

1. Purpose

To describe the process of identification and control of risks associated with management of confined spaces at workplaces / sites at City of Greater Dandenong (CGD).

2. Scope

This procedure applies to all employees and contractors at CGD workplaces.

3. Definitions

Competent Person: A person who has acquired - through training, qualifications or experience - the knowledge, skills and ability to carry out the task in a safe manner, meeting organisational expectations.

Confined Space: A space in any tank, pit, pipe, duct, flue, underground sewer, shaft, compactor space of garbage truck, trench or tunnel, etc., if the space is:

- intended or likely to be entered by any person; and
- limited or restricted in entering or exiting; (i.e. closed or partially closed) and
- intended to be at normal atmospheric pressure while any person is in the space

And contains, or is intended / likely to contain one or more of:

- an atmosphere with harmful levels of any contaminant, or unsafe oxygen level;
- stored substance/s that could cause engulfment.

Note: This does not include a shaft, trench or tunnel that is a mine or is part of the workings of a mine. A workplace can declare any space a 'confined space' if they believe the above conditions potentially exists.

Ref. Occupational Health and Safety Regs. 2017

Health and Safety Representative (HSR): An employee elected by the Designated Work Group (DWG) to represent them on matters relating to OHS.

Hot Work: Any process that increases the risk of fire or explosion, e.g. grinding, welding, thermal or oxyacetylene cutting, soldering, etc.

Registered Training Organisation (RTO): These are training providers registered by the Australian Skills Quality Authority (ASQA) or, in some cases, a state regulator, to deliver vocational education and training (VET) services. Ref. www.asqa.gov.au

Risk Assessment: The process of determining the likelihood and consequences of injury, disease, illness or damage arising from exposure to a hazard. If there are risk controls already in place, an assessment of risk considers the reliability and robustness of these existing risk controls when determining the inherent residual risk level/score.

Stand by Person: A person whose role is to observe and maintain communication with the person inside the confined space, monitor conditions and initiate evacuation or emergency procedures as necessary.

4. Responsibilities

For general OHS responsibilities refer to the CGD OHS Responsibility Procedure:

The Team Leader Risk Management & OHS is responsible for:

- ensuring the procedure is implemented and reviewed, as required.

Managers are responsible for:

- implementing the procedure in their area of responsibility;
- ensuring persons comply with confined space requirements.

5. Procedure

5.1 Identification and Risk Assessment of Confined Space

All confined spaces will be identified by a suitably competent person in consultation with the HSR and relevant employees.

Once a confined space hazard has been identified a risk assessment shall be conducted as per the CGD OHS Risk and Change Management Procedure:

Consider:

- the nature of the confined space;
- restricted means of entry and exit;
- atmospheric contaminants;
- atmospheric pressure;
- oxygen levels;
- emergency rescue requirements;
- work method and relationship with other work permits (i.e. Hot Works);
- other hazards present such as:
 - fire
 - biological
 - mechanical and electrical
 - noise
 - environmental

5.2 Control of Confined Space Risks

The Manager and/or Supervisor in consultation with the HSR and employees are to ensure suitable controls are selected and implemented where confined space entry is required, refer to the CGD OHS Risk and Change Management Procedure:

5.3 Confined Space Entry

Prior to entry into any confined space at CGD a confined space entry permit shall be completed for any confined space entry.

5.3.1 Confined Space Entry Permit

The permit is to be completed by a competent person and applies to one confined space and sets out:

- details of applicable confined space

- person/s permitted to enter (inc. standby person)
- control measures
- atmospheric test requirements
- conditions of entry
- interface with other work permits i.e. hot works
- PPE requirements and additional precautions, i.e. notices / barricades
- emergency response
- authority to enter and work completion

5.3.2 Signage

Before any work commences in a confined space, signage must be displayed that:

- identifies confined space
- entry is by permit only
- is clear and prominent
- is located next to each entry point
- designated PPE

5.3.3 Isolation

Isolation of plant and services must be undertaken as per CGD OHS Lock Out Tag Out (LOTO) Procedure to prevent:

- introduction of contaminants
- activation of machinery
- release of any stored energy
- inadvertent use of electrical equipment

5.4 Training

At CGD any person entering a confined space must demonstrate current competence and must have undertaken training delivered by an RTO.

5.5 Emergency

The Manager or their nominated representative will ensure appropriate systems and processes exist in regard to emergency situations involving confined spaces, taking into account:

- entry and exit
- rescue and resuscitation equipment
- capabilities of rescuers
- first aid resources
- local emergency services (if they are to be relied upon)

All rescue plans should be rehearsed with relevant persons to demonstrate effectiveness.

5.6 Reviewing Risks

Control measures should be reviewed at regular intervals, or after an incident, to make sure that they have the desired effectiveness in reducing the likelihood and/or consequences of the risks associated with confined spaces (refer to CGD OHS Risk and Change Management Procedure)

The Manager or their nominated representative are to review controls to ensure their effectiveness in reducing risks to an acceptable level.

6. References

Occupational Health and Safety Act 2004

Occupational Health and Safety Regulations 2017

Code of practice Worksite Safety – Traffic Management, Road Management Act 2004

7. Related Documents

CGD OHS Responsibility Procedure

CGD OHS Confined Space Entry Permit

CGD OHS Consultation, Communication and Issue Resolution Procedure

CGD OHS Risk and Change Management Procedure

CGD OHS Safety in Design Procedure

CGD OHS Document Control Procedure

8. Document History

Version Number	Issue Date	Approved	Description of Change
0.1			1 st Draft from MAV/JLT
0.2		10.10.2019	Accepted by OHS Policy Sub-Committee
0.3		18.11.2019	14 Day Employee Consultation
1.0		November 2019	Approved by OHS Oversight Team