

CONFINED SPACE RISK MANAGEMENT PROCEDURE

SCOPE

This Procedure applies to any activities under the management and control of Monash University in Australia and applies to affected workers; including staff, students, contractors and visitors.

PROCEDURE STATEMENT

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.

1. Abbreviations

BPD	Buildings and Property Division
CRP	Contractor Responsible Person
OHS	Occupational Health and Safety
OH&S	Monash Occupational Health and Safety team, led by the Group Manager, Health Safety & Wellbeing
SWMS	Safe Work Method Statement

2. Identification of a Confined Space

The Contractor Responsible Person (CRP) or Monash Supervisor must ensure that any suspected confined space that is not present in the Confined Space Register is reported to OH&S.

It is the responsibility of the CRP or Monash Supervisor and OH&S to ensure that:

- Any suspected confined spaces meet the definition of a confined space as per this document;
- All confined spaces are recorded in the Confined Space Register; and
- Appropriate signage is placed at all entry points to a confined space prior to the space being entered.

3. Identification of a Temporary Confined Space

The CRP or Monash Supervisor must ensure that any works that have the potential to temporarily create a confined space must be brought to the attention of OH&S.

It is the responsibility of the CRP or Monash Supervisor and OH&S to ensure that:

- A determination is made on whether the space meets the criteria of a confined space consistent with the OHS Regulations 2017 and as detailed in the definition section of this procedure;
- Appropriate signage is placed at all entry points to a confined space prior to the space being entered.

4. Activities Involving Confined Space Entry

4.1 Risk Management

The Contractor Responsible Person (CRP) or Monash Supervisor must ensure that any risks associated with entry to a confined space are identified, so far as is reasonable, before work commences. If there is an element of doubt, OH&S must be consulted. Risk management can be undertaken by completing a risk assessment or a Safe Work Method Statement (SWMS).

4.1.1 SWMS will be completed by contractors undertaking the works.

4.1.2 Risk assessments will be completed by Monash staff.

4.1.3 Risk assessments and SWMS must be conducted by the party who will perform the works. The SWMS and risk assessment must be documented and should be specific to the work being undertaken.

4.1.4 Risks that may arise include:

- Becoming trapped as a result of exit points becoming inaccessible (e.g. accidentally externally locking exit door).
- Dangerous atmospheres that have a risk of:
 - Ignition or explosion of flammable gases;
 - Inhalation of toxic gases (e.g. Carbon monoxide, Carbon dioxide) or harmful airborne contaminants; or
 - Insufficient oxygen in the atmosphere.
- Presence of a material that may significantly limit mobility of a person (e.g. water, powders, granular materials).
- Exposure to pathogens.

5. Confined space permit-to-work

5.1 A confined space entry permit must be obtained when the nature of works includes work within an area that meets all aspects of the definition of a confined space that is intended to be entered.

5.2 Permits are requested through [Buildings and Property Division](#) by the Contractor Responsible Person (CRP) where applicable or a Monash Supervisor overseeing the works.

The CRP and Monash Supervisor is responsible for ensuring that:

- The party conducting the work has completed certified Confined Space Entry training and can demonstrate 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; and
- A Permit-to-work is in place before any works commence.

5.3 The permit approver or an OH&S representative or delegate must verify the identified controls are in place and the atmosphere within the confined space has been determined to be safe prior to entry. This may be done in person, remotely or with the use of photo evidence and must be verified on the day the confined space is to be entered.

6. Conditions

6.1 The CRP, Monash Supervisor or OH&S must ensure that:

6.1.1 Equipment necessary to safely enter, work and exit the confined space is available, including:

- Means of delivering and retrieving a person (e.g. life line);
- Means of delivering and retrieving equipment (e.g. tripod, davit); and/or
- Means to safely operate within the work area (e.g. lighting, communications devices)

6.1.2 Isolations are performed on services where warranted;

6.1.3 Equipment used to monitor conditions is calibrated;

- 6.1.4 Measurement of atmospheric conditions within any confined space being entered is conducted at the top, middle, and bottom of the breathable zone and that hazardous gases or other contaminants are at safe levels as follows:
- Oxygen concentrations within of 19.5 and 23.5%;
 - Combustible gases are below 5% LEL (e.g. 10ppm is LEL, 5% is 0.05ppm);
 - Hydrogen sulphide is less than 25 ppm;
 - Carbon monoxide is less than 400 ppm; and/or
 - Any other gases or contaminants are at safe levels.
- 6.1.5 Any unsafe atmosphere within a confined space being entered is purged or ventilated until the levels are safe. If purging or ventilating the atmosphere is not practicable, that workers wear appropriate breathing apparatus;
- 6.1.6 The work area is isolated from other persons (e.g. signage and barricades) as far practicable; and
- 6.1.7 Emergency retrieval procedures are in place for the duration of works.

7. Monitoring

The CRP or Monash Supervisor must monitor works, as far as practicable, to ensure that controls identified are in place.

The CRP, Monash Supervisor or the Manager, Health, Safety & Wellbeing, or their representative, may review any work activities relating to confined space entry without notice.

8. Responsibility

It is the responsibility of the Group Manager, Health Safety & Wellbeing to ensure that this procedure is implemented.

9. Records

For OHS Records document retention please refer to:

[OHS Records Management Procedure](#)

DEFINITIONS

A comprehensive list of definitions is provided in the [Definitions tool](#). Definitions specific to this procedure are provided below.

Key word	Definition
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.
Confined Space	<p>A space (other than shaft, trench or tunnel that is a mine or is part of the workings of a mine) that is enclosed or partially enclosed by a structure (e.g. any vat, tank, pit, pipe, duct, flue, oven, chimney, silo, reaction vessel, container, receptacle, underground sewer or well, or any shaft, trench), or, where the impact of work could create a work environment that:</p> <ol style="list-style-type: none"> 1. Is, or is intended to be, or is likely to be, entered by any person; and 2. 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 3. Is, or is intended to be, at normal atmospheric pressure while any person is in the space; and

	<p>4. Contains, or is intended to contain, or is likely to contain:</p> <ul style="list-style-type: none"> • 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.
Contractor Responsible Person (CRP)	The Monash University staff member/s responsible for engaging and/or supervising a contractor to complete works at Monash University sites.
Designated Mapping Tool	The tool used to map spatial information for the University. Currently assigned as SiSFM.
Permit-to-work certificate	Documented evidence of the issuing of a permit-to-work.
Permit Approver	The BPD authorised person who will review and approve a Permit for Work.
Permit holder	A person who is authorised by both an approved person and the authorised person to supervise activities involving prescribed activities as documented in a permit-to-work certificate.
Suitably Qualified Person	Person who can demonstrate that, through their experience, knowledge, qualifications and/or skills, they are competent to safely enter a confined space.

GOVERNANCE

Parent policy	OHS&W Policy
Supporting procedures	Monash University OHS documents Confined Space Register OHS Records Management Procedure OHS Risk Management Procedure
Supporting schedules	N/A
Associated procedures	Australian and International Standards ISO 45001:2018 Occupational Health and Safety Management Systems WorkSafe Guidance documents Compliance Code 'Confined Spaces', WorkSafe Victoria September 2008
Related Legislation	Occupational Health and Safety Act (2004), Victoria Occupational Health and Safety Regulations (2017) Victoria
Category	Operational
Approval	Chief Operating Officer & Senior Vice-President 28 June 2023
Endorsement	Monash University OHS Committee 31 May 2023
Procedure owner	Group Manager, Health Safety & Wellbeing
Date effective	30 June 2023
Review date	30 June 2026
Version	2.2
Content enquiries	ohshelpline@monash.edu

DOCUMENT HISTORY

Version	Date Approved	Changes made to document
1	September 2017	1. Confined Space Procedure, V1
2	April 2020	1. Incorporated requirements of the OHS Prescribed Activities and Permit-to-work Procedure. 2. Renamed to Confined Space Risk Management Procedure
2.1	July 2021	1. Updated certification logo in footer to ISO 45001 2. Updated the Standard to ISO 45001 under "Associated procedures" in the Governance table 3. Updated OHS Policy under 'Parent Policy' to OHS&W Policy
2.2	June 2023	1. Removed all references to the "OHS Prescribed Activities and Permit to Work Procedure" as this procedure is being rescinded. 2. Removed references to "Authorised Persons" and where applicable replaced reference with CRP or Monash Supervisor. 3. Replaced reference to "mapping tool" with term "Confined Space Register". 4. Updated Section 4.2 to include SWMS. 5. Updated Risk Management section to read easier. 6. Added a sentence in Section 5 regarding verification of controls and safe atmosphere prior to confined space entry. 7. Added definition for the term "Permit Approver". 8. Updated title of Procedure owner in Governance table 9. Updated 'Health, Safety and Wellbeing Manager' to 'Group Manager, Health Safety & Wellbeing' throughout the procedure.