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| Parent Policy(s):  | Occupational Health and Safety and Injury Management |

1. PURPOSE

This procedure outlines the requirements for the management of entry into confined spaces with the intention of minimising risks to health and safety from any potential hazards associated with the entry.

1. SCOPE

The steps in this procedure apply whenever employees and/or contractors require entry in to a nominated confined space.

1. RESPONSIBILITIES

All employees who need to enter a confined space are responsible for ensuring this procedure is followed.

1. METHOD

Identify if the space to be entered is a confined space, using Confined space identification checklist (CMS/134)

Investigate and plan the works and requirements for the Confined Space work to be carried out.

Prior to entry complete a Confined Space Risk Assessment, SWMS and emergency plan for the work planned in the space.

NB: Once a risk assessment has been completed it can be used repeatedly until there is a change to the space or information contained in the assessment.

Prior to entry complete a Confined Space Entry Permit for the space.

Verify that team sizes, personnel locations and communication systems are adequate.

Verify that that equipment is free from damage, is fit for purpose, has been calibrated and compliance certificates are up to date.

Carry out the required works.

(See Confined Spaces Guidance Note (CMS 178) for detailed entry procedures)

Prior to finalising and signing off the entry permit, ensure that all personnel and equipment have been removed from the confined space and that the area is left clean and safe.

The completed Confined Space Entry Permit is to be retained as a record and attached to the work order for the duration of the works and a minimum seven years as per Victorian Public Records Office requirements.

Only competently trained employees are allowed to enter confined spaces or be standby personnel.

NB: Refresher training is required every two years.

1. DOCUMENTATION
	1. References
2. Occupational Health and Safety Act 2004
3. Occupational Health & Safety Regulations 2017 (Confined Spaces)
4. Compliance code for Confined Spaces 2017
5. AS/NZS 2865-2009 Safe Working in a Confined Space
6. Confined Spaces Guidance Note
	1. Records
7. Confined Space Identification Checklist
8. Confined Space Risk Assessment
9. Confined Space Entry Permit
10. CMS/178 Confined Space Entry Guidelines - Safe Work Instruction
11. CMS/1569 Safe Work Method Statement ( SWMS ) for High Risk Construction Works
12. CMS/3564 High Risk Work Rescue Plan Form
13. Training Records
14. Certification Card
15. Work order system
16. DEFINITIONS

The reader is directed to the corporation’s standard definitions.