


<b>STANDARD OPERATING INSTRUCTION</b>	<b>SOI-GVW-305</b>
<b>Entry into Confined Spaces</b>	

## 1.0 Purpose and Scope

To ensure the safety of employees and contractors engaged in confined space entry to Goulburn Valley Water confined spaces including:

- Sewer Manholes,
- Excavation of Existing Sewers,
- Sewer Pump Station dry and wet wells
- Confined Space locations marked with a “Danger - Confined Space – Enter by Permit Only ” Sign.

## 2.0 References

- Occupational Health and Safety (Confined Spaces) Regulations 1997.
- Code of Practice for Confined Spaces.
- AS/NZS 2865 – Australian /New Zealand Standard - Safe working in a confined space.
- AS/NZS 1891 - Australian/New Zealand Standard - Industrial fall arrest systems and devices.
- AS /NZS 1715 – Australian/New Zealand Standard – Selection use and maintenance of respiratory protective devices.
- AS/NZS 1716 – Australian/New Zealand Standard – Respiratory protective devices.

## 3.0 Definitions

- **Confined Space** – a space that meets the definition of the Occupational Health and Safety (Confined Spaces) Regulations 1997. This definition includes the following criteria:
  - (a) intended or likely to be entered by any person, **and;**
  - (b) has a limited or restricted means of entry or exit, **and;**
  - (c) contains, is intended to contain or is likely to contain an atmosphere that is harmful to health, a harmful level of contaminant, an unsafe oxygen level or materials that could cause engulfment.
- **Authorised Person** – A person approved by GVW to enter a confined space and or carry out the duties of a standby person.
- **Standby Person** – A person authorised by the works coordinator to carry out the duties of a standby person or assist a standby person.

<b>Standard Operating Instruction – Entry Into Confined Spaces</b>		<b>Document: SOI-OH&amp;S-305</b>
Prepared: Bruce Hammond, Luke Haines	July 2003	Page 1 of 13
Approved: Technical Services Director – Allan Gale	August 2003	Issue Date: 28 August 2003
Modified By: Nil		Review Date: 25 March 2004

- **Harness** – a harness which has been approved for use by the Works Coordinator and meets Australian Standard AS/NZS 1891.
- **Safety Line** – a safety or rescue line that complies with AS/NZS 1891 which is worn where there is a risk of falling during ascent or descent into a confined space; or during rescue.
- **SCBA** – Self Contained Breathing Apparatus that complies with AS/NZS 1716 and AS/NZS 1715.
- **Appropriate Training** – Satisfactory completion of an Approved Confined Spaces Entry training course (or refresher course) carried out by a Registered Training Provider along with a GVW competency based assessment.
- **LEL** – Lower Explosive Limit expressed as a percentage of the volume of vapour in air. LEL is the lowest concentration of a flammable gas or vapour in air at which an explosion or flame will occur if a source of ignition is present.
- **ppm** – parts per million.
- **Bump / Challenge Testing** – testing of a gas detector which is carried out using a known volume of gas to identify whether the gas detector is accurately working.
- **Equipment** – As per Appendix A – Equipment List.

## 4.0 Responsibilities and Authorities

### 4.1 District Managers (or equivalent)

- Ensure confined spaces rescue and emergency rescue procedures are regularly rehearsed.
- Investigate the causes of incidents where dangerous atmospheres are detected and refer them to the OH&S Coordinator for review.
- Ensure employees do not enter confined spaces or act as a standby person without completing the appropriate training.
- Authorise persons to enter confined spaces and act as standby persons.
- Audit overall compliance with the procedures.

### 4.2 Works Coordinators

- Ensure confined spaces entry procedures are followed by staff and contractors.
- Review confined space entry permit records to ensure completion and store/maintain completed records for at least 1 month following the entry.
- Initiate and be involved in the rehearsal of confined space emergency rescue procedures.

<b>Standard Operating Instruction – Entry Into Confined Spaces</b>		<b>Document: SOI-OH&amp;S-305</b>
Prepared: Bruce Hammond, Luke Haines	July 2003	Page 2 of 13
Approved: Technical Services Director – Allan Gale	August 2003	Issue Date: 28 August 2003
Modified By: Nil		Review Date: 25 March 2004

- Ensure safety equipment listed in Appendix A is periodically inspected and maintained in good order and defective equipment is removed from service, repaired or replaced.
- Ensure the results of atmospheric testing are recorded and advise the District Manager of any dangerous atmospheres (where an alarm has been detected).
- Assign persons to carry out the roles of standby person and confined spaces entry persons for each confined spaces entry.
- Arrange for/or carry out in house assessment of a persons' competency to enter a confined space safely (see training).

#### 4.3 *Authorised employees*

- Report dangerous atmospheres to the standby person.
- Comply fully with confined space entry procedures.
- Check safety equipment before use and report defective equipment to the standby person.
- Do not use defective equipment until it is removed from service, repaired or replaced.
- Ensure confined spaces entry permit records are completed and forwarded to the Works Coordinator.

#### 4.4 *Standby Person*

- Check to ensure all equipment as per Appendix A is available before leaving the works depot.
- Report defective safety equipment to the Works Coordinator; do not allow its use until it has been repaired or replaced.
- Complete confined space entry permit in consultation with persons entering the space and forward completed records to the Works Coordinator.
- Provide assistance to persons entering and exiting the space.
- Report dangerous atmospheres (where an alarm has been detected) to the Works Coordinator.
- Collect contaminated clothing and provide washing facilities (soap and water, etc) for personnel exiting the space.
- Install and reinstate barricades, signage and or replace covers after personnel have exited the space.

### 5.0 **OHS Hazards and Environmental Controls**

#### 5.1 *Hazards*

- Exposure to toxic gases – Hydrogen Sulphide,
- Explosion from the presence of flammable gases – methane,

<b>Standard Operating Instruction – Entry Into Confined Spaces</b>		<b>Document: SOI-OH&amp;S-305</b>
Prepared: Bruce Hammond, Luke Haines	July 2003	Page 3 of 13
Approved: Technical Services Director – Allan Gale	August 2003	Issue Date: 28 August 2003
Modified By: Nil		Review Date: 25 March 2004

- Asphyxiation from removal of oxygen due to presence of other gases,
- Fall hazards,
- Striking hazards.

## 5.2 *Controls to Consider*

- Gas Monitoring,
- Personal protective clothing and equipment (disposable clothing, safety helmet, gloves, harness and lifeline, safety footwear, safety eyewear),
- Fall arrest systems (harness, safety line, rope retrieval system or winch, tripod or suitable anchor point),
- Confined Space Entry Permits,
- Confined Space Entry Procedures,
- Mechanical ventilation,
- Isolation of services,
- Environmental controls.

## 6.0 **Procedure**

### 6.1 *Minimising Sources of Ignition*

- Employees shall not smoke, weld, use abrasive cutting or grinding tools, light fires or take other naked flames in, or within 2 metres of the entrance to any confined space without having completed the hot works section of the Confined Spaces Permit.
- Employees shall not carry matches, cigarette lighters, pagers, mobile phones or other non-intrinsically safe electrical devices while working in, or inspecting sewers and manholes and within 2 metres of the entrance to any confined space.
- The Hot Work section of the Confined Space Entry Permit must be completed where lighting and other electrical equipment, including power tools, are to be introduced into a confined space.

### 6.2 *Use of Personal Protective Clothing and Equipment*

- The following PPCE shall be worn when entering a confined space:
  - Safety Footwear,
  - Safety Helmet.
- The need to wear the following PPCE shall be determined when completing a confined spaces entry permit:
  - Disposable clothing (where contamination of overalls is expected),
  - Safety eyewear (where hazards to the eyes are assessed to be present),
  - Respiratory protection (where atmospheric contaminants are assessed to be present),
  - Self rescue breathing apparatus (where work is to be undertaken off a lifeline),
  - Hearing protection (where high noise levels may be present),
  - Gloves (where hazards to the hands are assessed to be present),
  - Fall arrest systems (see below).

### 6.3 *Use of Fall Arrest and Rescue Equipment*

<b>Standard Operating Instruction – Entry Into Confined Spaces</b>		<b>Document: SOI-OH&amp;S-305</b>
Prepared: Bruce Hammond, Luke Haines	July 2003	Page 4 of 13
Approved: Technical Services Director – Allan Gale	August 2003	Issue Date: 28 August 2003
Modified By: Nil		Review Date: 25 March 2004

- A fall arrest/rescue system which meets the requirements of AS 1891 shall be in place to allow for safe access to and from the confined space and for rescue purposes.

**The Fall Arrest / Rescue System shall include –**

- **Safety Harnesses** - must be approved and worn by all persons entering a confined space.
- **Safety Line** - must be provided and attached to each person entering the confined space.
- **Retrieval System** - may include: A rope retrieval system (e.g. Rolgliss), mechanical or manual winch. The Standby person(s) shall control the ascent and descent of each person by attending the safety line to prevent falling. The standby person must be in continual contact with the line while persons are working inside a confined space.
- **Anchoring System** - Appropriate support and anchoring of the fall arrest and rescue system using a tripod or other suitable device (e.g. davit arm, overhead gantry).
- Access procedure to Sewer Manholes and Wet Wells –
  - A fall arrest/rescue system shall be used when entering and exiting the confined space.
  - The safety line should remain attached to the person at all times when inside the space. Where this is not possible (for example infrastructure and fittings would lead to entanglement of the life line) the Works Coordinator may approve the disconnection of the safety line but it must remain inside the space and be reconnected before exiting.
  - Where a safety line is disconnected each operator inside the space must carry a self rescue breathing apparatus unit.
- Access procedure to Sewer pump station dry wells with fabricated stairways -
  - Persons entering a confined space within a sewer pump station dry well may access the space using a fabricated stairway provided they are wearing a harness and carry a self rescue breathing apparatus unit.
  - A fall arrest/rescue system shall be installed at the entry to the space and the safety line lowered to the bottom of the space.
  - Persons working inside the space shall connect to the safety line and remain attached until they are ready to exit the space. Where this is not possible (for example infrastructure and fittings would lead to entanglement of the life line) the Works Coordinator may approve the disconnection of the safety line but it must remain inside the space.
  - Where a safety line is disconnected an operator inside the space must carry a self rescue breathing apparatus unit.

**6.4 Other Equipment**

- All equipment (as per the Equipment listed in Appendix A) shall be made available at the confined space work site prior to any confined space entry.

<b>Standard Operating Instruction – Entry Into Confined Spaces</b>		<b>Document: SOI-OH&amp;S-305</b>
Prepared: Bruce Hammond, Luke Haines	July 2003	Page 5 of 13
Approved: Technical Services Director – Allan Gale	August 2003	Issue Date: 28 August 2003
Modified By: Nil		Review Date: 25 March 2004

- Equipment must be checked to ensure it is in good working order before any person enters a confined space.

## 6.5 *Gang Size*

- All persons in a working party must be authorised to enter a confined space or act as a standby person.
- There shall be at least 3 persons in a working party and each of the following positions shall be assigned by the Works Coordinator.
  - Standby Person,
  - Assistant to the Standby Person,
  - Confined Space Entry Person.
- For rescue purposes there must always be a minimum of 2 persons in the working party outside a confined space.

## 6.6 *Personal Hygiene*

- Persons shall not eat, drink or smoke inside or within 2 metres of a confined space.
- Employees shall minimise the risk of infection by wearing gloves. Where gloves cannot be used, barrier cream is available and should be worn on the hands and forearms.
- Good hygiene practices should be followed by keeping hands away from the face and washing hands with hand cleaner thoroughly before eating, drinking or smoking.
- Disposable clothing is provided for entering a confined space and should be worn where contamination to clothing is likely. Disposable clothing shall be disposed of after each use and should not be reused.
- Contaminated clothing or equipment shall be cleaned after each use. Persons must not re-enter a confined space wearing contaminated clothing or using contaminated equipment.
- Cuts and abrasions must be treated immediately. Details of any incident must be reported to the Works Coordinator and recorded on the GVW Accident/Incident Report Form.

## 6.7 *Training*

- All persons who may enter a confined space or act as a standby person (or assistant standby person) must have satisfactorily completed an approved confined space entry training course and hold a current Confined Space Entry Ticket.
- Persons shall be trained in this standard operating instruction and in the correct use of safety equipment relevant to confined space entry. This shall be carried out or arranged at the District level by the Works Coordinator.
- After completion of both the training course and the GVW internal training the District Manager (or equivalent) may authorise the person to enter confined spaces or act as a standby person.

<b>Standard Operating Instruction – Entry Into Confined Spaces</b>		<b>Document: SOI-OH&amp;S-305</b>
Prepared: Bruce Hammond, Luke Haines	July 2003	Page 6 of 13
Approved: Technical Services Director – Allan Gale	August 2003	Issue Date: 28 August 2003
Modified By: Nil		Review Date: 25 March 2004

- Authorised persons are required to complete a confined space entry refresher course every 2 years. In order for a Confined Space Entry Ticket to remain current a CPR refresher course is required to be carried out annually.

## 6.8 *Entry Permits*

- Before persons are permitted to enter a confined space the standby person shall complete a Confined Space Entry Permit (as per Appendix B).
- All relevant sections of the permit must be completed and copies shall be provided to the Works Coordinator. Copies must be retained for at least one (1) month from the date of issue.

## 6.9 *Warning Signs and Barricades*

- When working on or near a road way, traffic management procedures must be implemented. Warning signs and barricades shall be erected in accordance with the relevant Vic Roads Field Guide for Traffic Control at Works on Roads.
- When working in footpaths, private property or other public areas (parks and gardens), barricades or covers shall be installed to cover the entry points of any unattended confined spaces. Covers must be heavy enough to prevent one person lifting them. At night, barricades and lights must be placed at any open manhole.
- Where permanent confined space signage is not present temporary confined space entry signage shall be erected in the immediate vicinity of the space prior to any entry and removed after completion of the works.
- High visibility vests are required to be worn by all persons in a working party when working on or near a roadway or near where mobile plant and equipment is operating.

## 6.10 *Ventilation*

- Ventilation in the form of fixed mechanical or portable blower units shall be used before, and continuously during, a confined space entry.
- Ventilation shall be operated for at least 10 minutes before air testing is carried out.
- When ventilation equipment is operating it shall be attended by standby personnel at all times.
- Where ventilation equipment fails no person shall enter the confined space and any person inside the space must exit immediately (except where personnel are carrying self rescue breathing apparatus – see below). No further entry is permitted until the equipment has been thoroughly checked and repaired or replaced.
- Faulty or damaged ventilation equipment which has failed must be appropriately tagged, isolated and taken out of service.
- The ducting of exhaust ventilation equipment (which is used to remove air exhaust gases from inside a confined space) must be directed well away (at least 5 metres) from personnel, other ventilation intakes and the confined space opening.

<b>Standard Operating Instruction – Entry Into Confined Spaces</b>		<b>Document: SOI-OH&amp;S-305</b>
Prepared: Bruce Hammond, Luke Haines	July 2003	Page 7 of 13
Approved: Technical Services Director – Allan Gale	August 2003	Issue Date: 28 August 2003
Modified By: Nil		Review Date: 25 March 2004

- Where continuous ventilation cannot be provided each person entering the confined space shall be provided with a self rescue breathing apparatus unit.

### 6.11 *Isolation of Services*

- To ensure persons are not exposed to toxic contaminants and other mechanical hazards, services and valves must be tagged and isolated preferably before any work proceeds inside a confined space.
- Safety locks or ties and safety tags shall be used to identify items that have been isolated. These include:
  - Valves to incoming sewer lines,
  - Electrical services and switchboards,
  - Mechanical services (drive shafts, belts, pulleys and fly wheels, etc).

### 6.12 *Gas Detection Meters*

- All gas detection meters must be zeroed in fresh air each time before use and the following readings should be achieved:
  - a. The oxygen content of fresh air is 21% and therefore the gas detector should read and hold a reading of 21% in fresh air.
  - b. There should be no flammable gas concentration in fresh air and therefore the gas detector should read 0% LEL in fresh air.
  - c. There should be no toxic gas concentration in fresh air and therefore the gas detector should read 0 ppm in fresh air.
- Failure to achieve these readings could mean there is something wrong with the gas detector or sensor(s). If so it must be removed from service and not used until the service agent has repaired the fault.
- All gas detection Meters must be bump / challenge tested each time before use. The test is required due to the chance of faulty readings from to sensor or other damage. Sensors can fail without warning or be damaged through use therefore challenge testing is required to ensure the gas detector is maintaining its accuracy.
- Failure to achieve correct readings could mean there is something wrong with the gas detector or sensor(s). if so it should be removed from service and not used until the service agent has repaired the fault
- Once the gas detector has successfully been challenged the space may be pre-tested before entering.
- Each gas detector must be appropriately serviced and maintained as per the manufacturers instructions. Gas detection meters shall not be used unless they are within their current servicing period. Where employees identify a gas detection meter is outside its calibration due date the meter must be removed from service until such time as it has been re-calibrated by an approved service agent.
- In industrial areas, roadways or when working near internal combustion engines (for example: portable generator) a Carbon Monoxide sensor shall be fitted to the gas detection monitor.
- While persons are inside a confined space continuous gas monitoring must be carried out.

<b>Standard Operating Instruction – Entry Into Confined Spaces</b>		<b>Document: SOI-OH&amp;S-305</b>
Prepared: Bruce Hammond, Luke Haines	July 2003	Page 8 of 13
Approved: Technical Services Director – Allan Gale	August 2003	Issue Date: 28 August 2003
Modified By: Nil		Review Date: 25 March 2004

- All personnel shall be on alert for any audible and or visual alarms. Where an alarm is activated, persons inside a confined space must exit the space immediately. The gas monitoring procedure must then be repeated before any re-entry is made (see below).

### 6.13 Gas Monitoring Procedure

- Inspect the condition of the gas detector. Check the calibration period has not expired.
- Turn on the gas detector and allow it to warm up.
- Zero the gas detector.
- Challenge / bump test the gas detection meter
- Carry out a pre-entry check by lowering the gas detection meter or its sample lead, (if fitted) slowly to the proposed working level and hold for 5 minutes. Ensure ventilation is not running.
- Raise the meter and check the gas levels.
- Check the reading to ensure they comply with the following conditions:

<i>Oxygen</i>	<i>not less than 19.5% and not greater than 23.5%</i>
<i>Explosive / Flammable Gas</i>	<i>less than 5% of the LEL for the gas</i>
<i>Hydrogen Sulphide</i>	<i>less than 10 ppm</i>
<i>Carbon Monoxide</i>	<i>less than 50 ppm</i>

- With the ventilation running carry out a ventilation check by lowering the gas detection meter or its sample lead, (if fitted) slowly to the proposed working level and hold for 5 minutes.
- Raise the meter and check the gas levels.
- If any level is exceeded, persons must not enter the confined space, until an assessment of the risk is made by the standby person.
- Where possible, increase the ventilation and repeat the testing procedure.
- If a third test exceeds the levels above, persons must not enter the confined space, results must be recorded on the confined space entry permit and contact made with the Works Coordinator. The Works Coordinator will determine what further action to take.
- Permission from the Works Coordinator must be granted before any confined space entry is made or SCBA is used inside a confined space.

### 6.14 Communication

- In order to maintain regular and continuous communication between standby personnel and those inside a confined space, a communications system must be understood by all persons. The following methods may be used:
  - Voice,
  - Radio communications equipment which is intrinsically safe,
  - Signals on the safety line:
    - One tug -stop (when in motion),
    - Two tugs-lower,
    - Three or more tugs-Distress Signal.

<b>Standard Operating Instruction – Entry Into Confined Spaces</b>		<b>Document: SOI-OH&amp;S-305</b>
Prepared: Bruce Hammond, Luke Haines	July 2003	Page 9 of 13
Approved: Technical Services Director – Allan Gale	August 2003	Issue Date: 28 August 2003
Modified By: Nil		Review Date: 25 March 2004

- If there is an emergency and a person is unable to exit by themselves, they shall use the distress signal. Where the distress signal is used the standby person shall immediately initiate emergency rescue procedures (see Appendix C).

### **6.15 *Exiting a Confined Space***

- The standby person shall record the exit time of all persons working in the confined space.
- The standby person shall check and visually inspect all equipment before persons re-enter a confined space. Where equipment has been found to be faulty or damaged the item shall be removed from service until it has been repaired or replaced. Faulty items shall be appropriately tagged with a “Do Not Operate” Tag.
- The standby person shall also carry out or arrange for the following tasks to be undertaken:
  - Collect contaminated clothing,
  - Provide washing facilities (soap, water, towels, etc),
  - Reinstate barricades, signage and or replace covers.
- After all personnel have exited a confined space, the standby person shall ensure any entry point to the space is inspected and secured before leaving site.
- The standby person shall ensure all equipment is cleaned and stored away as appropriate.

### **6.16 *Excavation into Live Sewers***

Where a shaft or trench is being excavated to break into a sewer main or manhole, the following procedures shall be followed during the period the sewer is being broken into and until it is resealed:

- A Confined Space Entry Permit shall be completed in full.
- Harnesses and life lines shall be worn by persons entering the excavation (life lines may need to be disconnected if they are likely to tangle with ground support structures). Where this is not possible due to interference by adjacent structures the Works Coordinator must approve the method of work.
- Tripods with winches or rope retrieval systems shall be used to lift persons in and out of the excavation and for rescue purposes. Where the width of the trench does not permit the use of this equipment suitable alternative devices must be provided and the Works Coordinator must approve a change to the method of work.
- Gang sizes, as per section 6.5, shall be a minimum of two persons at the top of the excavation.
- Communication and rescue procedures, as per section 6.14, must be in place.
- Continuous gas monitoring, as per section 6.12 and 6.13, shall be conducted from just prior to the break in until sufficient back filling is replaced to ensure no gases are released from ground contaminated by sewage spills or discharge.

<b>Standard Operating Instruction – Entry Into Confined Spaces</b>		<b>Document: SOI-OH&amp;S-305</b>
Prepared: Bruce Hammond, Luke Haines	July 2003	Page 10 of 13
Approved: Technical Services Director – Allan Gale	August 2003	Issue Date: 28 August 2003
Modified By: Nil		Review Date: 25 March 2004

## **Safety Equipment**

The following equipment shall be held by, or readily available to work groups required to enter confined spaces:

1. Fully stocked first aid kit
2. Safety helmets (not exceeding three years old and in good condition)
3. Safety harnesses – AS 1891.1 approved
4. Life lines – AS 1891.1 approved
5. Self rescue breathing apparatus – 1 per person entering space.
6. Air line breathing apparatus and sufficient spare air cylinders
7. Safety torches and lighting (intrinsically safe)
8. Tripod and personnel winches or rope retrieval system
9. Electronic gas detection meters (inside current calibration test dates)
10. Portable blowers and ducting
11. Traffic warning signs, barricades, flashing lights, witches hats, delineators and red flags (conforming to Vic Roads, Field Guides for Traffic Control at Works on Roads or AS 1742)
12. Portable radio facilities or mobile telephone (well charged)
13. Barrier cream antiseptic hand cleaner, soap, towels
14. Disposable coveralls, gloves, safety goggles/glasses, ear muffs or plugs, steel capped rubber boots
15. Bag or bucket with rope for lowering tools
16. Confined Space Entry Permit Book
17. Emergency contact phone list
18. Portable access ladder
19. Portable pump



## CONFINED SPACE ENTRY PERMIT

Site Address / Location.....Date of entry: .....

Duration of entry (hours): ..... From..... am/pm, Date..... To..... am/pm, Date.....

Confined Space Type: Manhole  Wet Well  Other: .....

Tasks to be performed in space:

Inspection  Cleaning  Routine Maintenance  Welding  cutting, grinding  Major Repair

GVW Employee's Authorised to Enter Space:.....

Name of Standby Person(s): .....Communication: Voice  Radio  Safety Line

Contractor Involved: Yes  No  Name of Firm: .....

Contractor Employees: .....Are They Trained: Yes  No

Isolation Of Confined Space			Atmospheric Test Results			
			Prior to Entry		At job Completion	
Pipeline (water, chemicals)	<input type="checkbox"/>	<input type="checkbox"/>	Oxygen - %		Oxygen - %	
Mechanical Drives	<input type="checkbox"/>	<input type="checkbox"/>	H <sub>2</sub> S - ppm		H <sub>2</sub> S - ppm	
Sludges / Deposits / Waste	<input type="checkbox"/>	<input type="checkbox"/>	LEL - %		LEL - %	
Harmful Chemicals	<input type="checkbox"/>	<input type="checkbox"/>	CO - ppm		CO - ppm	
Electrical Services	<input type="checkbox"/>	<input type="checkbox"/>				

H<sub>2</sub>S = Hydrogen Sulphide      LEL = Lower Explosive Limit for Flammable Liquids and Gases      CO= Carbon Monoxide

Continuous Mechanical Ventilation Provided:      Yes  No

The Following Personal Protective Clothing and Equipment to be Worn:			Hot Work	
			(welding, grinding, cutting) – the following precautions to be taken	
	Yes	N/A	Yes	No
Safety Helmets	<input type="checkbox"/>	<input type="checkbox"/>	Area clean of combustable materials	<input type="checkbox"/>
Hearing Protection	<input type="checkbox"/>	<input type="checkbox"/>	All drains within 15 metres covered with fireproof blanket <input type="checkbox"/>	<input type="checkbox"/>
Protective Clothing	<input type="checkbox"/>	<input type="checkbox"/>	Fire extinguisher on site near source of ignition	<input type="checkbox"/>
Safety Footwear	<input type="checkbox"/>	<input type="checkbox"/>	A water hose run to job site and left running	<input type="checkbox"/>
Gloves	<input type="checkbox"/>	<input type="checkbox"/>	All sparks from work areas to be contained in enclosure <input type="checkbox"/>	<input type="checkbox"/>
Eye Protection	<input type="checkbox"/>	<input type="checkbox"/>	Welding equipment located away from drains	<input type="checkbox"/>
Harness and Safety Line	<input type="checkbox"/>	<input type="checkbox"/>	Welding equipment earthed directly to material being welded	<input type="checkbox"/>
Supplied air Respirator	<input type="checkbox"/>	<input type="checkbox"/>	Power leads not draped over pipelines or access ways	<input type="checkbox"/>
Emergency Escape Unit	<input type="checkbox"/>	<input type="checkbox"/>	Electrical trace on pipes isolated <input type="checkbox"/>	<input type="checkbox"/>

Emergency Procedures can be Initiated:      Yes  No

Only Chemical Agents Listed Below may be Taken into the Confined Space

1. .... MSDS Provided Yes  No
2. .... MSDS Provided Yes  No
3. .... MSDS Provided Yes  No

**AUTHORISATION (must be completed)**

The confined space described above is in my opinion in a safe condition for the work to be done, provided that all precautions listed above are fully observed.

Standby Person

Print: .....Signature:.....

I/We understand the procedures required for entry and work in the confined space and the protective measures and equipment to be used (List of employees approved to enter).

Signed .....	Time In .....	Time Out .....
Signed .....	Time In .....	Time Out .....
Signed .....	Time In .....	Time Out .....

**WORK COMPLETED/SUSPENDED (must be completed)**

All persons/equipment have been withdrawn, the work has been completed and any plant / machinery is / is not fit for use (Delete as appropriate)

I accept the work has been completed.

Date ..... Standby Person .....

## Example Emergency Procedures

The following procedures are recommended if a worker is overcome or uses distress signal.

1. ***DO NOT PUT YOURSELF IN THE SAME DANGER.*** Do not attempt to rescue if you cannot protect yourself from the same hazards that have overwhelmed your workmate.
2. **Raise alarm with CFA , your supervisor and other workmates**
  - a. Gain attention,
  - b. Give your name,
  - c. Give exact location,
  - d. State the cause of the problem,
  - e. State condition of injured person,
  - f. State the help required,
  - g. Check message details and,
  - h. Repeat if necessary.
3. **Wait for assistance from CFA or GVW staff**
4. **Only attempt a rescue if the following equipment is present:**
  - a. Continuous communication (visual and voice if possible),
  - b. Standby personnel at surface,
  - c. Continuous gas detection,
  - d. Sufficient harnesses and lifelines,
  - e. Retrieval system with fall arrest,
  - f. SCBA or air line respirator.
5. **Where safe to do so retrieve worker from the space**
6. **Apply first aid as quickly as possible**
7. **Obtain medical treatment**
  - If the victim is unconscious or showing symptoms, summon an ambulance.
  - Medical opinion must be obtained in every case of gas attack or suspected gas attack.
  - Gassing victims must never be permitted to drive until declared fit by a doctor.
8. **Once the needs of the injured person have been attended to, report the circumstances to your Works Coordinator (to allow the incident to be fully investigated and the cause identified).**