

CONFINED SPACE ENTRY

This policy has been developed to ensure the appropriate method of entering confined spaces to safeguard against the possibility of accident or injury as a result of employees entering confined spaces.

Confined Space is defined as:

An enclosed or partially enclosed space that:

- a. Except for the purpose of performing work, is not primarily designated or intended for human occupancy; and
- b. Has restricted means of access or egress.
- c. Is or may become hazardous to the worker entering it because:
 - i. Its design, construction or atmosphere
 - ii. The materials or substances in it
 - iii. The work activities to be performed in it or processes used in it, or
 - iv. Any other conditions or hazards relating to it.

The following procedures must be followed when work involves entering confined spaces:

1. Prior to any person entering a confined space an assessment of the space must be carried out and a report of such assessment made, in writing, to the appropriate managerial authority at the location where the confined space is located.
 - a. In the event that hazards are identified in the confined space they shall be removed and or corrected prior to any work commencing in the confined space.
2. Prior to any person entering a confined space it must be determined that he/she has knowledge of confined space entry procedures and confined space work.
3. Prior to any person entering a confined space an entry permit must be completed and approved by the appropriate managerial authority, at the location where the confined space is located, or his/her designate.
4. During the confined space entry operation a guard, who is trained in the process of confined space entry and the rescue of persons from confined spaces, shall be posted at the entrance of the confined space such that he/she is in communication or visual contact with the person entering the space.

- a. That guard must not leave their post for any reason while there is a person within the confined space they are guarding.
5. In the event that the guard must leave their post then the person in the confined space will exit the confined space and will not be allowed to re-enter such space until the guard has returned or a competent replacement has been provided.
6. Prior to any person entering a confined space all materials which are contained therein, and which could cause drowning, asphyxiation, or entrapment must be removed. As well, it is necessary that all sources of any material which could enter the confined space and cause a hazard are sealed to prevent such flow.
 - a. All fluids must be prevented from flowing into the confined space.
 - b. Dust or gasses must be prevented from entering the confined space.
7. In the event that the confined space contains or is a part of machinery or equipment powered by an energy source then such power source must be disconnected and locked out as per the Lock Out of Power Sources Policy (GABB).
8. All spaces, determined to be Confined Spaces, will be designated by the Operations Departments management as such. A master list, identifying all designated confined spaces, by location, will be retained by the operation department for the purpose of reference and control. Each managerial authority will receive a list of confined spaces relative to their location and shall then ensure that they apply this policy to each entry of a designated confined space.
 - a. Safe work practices may be developed to modify this policy to reflect the potential hazards of the variety of confined space found within the Seven Oaks School Division. Such safe work practices will be formulated with reliance upon a professional assessment and classification of the confined spaces referred to.
9. Any questions with respect to the definition of a confined space shall be taken up with the Operations Department Management which retains the authority to revoke any permit allowing entry into a confined space.

APPLICABLE FORMS OR PERMITS:

Safety Permit: Confined Space Entry (GABBA-R)
Lock out apparatus must be used as required (GABB)
Worksite Hazard Analysis (GABBA-R1)

CAUTIONS:

Where “hot work” is to be performed in a confined space it shall be done by a person who has knowledge of such procedures. Such work shall not commence until the requirements of the Hot Work Policy (GABD) have been complied with and it is verified that the performance of “hot work” within such space is safe.

Lock Out of Power Sources Policy (GABB) may become effective if there is a need to lock out sources of power, gasses, fluids or solids. In such event all keys associated with those locking devices used will remain in the possession of the person in the confined space.