

# TOWN OF TWO HILLS



Policy Number: 2007-10  
Date of Issue: December 10, 2007  
Policy Subject: **CONFINED SPACE**

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## **POLICY STATEMENT:**

The purpose of this policy is to establish a code of practice for working in confined space in the Town of Two Hills.

## **OBJECTIVE**

- identifies all the confined spaces
- identifies the hazards in confined space
- control the hazards during entry by having a written entry plan
- adequate training for employees

## **INTRODUCTION:**

What is confined space?

- fully or partially enclosed space with restricted access
  - not designed or constructed for human occupation
  - hazardous because of lack of adequate and safe air inside
  - hazardous because of the work that will be done inside
- All employees that work for the Town of Two Hills need to be trained in the hazards of confined spaces.
  - The employer has the duty to ensure it adequately protects the health and safety of all workers that work in confined space.
  - It is up to the employer, in consultation with the safety officer to determine the level of safety required and to ensure it is adequate for the type of entry.
  - A written hazard assessment and entry plan must always be available for inspection.

## **HAZARD ASSESSMENT:**

- If an employee must enter a confined space the employer must appoint a competent person to carry out the tasks. The competent person must be knowledgeable about confined spaces.
- In assessing hazards the workers are required to meet all of Part 2 of the Occupational Health & Safety Codes.

## **ENTRY PERMIT SYSTEM:**

- A confined space entry permit is an important document that sets out the work to be done and the precautions to be taken.



**Entry Permit must at a minimum have:**

- List the names of each worker, the confined space, and the reason for their entry.
- Provide location of confined space.
- Specify the time period for which the entry permit is valid for.
- All readings for environmental conditions must be recorded on the entry permit.

An entry permit will cover specific tasks, which may occur over a number of shifts. The time for which the entry permit is valid is based on the estimated time to complete the projects.

An entry permit should be treated as expired sooner than stated time if one of the following occurs:

- If the confined space is returned to service.
- If continuity of responsible supervision for the confined space is broken.
- If the project is interrupted for a significant time because of an emergency that affects the confined space (e.g. an incident, rescue or breakdown of equipment).
- If an entry has expired then a new entry permit must be issued before entry into the confined space is allowed.

**UNAUTHORIZED ENTRY:**

- Only workers authorized by the employer are allowed to enter a confined space.

**TRAFFIC HAZARDS:**

- Workers within a confined space must always be protected from traffic hazards, by using safety cones, barricades, and signs.

**TESTING THE ATMOSPHERIC CONDITIONS:**

- Before entering a confined space that may contain a hazardous atmosphere a pre-entry testing must be done to ensure that levels of oxygen are adequate and if any hazardous substance is identified.
- Testing equipment has to be properly calibrated in accordance with the manufacturer's specification.

**SOLVENTS:**

- Hydrocarbon solvents are frequently used as degreasing agents. They can cause unconsciousness by depressing the central nervous system.

**PHYSICAL HAZARD:**

- These hazards include those associated with mechanical, electrical, and hydraulic energy engulfment, communication problems, noise and size of openings into the confined space.

**ENGULFMENT:**

- Engulfment is loose material (e.g. storage bins, sand, gravel, or other loose material).



## **OTHER PHYSICAL HAZARDS:**

- The nature of confined space work may make it difficult to separate the worker from hazardous forms of energy like powered machinery, electrical energy, and hydraulic lines.
- The following types of facilities are designated as confined space.
  - Wastewater wet wells
  - Underground stations
  - Manholes
  - Water reservoirs
  - Wastewater grit chambers
  - Holding tanks
  - Voids or crawl spaces beneath false flooring

## **CONTRACTORS:**

When the employer arranges to have a contractor perform work in a confined space the following steps have to be taken:

- Inform the contractor that the workplace contains confined space and a confined space entry permit is required.
- Advise the contractor of any precautions or procedures that have been implemented in the confined space.
- Coordinate entry procedures when contractor personnel will be working in the confined space.
- Debrief the contractor at the conclusion of all work having been done in the confined space.

**NOTE: Confined spaces other than manholes and sewer lines shall be provided with a caution sign at the entrance. The signs should read “CAUTION - TEST FOR TOXIC ATMOSPHERE”**

### **Confined Space Emergency Rescue Procedures**

- 1) When an emergency rescue is necessary from any confined space, the rescue must be immediate. Sufficient and adequate emergency rescue equipment is to be positioned and available prior to any confined space entry. Notify the hospital emergency unit immediately and take immediate steps to effect removal, without endangering other personnel.
- 2) Upon entry, immediately assess the injury or problem. Determine the general nature of the injury and the condition of the victim(s). There is no time to conduct an extensive physical examination. Check for serious conditions starting with breathing, pulse, bleeding, fractures, and/or related injuries.
- 3) When it is certain the atmosphere is safe, provide the victim(s) with immediate care as necessary. Then remove the victim(s) from the confined space.
- 4) When the atmosphere is questionable, proceed as though it is contaminated.

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER



# TOWN OF TWO HILLS



## WORK SITE HAZARD ASSESSMENT:

Date of assessment: \_\_\_\_\_ Assessment done by: \_\_\_\_\_  
(list of workers involved)

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Work site location(s):

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- Permanent work site:( e.g. arena or town shop)
- Field work (e.g. water main breaks or line painting)
- Mobile work site (e.g. mobile steam unit)

Types of work to be done:

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## WORK SITE ASSESSMENT OBSERVATIONS:

Site Assessment & Control:

- What hazards can be eliminated?
- Which hazards have to be controlled?
- What personal protective equipment is needed?

HAZARDS

POTENTIAL HARM

CORRECTIVE ACTION

<u>HAZARDS</u>	<u>POTENTIAL HARM</u>	<u>CORRECTIVE ACTION</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



**TOWN OF TWO HILLS  
PUBLIC WORKS  
CONFINED SPACE  
ENTRY PERMIT**



**Date:** \_\_\_\_\_

**Location of Confined Space:** \_\_\_\_\_

**Permit Valid from** \_\_\_\_\_ **AM/PM to** \_\_\_\_\_ **AM/PM**

Permit is valid for the shift for which it is issued only and is not transferable between shifts. A new Permit, is to be issued for each new shift working within the confined space.

**Name of Worker in Charge of Entry Permit:** \_\_\_\_\_

**Names of Work Crew Members, Reason for Entry:** Workers assigned duties related to this confined space entry must hold a valid "Confined Space Entry Training Certificate".

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

**Names of Emergency Responders:** Emergency responders must hold valid "First Aid", "Emergency Response Equipment Training", and "Confined Space Entry Training" Certificates.

Who is designated as man watch?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Type of Work to be completed:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Describe Special Procedures:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Is a copy of the hazard assessment attached to this form?**  Yes  No



**Required Rest Parameters: Oxygen Levels Must Be Between 19.5 & 23/0 % For Safe Entry:**

**Pre-entry Level \_\_\_\_\_% Time Taken \_\_\_\_\_ Is a lifeline required?  Yes  No**  
**Is the use of a SCBA required?  Yes  No**

**Is additional air quality testing required?  Yes  No**  
**If additional testing is required, how often should testing take place? \_\_\_\_\_**

**Test 1 \_\_\_\_\_% Time Taken \_\_\_\_\_**  
**Test 2 \_\_\_\_\_% Time Taken \_\_\_\_\_**  
**Test 3 \_\_\_\_\_% Time Taken \_\_\_\_\_**  
**Test 4 \_\_\_\_\_% Time Taken \_\_\_\_\_**  
**Test 5 \_\_\_\_\_% Time Taken \_\_\_\_\_**  
**Test 6 \_\_\_\_\_% Time Taken \_\_\_\_\_**  
**Test 7 \_\_\_\_\_% Time Taken \_\_\_\_\_**  
**Test 8 \_\_\_\_\_% Time Taken \_\_\_\_\_**

**What toxic, flammable or explosive substances are present and at what levels are they present? What controls are needed to deal with this hazard?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Is a Hot Work Permit Required?  Yes  No** If yes complete a "Hot Work Permit"

**Is a machinery lock out and tag out required?  Yes  No**

**If yes, list the machinery that has to be locked out.**

\_\_\_\_\_  
\_\_\_\_\_

**Signature of Permit Holder \_\_\_\_\_ Dated: \_\_\_\_\_**

**Company Name or Employee Position \_\_\_\_\_**

### **Permit Sign Off**

**Has the work been completed?  Yes  No**

**Are all lock and tag outs removed?  Yes  No**

**Is the equipment or area being worked on operational?  Yes  No**

**Have all pertinent personnel been notified of area or equipment operational status?  Yes  No**

**Permit holders Signature: \_\_\_\_\_ Time of Sign Off: \_\_\_\_\_**

