

# Confined Space Procedure (25)





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## 1. PURPOSE

To eliminate or minimise the risk to health and safety related to entering, working in or on, or in the vicinity of a confined space, including the risk of a person inadvertently entering a confined space.

## 2. SCOPE

This procedure applies to all workers under the Catholic Church Endowment Society Inc. (CCES).

## 3. DEFINITIONS

Definitions can be found on the [Catholic Safety & Injury Management Website](#).

### 3.1. Confined Space

A confined space is an enclosed or a partially enclosed space not designed or intended primarily to be occupied by a person, designed, or intended to be at normal atmospheric pressure while a person is in the space within which there is, or likely to be a risk of one or more of the following:

- an oxygen concentration outside of the safe oxygen range.
- a concentration or airborne contaminant/s that may cause impairment, loss of consciousness or asphyxiation.
- a concentration of flammable airborne contaminant/s that may cause injury from fire or explosion.

## 4. RESPONSIBILITIES

Specific responsibilities for conducting certain actions required by the CCES, have been allocated to position holders within the organisation. Such responsibilities are consistent with the obligations that the legislation places on officers, managers, supervisors, workers, and others in the workplace.

Responsibility, authority, and accountability processes have been defined in [Responsibility, Authority & Accountability Procedure \(12\)](#), and summarised in:

- [Responsibility, Authority & Accountability Matrix – Workers \(025G\)](#);
- [Responsibility, Authority & Accountability Matrix – Managers & Supervisors \(023G\)](#);
- [Responsibility, Authority & Accountability Matrix – Officers \(024G\)](#); and
- [Work Health & Safety and Injury Management Policy](#).

You are required to familiarise yourself with this procedure in order to understand the obligations that you may have in relation to its implementation and to carry out your assigned actions and responsibilities.

This Procedure is to be read in conjunction with your Organisational Policies and / or Procedures.



## 5. PROCEDURE

### 5.1. Identifying Confined Spaces

A confined space is determined by the structure and a specific set of circumstances. The same structure may or may not be a confined space depending on the circumstances when the space is entered. Entry to a confined space is considered to have occurred when a person's head or upper body enters the space.

Refer to the Table 1 below for the criteria used to identify confined spaces.

**Table 1 Confined Space Identification Criteria**

Confined Space Criteria					
A	B	C	D		
Is the space enclosed or partially enclosed?	Is the space <b>not designed or intended to be occupied by a person?</b>	Is the space <b>designed or intended to be at normal atmospheric pressure while a person is in the space?</b>	Does the space present a risk from?		
			Harmful airborne or flammable contaminants?	An unsafe oxygen levels?	Engulfment?
The risks of confined spaces are associated with how much of the space is enclosed, rather than the size of the space	Spaces with poor ventilation, inadequate lighting and restricted means of entry or exit are generally not designed for human occupancy. The entry or exit to the space could be restricted if the size of the opening and/or its location makes it physically difficult to get in and out of and difficult to remove an injured or unconscious person from the space.	Where a space is not normally at atmospheric pressure (for example a boiler) it must be brought to atmospheric pressure before a person enters the space, as part of the risk control process	Harmful concentrations of any airborne contaminants (if the contaminants are present at a concentration above the relevant exposure standard or if they are likely to cause impairment, loss of consciousness or asphyxiation). Contaminants, for example airborne gases, vapours and dusts that may cause injury from fire or explosion.	An atmosphere that does not have a safe oxygen level (a safe oxygen level means an oxygen content in air of between 19.5% - 23.5%)	For example, any liquid including oil or water in which a person can drown, or any solid including fly ash, grain, sawdust, and sand than can flow and form a temporary cavity or bridge which may collapse and surround a person, cutting off their air supply
If the answer to A, B, C and at least one of D is yes then the space is a <b>CONFINED SPACE</b>					

### 5.2. Confined Space Register

Confined spaces must be recorded on a [Confined Space Register \(006F\)](#) or equivalent, which must be maintained by the worksite. The information contained in the register shall cover:

- location.
- description of the space.



- potential hazards.
- Access controls.
- Person responsible for access control.
- Persons authorised to enter.

The Confined Space Register shall be updated with any addition, alteration, removal or change to the environment or at a minimum of every three (3) years.

### 5.3. Signage and Barricades

Confined spaces should at all times be secured against unauthorised entry and where practicable, permanently signposted. Signs must be in place while the confined space is accessible, including when preparing to work in the space, during work in the space and when packing up on completion of the work, warning against entry by people other than those who are listed on the confined space entry permit.

Signposting alone should not be relied on to prevent unauthorised entry to a potential confined space. Security devices, (e.g., locks and fixed barriers, should be installed). Confined space signage shall comply with AS 1319 Safety signs for the occupational environment.

### 5.4. Eliminate Need to Enter Confined Spaces

Establish whether work could be conducted from outside the confined space by:

- installing fixed or temporary cleaning devices, e.g., ‘spray balls’ using high-pressure hoses inserted through an access hatch to clean the inside of a tank.
- using remote cameras or a mirror attached to a probe for internal inspection of vessels.
- using a hook, long-handled clasp, or magnet on a string to retrieve an object dropped into a confined space.

### 5.5. Confined Space Entry

If the task cannot be conducted from outside the confined space, then the task(s) requiring entry into a confined space shall be conducted by trained and qualified contractor only.

### 5.6. Contractor Requirements to Enter Confined Spaces

Once the contractor has been engaged and inducted to site refer to [Contractor Management Procedure \(6\)](#) and [Hazardous Work Procedure \(31\)](#). The following must be completed by the contractor:

- Confined Space Risk Assessment.
- Confined Space Entry Permit.
- Hot Work Permit (if any hot work, welding / oxy cutting / grinding is to be undertaken)

### 5.7. Records

Document used to manage confined spaces as prescribed by this procedure will be produced in a format that allows tracking for verification and review and be in accordance with requirements detailed in [Document Control Procedure \(22\)](#).



## 5.8. Review

This procedure will be subject to a planned review by the document owner in accordance with the requirements outline in [Document Control Procedure \(22\)](#).

Other methods for reviewing and evaluating the performance of this procedure will include:

- audit activity.
- investigations.
- performance reports.

## 6. RELATED SYSTEM DOCUMENTS

### 6.1. Policies & Procedures

Consultation & Communication Procedure (5)

Contractor Management Procedure (6)

Document Control Procedure (23)

Emergency Management Procedure (10)

Hazard Management Procedure (14)

Hazardous Work Procedure (32)

Induction & Training Procedure (13)

Personal Protective Equipment Procedure (30)

Responsibility, Authority & Accountability Procedure (12)

WHS & IM Policy

### 6.2. Forms & Tools

Confined Space Process Flowchart (044T)

Confined Space Register (006F)

## 7. REFERENCES

Legislation and other requirements related to this procedure are defined in [Group Legal Register \(010T\)](#) which can be accessed via the Catholic Safety & Injury Management Website.

### 7.1. Internal Resources

Responsibility, Authority & Accountability Matrix – Managers & Supervisors (023G)

Responsibility, Authority & Accountability Matrix – Officers (024G)

Responsibility, Authority & Accountability Matrix – Workers (025G)

### 7.2. External Resources

Nil



## 8. AUDITABLE OUTPUTS

The following examples of records will be used to verify implementation of this procedure:

- Confined Space Register
- Signage



## 9. VERSION CONTROL & CHANGE HISTORY

Version	Approved by	Approved Date	Reason for Development of Review	Next Review Date
V3	Sector Forums	February 2014	Legislation – New WHS Act	2017
<b>April 2015 – Document consolidated across CCES sectors</b>				
V1	Executive Manager CSHWSA	24/04/2015	Procedure consolidation	2017
V2	Executive Manager CSHWSA	08/10/2018	Procedure Review	2021
V3	Executive Manager CSHWSA	22/01/2021	Reviewed content, Reformatted template, Renumbered, Title change.	2023
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