Procedure Title: Confined Space Procedure

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Scope: This procedure applies to any confined space at Monash University in Australia.

Purpose: The purpose of this document is to provide an overarching framework for the effective management of Occupational Health and Safety (OHS) associated with confined spaces and confined space entry at Monash University.

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1. Abbreviations

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<th>Abbreviation</th>
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<tr>
<td>BPD</td>
<td>Buildings and Property Division</td>
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<td>CRP</td>
<td>Contractor Responsible Person</td>
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<td>OHS</td>
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<td>OH&amp;S</td>
<td>Monash Occupational Health and Safety</td>
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<td>SWMS</td>
<td>Safe Work Method Statement</td>
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2. Definitions

A comprehensive list of definitions is provided in the Definitions tool. Definitions specific to this procedure are provided below.

**Contractor**: Any person or business engaged by Monash University who enters into a contractual arrangement to conduct work for Monash University, but whose primary employer is not Monash University.

**Contractor Management**: The process of managing work that is being/has been outsourced by Monash University. In the context of this procedure ‘contractor management’ relates to OHS.

**Contractor Responsible Person (CRP)**: The Monash University staff member/s responsible for engaging and/or supervising a contractor to complete works at Monash University.

**Confined Space**: A space in any vat, tank, pit, pipe, duct, flue, oven, chimney, silo, reaction vessel, container, receptacle, underground sewer or well, or any shaft, trench or other similar enclosed or partially enclosed structure, if the space:

- Is, or is intended to be, or is likely to be, entered by any person; and
- Has a limited or restricted means for entry or exit that makes it physically difficult for a person to enter or exit the space; and
- Is, or is intended to be, at normal atmospheric pressure while any person is in the space; and
- Contains, or is intended to contain, or is likely to contain:
  - An atmosphere that has a harmful level of any contaminant; or
  - An atmosphere that does not have a safe oxygen level; or
  - Any stored substance, except liquids, that could cause engulfment; but
- Does not include a shaft, trench or tunnel that is a mine or is part of the workings of a mine.

**Confined Space Entry Permit**: Permit required to be obtained prior to commencing entry into a confined space. The permit system is administered by Buildings and Property Division (BPD) - Services.

**Sub-Contractor**: Any person engaged by the principal contractor to assist with the contracted works. Any person subsequently engaged by these persons to assist is also deemed to be a sub-contractor.

**Suitably Qualified Person**: Person who can demonstrate that, through their experience, knowledge, qualifications and/or skills, they are competent to assess confined space works and determine safe methods of working for entry into confined spaces.
3. Identification of a Confined Space

Monash University BPD must identify all areas that meet the criteria for a confined space, in accordance with the criteria listed in the Definitions section of this procedure. Any area deemed to be a confined space will have signage placed to alert persons that it is a confined space prior to the space being entered.

4. Works Involving Confined Space Entry

4.1 Scoping

When scoping work to be undertaken and to the extent that it is practicable, it must be determined whether or not the work is required to be conducted in a confined space, and if entry into the confined space is required.

**Note:** Scoping should also incorporate contingencies in the event that the intended work would cause an area to become a confined space as a result of that work.

Monash University BPD (Services) will check the Confined Space Register to determine if work requires entry into a confined space and inform any prospective contractor that the space requires a risk assessment to be completed and a Confined Space permit issued prior to entry.

4.2 Confined Space Risk Assessment

All hazards associated with proposed works requiring confined space entry must be identified and assessed. This must be conducted by the contractor with Monash Occupational Health & Safety (OH&S). The risk assessment must be documented and should include consideration of the following:

- Entry and exit points and means of entry/exit;
- Obstacles that may impede entry/exit (including emergency rescue);
- Number of persons required to enter the space;
- Actual, or potential, harmful airborne contaminants;
- Potential for an explosive atmosphere to be present;
- Potential for an unsafe oxygen level;
- Potential for engulfment;
- Identification of any biological hazards;
- Potential for the works to introduce hazards;
- Ability to maintain communication with persons in the confined space;
- Potential for activities in the surrounding work area to impact the space to be entered;
- Ability to retrieve a person/s in the event of an emergency; and
- Access by other persons.

4.3 Safe Work Method Statement (SWMS)

A SWMS must be developed by the contractor that specifies the intended method of work taking into consideration the specific aspects of the job and means by which to control all significant risks associated with the job.

4.4 Confined Space Entry Permit

A Confined Space Entry Permit is required for all intended works that will involve entry into a confined space, prior to entry. Application for a permit must be accompanied by a copy of the assessment of the space that was completed with OH&S and the job specific SWMS.
Application for a Confined Space Entry Permit is made via BPD (Services) in accordance with local procedures.

4.5 Evaluation
The Monash University OHS Permits and Essential Services Officer, BPD (or other person deemed competent) will evaluate the application for a confined space permit and before issuing the permit to ensure:

- All administrative requirements have been met;
- The contractor has demonstrated suitable competency to perform work of this nature;
- Hazards associated with the work appear to have been identified and risks assessed;
- The intended work methods appear to be safe and without risk to health.

Any particular concerns relating to the ability to perform the work in a safe manner to be raised with OH&S prior to issuing the permit.

4.6 Monitoring
To the extent that is reasonable, monitoring of works involving confined space entry will be monitored to ensure contractors are adhering to the SWMS and safe work practices in general.

Note: Monitoring will be in accordance with monitoring protocols for contractor management as a whole, where jobs requiring a Permit to Work are given a priority weighting.

Monitoring shall be undertaken by a person deemed competent to do so, given the nature of works being conducted. Any monitoring, including observations of note and any issues, must be recorded.

Tools that may be utilised to aid the monitoring/recording process include:

- Checklists
- SWMS

4.7 Review
The performance of the contractor and management of the contract should be reviewed. Findings from monitoring are to be presented to the contractor to allow for comment, discussion regarding any rectification works and learnings for future work.

These findings should be taken into consideration when determining future contract awards.

Note: Performance review documentation of the contractor can also be used as evidence when determining the performance confidence in the contractor.
5. Responsibility for Implementation

A comprehensive list of OHS responsibilities is provided in the document OHS Roles, Committees and Responsibilities Procedure. The responsibilities with respect to this procedure are provided below.

5.1 Head of Academic/Administrative Unit: It is the responsibility of the head of academic/administrative unit to ensure that systems are in place to ensure that no person enters a confined space without a confined space entry permit.

5.2 Contractor Responsible Person (CRP): Ensure that the contractor engaged to undertake works is informed of work that will require confined space entry and is familiar with Monash University’s requirements for confined space entry.

5.3 Contractors and Sub-Contractors: To ensure that a Confined Space Entry Permit is obtained prior to commencing entry into a confined space and, so far as is reasonably practicable, work is undertaken in a manner that is as safe and without risk to health and in accordance with Part 3.4 of the Occupational Health and Safety Regulations 2017.

6. Tools

The following tools are associated with this procedure:

- Site Safety Spot Check checklist

7. Records

For OHS Records document retention please refer to: Monash University OHS Records Management Procedure
8. Document History

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<td>1</td>
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