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| <b>Procedure Title</b>   | Confined Space Risk Management Procedure  |
| <b>Parent Policy</b>     | OHS Policy  |
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| <b>Procedure Owner</b>   | Manager, OH&S   |
| <b>Category</b>          | Operational   |
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| <b>Scope</b>             | This Procedure applies to any activities under the management and control of Monash University in Australia.  |
| <b>Purpose</b>           | 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

|                 |                                       |
|-----------------|---------------------------------------|
| <b>BPD</b>      | Buildings and Property Division       |
| <b>OHS</b>      | Occupational Health and Safety        |
| <b>OH&amp;S</b> | Monash Occupational Health and Safety |

## 2. Definitions

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

**Authorised person:** A person who is authorised on behalf of the Manager, OH&S, to approve and issue a certificate in relation to a specific type of prescribed activity.

**Approved person:** A person who has been approved by an authorised person to supervise activities involving prescribed activities.

**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:** 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:

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
4. 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.

**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 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.

**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 safely enter a confined space.

### 3. Identification of a Confined Space

Operational managers must ensure that any suspected confined space that is not present in the designated Mapping Tool is reported using a Hazard Report assigned to the BPD – Buildings and Property role account.

It is the responsibility of the Authorised Person to ensure that:

1. Any suspect confined spaces meets the criteria of a confined space;
2. All confined spaces are recorded in the designated Mapping Tool; and
3. Appropriate signage is placed at all entry points to a confined space prior to that the space being entered.

### 4. Identification of a Temporary Confined Space

Operational managers must ensure that any works that have the potential to temporarily create a confined space must be brought to the attention of the Authorised Person.

It is the responsibility of the Authorised Person to ensure that:

1. A determination on whether the space meets the criteria of a confined space;
2. Appropriate signage is placed at all entry points to a confined space prior to that the space being entered.

## 5. Activities Involving Confined Space Entry

### 5.1. Scoping

When scoping work to be undertaken and to the extent that it is practicable, it must be determined whether or not the activities will include a requirement to enter a confined space.

### 5.2. Risk Management

All hazards associated with work within a confined space must be identified and assessed. 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:
  - a. Ignition or explosion of flammable gases;
  - b. Inhalation of toxic gases (e.g. Carbon monoxide, Carbon dioxide) or harmful airborne contaminants; or
  - c. 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.

Operational managers 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, Operational Managers must consult with the Authorised Person.

Any Operational Manager directing work involving entry to a confined space must be approved to do so using the [OHS Prescribed Activities Approval Form](#).

Risk assessments must be conducted in consultation with the party who will perform the works in accordance with the [OHS Risk Management Procedure](#). The risk assessment must be documented and adequate control of risks identified and implemented before work commences. A template risk assessment is available in SARAH.

## 6. Confined space permit-to-work

A confined space 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.

Permits are requested through Buildings and Property Division.

Permit-to-work requests must be assigned to an approved person in accordance with the requirements of the [OHS Prescribed Activities and Permit-to-work Procedure](#).

The Approved Person is responsible for ensuring that:

- The party conducting the work 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; and
- A Permit-to-work is in place before any works commence.

### 6.1. Conditions

Permit Holders must ensure that:

1. Equipment necessary to safely enter, work and exit the confined space will be provided, including:
  - a. Means of delivering and retrieving a person (e.g. life line);
  - b. Means of delivering and retrieving equipment (e.g. tripod, davit); and/or
  - c. Appropriate equipment to safely operate within the work area (e.g. lighting, communications devices)
2. Isolations are performed on services where warranted;
3. Equipment used to monitor conditions are appropriately calibrated;
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:
  - a. Oxygen concentrations within of 19.5 and 23.5%;
  - b. Combustible gases are below 5% LEL (e.g. 10ppm is LEL, 5% is 0.05ppm);
  - c. Hydrogen sulphide is less than 25 ppm;
  - d. Carbon monoxide is less than 400 ppm; and/or
  - e. Any other gases or contaminants are at safe levels.
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. Isolate the work area from other persons (e.g. signage and barricades) as far practicable; and
7. Emergency procedures are in place for the duration of works.

### 6.2. Monitoring

The Permit Holders must ensure that all controls identified through risk management are in place.

The Approved Person must monitor works, as far as practicable, to ensure that controls identified are in place.

The Authorised Person, The Manager, OH&S, or their representative, may review the conduct of any work activities relating to confined space entry without notice.

## 7. Responsibility for Implementation

It is the responsibility of the Manager, OH&S to ensure that this procedure is implemented.

## 8. Records

For OHS Records document retention please refer to:

[Monash University OHS Records Management Procedure](#)

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| <b>Status</b>                           | <i>New</i>   |
| <b>Approval Body</b>                    | Monash University OHS Committee (MUOHSC)   |
| <b>Legislation Mandating Compliance</b> | Occupational Health and Safety Act (2004), Victoria<br>Occupational Health and Safety Regulations (2017) Victoria  |
| <b>Related Policies</b>                 | OHS Policy   |
| <b>Related Documents</b>                | <p><b>Australian and International Standards</b></p> <p>OHSAS 18001:2007 Occupational Health &amp; Safety Management Systems - requirements</p> <p>AS/NZS 4801:2001 Occupational Health &amp; Safety Management Systems – specifications with guidance for use.</p> <p><b>WorkSafe Guidance documents</b></p> <p>Compliance Code 'Confined Spaces', WorkSafe Victoria September 2008</p> <p><b>Monash University OHS documents</b></p> <p>PTW Procedure (BPD (Services))<br/>Contractor Management Procedure<br/>Confined Space Register</p> |

## 9. Document History

| Version | Date of Issue  | Changes made to document  |
|---------|----------------|---|
| 1       | September 2017 | Confined Space Procedure, v1  |
| 2       | March 2020     | Incorporated requirements of the OHS Prescribed Activities and Permit-to-work Procedure.<br>Renamed to Confined Space Risk Management Procedure |