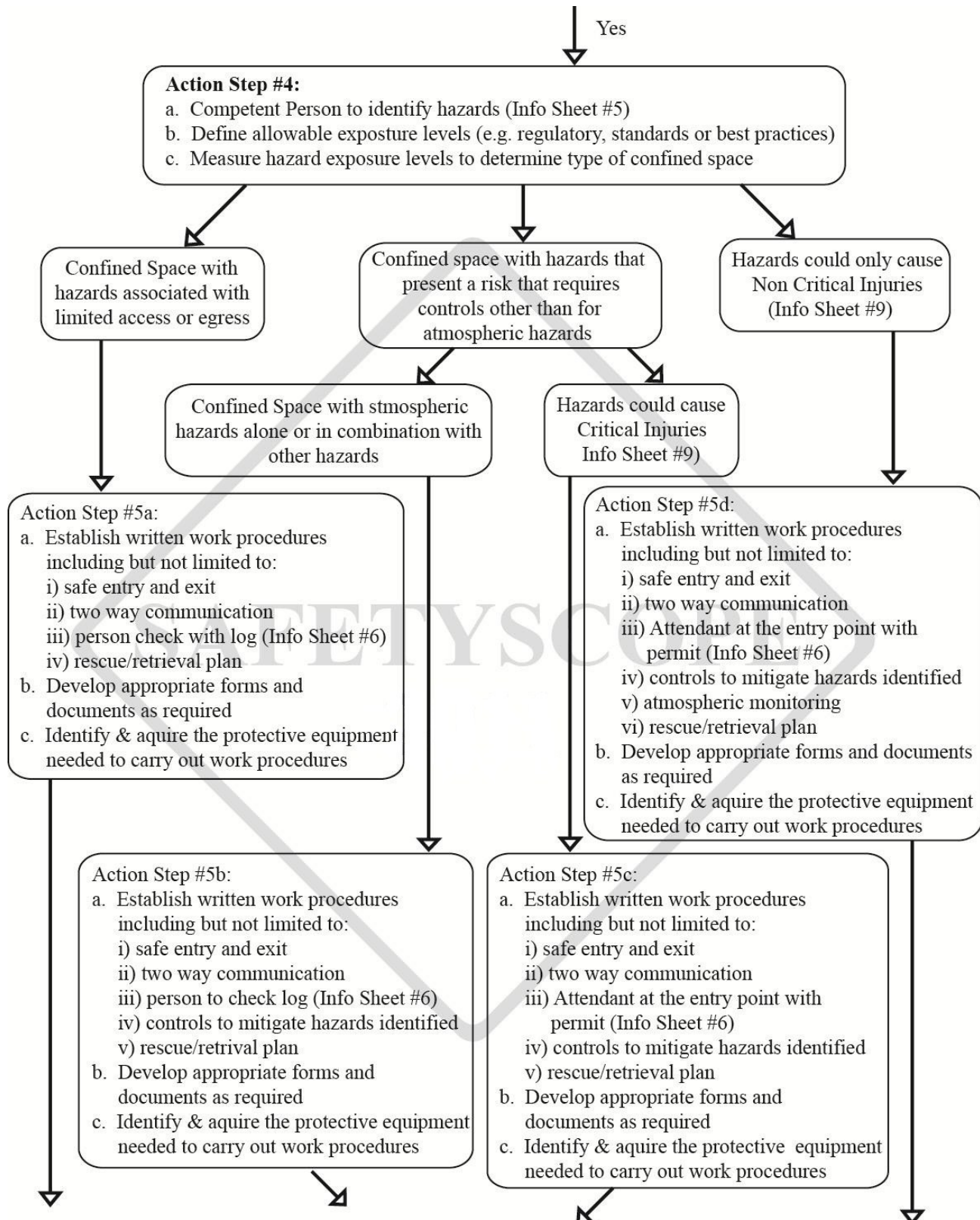


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Managing Work in Confined Spaces

Introduction c



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Managing Work in Confined Spaces

Introduction d

Action Step #6:

- a. Determine what Entry and Rescue Personnel skills, Fitness to Work criteria and other developmental issues are needed.
- b. Develop training program(s) to cover (Info Sheet #10):
 - i) what is a confined space
 - ii) roles and responsibilities (who does what and when)
 - iii) the work procedures developed
 - iv) how to use or operate the protective equipment/gear needed
 - v) how to complete the documentation needed for the job
 - vi) how to remove an injured person properly from the space
- c. Deliver training program

Prior to entry are there any changes in the environment or the work to be performed inside of or in proximity to the confined space from the original hazard identification?

No

Proceed with work as per the procedures developed.

Yes

Action Step #7 & #8:

7. Competent Person to identify hazards due to changes in environment or work activities that are planned to be performed **and** developed and implement any additional controls to mitigate any new hazards found in or around the space.
8. Set up required protective and rescue equipment at the entry point.

Complete the task in the space.

Action Step #9 to 15:

9. Audit task/paperwork to ensure work procedures are being followed as well as that the protective and emergency response equipment are there as required (Info Sheet #12).
10. Conduct periodic assessment of peoples' skills and conduct semi annually rescue practices.
11. After task, ensure protective and emergency response equipment are clean, work as required and stores properly.
12. Maintain equipment (e.g. monitors, fall arrest devices and respirators as required and keep a log of all activities.
13. Maintain file for all completed documents (time duration is usually determined by the AHJ).
14. Review inventory, assessments, procedures, work fitness records and training as changes occur, enhancement opportunities are found or at regular intervals of no more than 3 years.
15. Conduct retaining sessions at least every 3 years.