

 Region of Waterloo	HUMAN RESOURCES AND CITIZEN SERVICES POLICIES	Section #	Policy #
		IV	5
		Approval Date: Dec 2009	Revision Date: November 2013
Title:	CONFINED SPACE ENTRY		
Applies To:	All Employees		

POLICY STATEMENT:

The Region of Waterloo is committed to providing safe work practices for employees performing entry into confined spaces or performing related work. Where engineering and/or administrative controls cannot be implemented to eliminate space entry, the appropriate procedures and entry plans will be implemented.

DEFINITIONS:

For a full listing of definitions, please refer to the Region’s Confined Space Entry Program.

Confined Space means a fully or partially enclosed space:

- a) That is not both designed and constructed for continuous human occupancy; and
- b) In which atmospheric hazards may occur because of its construction, location or contents or because of work that is done in it; and
- c) Is of such a size that a person’s body could pass through into the space.

Atmospheric Hazards means:

- a) The accumulation of flammable, combustible or explosive agents;
- b) An oxygen content in the atmosphere that is less than 19.5 percent or more than 23 percent by volume; or
- c) The accumulation of atmospheric contaminants, including gases, vapours, fumes, dusts or mists, that could:
 - i) Result in acute health effects that pose an immediate threat to life; or
 - ii) Interfere with a person’s ability to escape unaided from a confined space.

Competent Person means a person who:

- Is qualified because of knowledge, training, and experience;
- Is familiar with the Occupational Health and Safety Act and the regulations that apply; and
- Has knowledge of any potential or actual danger to health and safety in the workplace

Lead Employer means an employer who:

- Contracts for the services of one or more other employers or independent contractors in relation to one or more confined spaces that is located:
 - In the lead employer's own workplace; or
 - In another employer's workplace.

RESPONSIBILITIES:

The Region of Waterloo is responsible for:

- Ensuring the requirements of the Occupational Health and Safety Act and its regulations are complied with in the workplace;
- Ensuring that a written Confined Space Program is developed and maintained.

Management is responsible for:

Ensuring that employees assessing and/or entering confined spaces maintain their competency by attending the recommended confined space training as listed below:

- a) Corporate Confined Space training,
 - b) Entry Plan specific training (included in the Corporate Confined Space Training)
 - c) Rescue Training (where applicable).
 - d) Annual Safety Talk facilitated by the supervisor
- Ensuring that records are maintained on who attended the training;
 - Ensuring that any space has been assessed by a team of competent Regional employees, consisting at a minimum of the Supervisor and the worker(s) who will access the space;
 - Completing a plan for each entry and ensuring that the plan adequately controls the hazards identified in the assessment;
 - Ensuring that all required documentation in accordance with the Corporate Health and Safety Confined Space Entry Program is completed prior to each entry;
 - Ensuring that every worker who enters a confined space has a copy of a previous assessment and to complete the reassessment along with the worker prior to any entry thereafter;
 - Ensuring that Corporate Health and Safety receives a copy of any updated assessments.

Employees are responsible for:

- Following this policy; and
- Attending the Corporate Confined Space Training and any training that is plan specific;
- Working in accordance with each entry plan developed and report any deficiencies to their supervisor prior to any entry;

- Caring and maintaining any personal protective equipment assigned to them.

Members of the Joint Health and Safety Committee are responsible for:

- Identifying situations that are a potential source of danger or hazard to workers;
- Bringing forth recommendations and reviewing in consultation with Corporate Health and Safety, for the establishment, auditing and monitoring of programs, procedures and standard operating practices as they relate to health and safety.

Corporate Health and Safety is responsible for:

- Developing a confined space program including policies, procedures, training and template documents associated with the program;
- Setting standards based on interpreting and clarifying all requirements of the Occupational Health and Safety Act and any associated standards (where applicable) on confined space entry.

For further detailed responsibilities, please refer to the Region's Confined Space Entry Program.

OPERATING DETAILS:

Confined spaces must be assessed prior to entry or before related work around the confined space is performed.

Confined spaces must be signed appropriately for the safety of employees.

Only those employees deemed competent by the supervisor may perform a confined space entry.

Where two or more confined spaces are of similar construction and same hazards, their assessments may be recorded on a single document with each confined space clearly identified in the assessment.

Where confined spaces are identified and assessed, assessment documents shall be forwarded to Corporate Health and Safety to include in a document inventory maintained by Corporate Health and Safety.

The assessments shall be reviewed as often as is necessary to ensure that the relevant plan remains adequate.

Prior to any entry the supervisor must ensure that:

- Employees are trained and competent to participate in a confined space entry either as an entrant or attendant;
- A reassessment of the space is completed and signed;

- An entry permit and plan are completed with the entrant, attendant and the third party rescue provider;
- Where hot work is being performed, the space must be ventilated appropriately or purged if required and a hot work permit must be completed (**See Hot Work Policy IV-29**)
- Prior to entry, a third party contractor shall be contacted to provide rescue services;
- Equipment (including Personal Protective Equipment and air monitors) are inspected, calibrated and tested to ensure safe use.

Where respirators are required; employees shall be fit tested and trained on selection, care and use.

During any entry the workers must ensure that they are equipped with ambient monitors and that the atmospheric testing data is recorded on the permit at adequate levels.

No worker shall enter a confined space if the atmospheric testing results in an alarm situation on the monitor.

Workers must exit a confined space if the air monitor alarms while they are in a confined space.

Where confined space entry is being completed by a third party contractor the supervisor must ensure that the contractor:

- Can demonstrate they have a confined space program;
- Can demonstrate their employees are trained and competent in entering confined spaces; and
- Provides a copy of their entry permit and hot work permit (when required).

Region/Contractor Entry

When a confined space entry is being completed by a regional employee as well as a third party contractor and the Region is deemed the lead employer, the supervisor or project coordinator must ensure a coordination document is completed to specify who is responsible for duties during an entry.

Training

Corporate Health and Safety shall ensure that training is developed in consultation with the Joint Health and Safety Committees and reviewed annually in consultation with the Joint Health and Safety Committees.

The recommended training schedule for employees to be retrained is as follows:

Full day training with a practical component integrated is mandatory upon hire and then every three years thereafter for those employees working in or around confined spaces.

Annually, a safety talk shall be developed by Corporate Health and Safety and facilitated by supervisors of employees working in or around confined spaces. The safety talk shall include a

brief summary review of training and other relevant information as deemed necessary by the Occupational Health and Safety Act.

Documentation

Written records of training attendance, materials, who provided the training and who attended the training shall be forwarded to Corporate Health and Safety.

Supervisors will maintain written records of annual safety talks and ensure materials are included with this record of training.

Corporate Health and Safety shall review the confined space program and associated documentation on an as required basis but no less than 5 years will pass without a program review.

SEE ALSO:

Docs Public Folder – Confined Space Corporate Documents which includes:

- Confined Space Entry Program
- Confined Space Assessment/Reassessment
- Confined Space Entry Plan
- Confined Space Entry Permit Booklet
- Confined Space Coordination Document
- Hot Work Permit System Policy
- Confined Space Regulation 629/05

FOR FURTHER INFORMATION PLEASE CONTACT:

- Manager, Corporate Health & Safety
Human Resources