



Confined Space Procedure

Introduction

The Park West School Division (the division) recognizes the potential hazards associated with staff working in confined spaces, and ensures that these spaces shall be made safe for entry and work. Any person entering a confined space shall follow the Divisions Safe Work Procedures for entry and work in a confined space. The division shall provide employees with Safe Work Procedures prior to entering, entry permits appendix (a), personal protective equipment, and conduct job specific training as a means of ensuring employee safety.

Procedure

The division's employees shall not enter any confined spaces other than those defined as Class 1 except in emergencies. Any maintenance to be done in confined spaces defined as Class 2 or Class 3 shall be contracted out to trained professionals.

Entering Class 1 Confined Spaces

By definition, Class 1 confined spaces do not require special work practices. However, safe work procedures must be in place to ensure the overall safety of employees for each Class 1 confined space.

Definitions

Confined space: means an enclosed or partially enclosed space that:

- (a) Is not designed for human occupancy except for the purpose of performing work;
- (b) Has restricted means of access and egress; and
- (c) May become hazardous to an employee entering it due to its design, construction, location, atmosphere, the material or substance in it, or any other condition related to it.

Class 1 (Confined Space): A confined space in which the potential hazard usually does not require special changes to work procedures, i.e. tunnels, crawl spaces, lift stations, attics, and air units.

Class 2 (Confined Space): A confined space that can cause injury and illness if preventive measures are not used, but that is not immediately dangerous to life and health (i.e. pressure vessels, combustion chambers, and storm-water catch basins). All work in Class 2 confined spaces requires both a confined-space permit and shall be contracted out to a certified company.

Class 3 (Confined Space): A confined space that presents hazards immediately dangerous to life or health, such as oxygen deficiency, explosive or flammable atmosphere, and concentration of toxic substances. Class 3 spaces include fuel,



chemical, bio-infectious storage tanks. All work in Class 3 confined spaces requires a confined-space permit and shall be contracted out to a certified company.

Responsibilities

Employer

The employer ensures that the requirements of the Workplace Safety and Health Act and other appropriate legislation are complied with:

1. Establish Safe Work Procedures, in consultation with the Safety and Health Committee, for confined-space entry and emergency response for each Level 1 confined space in The Division;
2. Specify and provide the necessary safety and emergency equipment, as determined by the hazard assessment;
3. Ensure that reports indicating an employee has been exposed to a danger are forwarded to the Safety and Health Committee;
4. Train and instruct every employee likely to enter a confined space on the procedures and equipment to be used; and
5. Ensure crawl spaces are tested for hazardous gases.

Supervisor

In assigning tasks requiring entry into a confined space, the supervisor must:

1. Ensure that all participants are knowledgeable of safe work procedures to be followed;
2. Know the actual or potential hazards of entry into any confined spaces within his or her area;
3. Be competent and trained in the following aspects of confined-space entry:
 - proper procedures;
 - safety equipment required;
 - proper procedures for emergency response.
4. Ensure all entrants wear personal protective equipment;
5. Ensure that a person properly trained in cardiopulmonary resuscitation is available, within a reasonable distance or availability, when work is done in a confined space that contains, or may contain, hazardous gas, vapour, dust, or that has an oxygen content of either less than 18% or more than 23%, and that cannot be purged and ventilated safely throughout the work;
6. Ensure the Entry Permit and Gas Monitoring Record SM 242A are logged and retained for 3 years in the Maintenance Department;
7. In addition, supervisors who must certify the confined space but rely on another person to test that space (such as a trained gas tester) must:
 - know the correct procedures for testing the confined space,
 - ensure that the person carrying out the tests follows the correct procedures,
 - be able to interpret the results of the gas test for valid certification.
 - ensure the gas used for calibration of the multi-gas detector has not expired.



Employee (Entrant)

Employees entering the confined space have the following responsibilities:

1. Ensure the Maintenance Supervisor is aware of you entering the confined space;
2. Complete the Entry Permit and Gas Monitoring Record SM 242A;
3. Review and follow the safe work procedures;
4. Participate in training and ensure they fully understand the job's requirements, including the scope of the work and the applicable safety procedures;
5. Ensure their personal safety, and that their actions do not endanger or harm co-workers;
6. Report unsafe conditions to the supervisor;
7. Wear approved protective clothing and devices, and ensure equipment is in proper working condition;
8. Ensure all accidents/incidents are reported; and
9. Ensure that all work can be, and is, conducted both safely and in the prescribed manner.