Policy

Policy Guideline

Confined Spaces Safety (WHS) Policy Guideline

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Summary

The Confined Spaces Safety (WHS) Policy Guideline provides guidance in the implementation of a systematic and consistent approach to hazard identification and risk management of confined spaces, ensuring compliance with *Work Health and Safety Act 2012* (SA), its regulations and codes of practice.

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Does this policy replace an existing policy? *N*
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NA

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Yes

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Confined Spaces Safety (WHS) Policy Guideline

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SA Health

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Confined Space Safety (WHS) Policy Guideline

1. Objective

SA Health is committed to and acknowledges its legislative responsibility for the provision of a safe work environment and the prevention of injury/illness for all persons working within or visiting SA Health sites.

The Confined Spaces Safety policy guideline is designed to outline *Work Health and Safety Act 2012* (SA) and *Work Health and Safety Regulations 2012* (SA) requirements for all SA Health Local Health Networks (LHN)/Heath Service (HS)/Business Unit (BU) and Contractors (PCBU) ensuring the safe management of entry and exit into and/or from a confined space and to take reasonably practicable steps to eliminate the risks associated with the work to be undertaken within the confined space.

The Confined Spaces Safety (WHS) policy guideline is to be read in conjunction with the SA Health Policy Directive - High Risk Work Safety (WHS).

2. Scope

The policy guideline applies to SA Health workers including occupiers, contractors, volunteers, labour hire personnel and students who have management or control of a confined space, and to designers, manufacturers or suppliers of plant and structures that include or are intended to include, a confined space.

In addition, the policy guideline is relevant for all identified confined spaces within SA Health workplaces, whether owned or leased and includes structures, facilities, plant or equipment used in the performance of work-related duties where there is a potential risk that the airborne concentration of a substance exceeds the relevant exposure standard.

3. Principles

Working within a confined space has potential to pose atmospheric and engulfment risks that have the potential to cause serious injury and illness.

SA Health recognises the presence of confined spaces located within facilities under their control, and subsequently is committed to the reasonably practicable reduction and/or elimination of confined space risk through the management of confined space entry hazards, the processes by which entry/exit and work is controlled, and the implementation of appropriate emergency procedures.

4. Detail

4.1 Background

A Confined Space is an area which is not designed for workers to conduct work freely. Confined spaces often have poor ventilation which allows hazardous atmospheres to quickly develop without any obvious warning. When hazards and risks present in a confined space it is difficult to rapidly respond and an already compromised work area becomes even more compromised.

In SA Health confined spaces are commonly found in vats, tanks, pits, pipes, ducts, flues, chimneys, silos, containers, boilers, pressure vessels, underground sewers, wet or dry wells, shafts, trenches, tunnels or other similar enclosed or partially enclosed structures.

Some of the consequences that may arise from working in a confined space include:

- Loss of consciousness, impairment, injury or death due to the immediate effects of airborne contaminants;
- Fire or explosion from ignition of flammable contaminants;
- Difficulty rescuing and treating an injured worker;
- Asphyxiation resulting from oxygen deficiency or immersion in a free-flowing material.

The following is not generally defined as a confined space:

- Place that are intended for human occupancy which has adequate ventilation, lighting and safe means of entry and exit (e.g. workshops, hyperbaric chambers);
- Some enclosed or partially enclosed spaces that at particular times have harmful airborne contaminants but are designed for a person to occupy (e.g. spray painting booth);
- Enclosed or partially enclosed spaces that are designed to be occasionally occupied by a person if the space has a readily and conveniently accessible means of entry and exit via a doorway at ground level.

The *Work Health and Safety Act 2012* (SA), *Work Health and Safety Regulations 2012* (SA) and the *Approved Code of Practice – Confined Spaces* provides best practice minimum standards in the identification and risk control measures required when carrying out work in a confined space.

The *Code of Practice for Confined Spaces* provides practical evidentiary guidance in relation to work carried out in a confined space, and includes an example of a confined space entry permit at Appendix B. It applies to all SA Health LHN/HS/BUs and contractors who have management or control of a confined space, and to designers, manufacturers or suppliers of plant and structures that include, or are intended to include, a confined space.

4.2 Managing the Risks

SA Health must take reasonably practicable steps to manage the safety risks associated with confined spaces, including risks when entering, working in, on or near a confined space, as well as the risk of inadvertent entry, by following a systematic process that involves:

- Identifying hazards associated with confined spaces;
- Assessing the risks associated with these hazards;
- Implementing risk control measures, and;
- Reviewing risk control measures.

Further guidance is provided in the SA Health Policy Directive – Hazard Identification and Risk Management (WHS) on the risk management process.

In managing risks associated with a confined space, all relevant matters must be considered, including:

- whether the work can be carried out without the need to enter the confined space;
- the nature of a confined space;
- if the hazard is associated with any airborne contaminant or unsafe level of oxygen;
- the work to be carried out in the confined space, the range of methods by which the work can be carried out, and the proposed method;
- the type of emergency procedures required.

The SA Health LHN / HS/ BU and contractors in management control of confined spaces must consult workers and other duty holders who are involved in carrying out work in or near a confined space during the process of identifying hazards, assessing risks and implementing control measures.

A contractor engaged to carry out work in the same space will be deemed to have management control of the confined space at the time that work is being carried out.

SA Health LHN / HS / BU and workplaces must consult with workers and their Health and Safety Representatives (HSR) to ensure risk associated with the confined space are eliminated.

4.3 Design

During the design of facilities or structures and procurement of plant or modification of existing assets, SA Health must ensure where reasonably practicable, that the risk of inadvertent entry into a confined space and the need to enter a confined space is eliminated.

If this is not reasonably practicable, then:

- The need for any person enter the space must be minimised so far as is reasonably practicable;
- The space must be designed with a safe means of entry and exit, and;
- The risk to the health and safety of any person who enters the space must be eliminated or minimised as far as is reasonably practicable.

Entry to and exit from a confined space is safer when openings (access points) are large and located in a position that allows for persons and equipment to pass easily through them.

Designers must eliminate the health and safety risks of any person who enters a confined space and must incorporate the following during the design phase to eliminate the need of entry:

- Outlets and facilities for cleaning and maintenance of plant and equipment;
- Use of lining materials that are durable, require minimal cleaning and do not react with materials contained in the confined space;
- Design of the structure and mechanical parts to provide for safe and easy maintenance.

4.4 Identification and Confined Space Register

A confined space is determined by the structure and hazards associated with a set of specific circumstances and not just because work is performed in a small space.

The following four (4) criteria must all be met in order to determine whether a space is deemed a 'confined space':

1. The space is enclosed or partially enclosed, and;
2. The space is not designed or intended to be occupied by a person, and;
3. The space is not designed or intended to be at normal atmospheric pressure while a person is in the space, and;
4. The space poses a risk to health and safety due to at least one of the following:
    a) An atmosphere that does not have a safe oxygen level (a safe oxygen content means oxygen content in air or between 19.5%-23.5%);
    b) Contaminants that may cause injury from fire or explosion;
    c) Harmful contaminants of any airborne contaminants (if the contaminants are present at a concentration above the relevant exposure standard or if they are likely to cause impairment, loss of consciousness or asphyxiation)
    d) engulfment, for example:
        - any liquid including oil or water in which a person can drown, or
        - any solid including fly ash, grain, sawdust and sand that can flow and form a temporary cavity or bridge, which may collapse and surround a person, cutting off their air supply.

The confined spaces register is a document that lists all identified or potential (unconfirmed) confined spaces in a workplace.

SA Health LHN / HS / BU and workplaces must ensure that a register of confined spaces is maintained in the workplace and is readily accessible to all workers and contractors that intend to conduct work in a confined space.

The confined spaces register must record the following information:

- The exact location and description of the confined space;
- The date of identification / assessment;
- Reference to risk assessments and recommended risk control measures.

The confined space register must be reviewed and revised if:

- Further confined spaces are identified;
- Recommended risk control measures are changed, or;
- At least every 5 years.

Refer to *SA Health WHSIM Model Register – Confined Spaces* (R008).

4.5 Signage and Barricades

SA Health LHN/HS/BU and workplaces must ensure all identified confined spaces are clearly labelled with signposting's to prevent unauthorised entry to a confined space. In addition to signposting's, where applicable security devices such as locks and fixed barriers should also be installed.

Prior to any work in relation to a confined space commencing, signs must be erected at each entry to prevent entry of persons not involved in the work. Signs must warn against entry by people other than those who are listed on the confined space entry permit, and must be placed at each entrance to the confined space. Signs must be in place while the

confined space is accessible, including when preparing to work in the space, during work in the space and when packing up on completion of the work.

All signs must comply with *AS/NZS 1319:1994 Safety Signs for the Occupational Environment.*

Figure 1: Example of a confined space warning sign.

4.6 Working in Confined Spaces

SA Health must ensure, so far as is reasonably practicable, that workers and other persons are not put at risk from work carried out as part of the business or undertaking.

SA Health LHN/HS/BU/WP and contractors (PCBU) in management or control of the workplace must ensure all persons who intend to undertake work in a confined space have executed the following prior to commencing confined space work:

- Attend contractor site induction;
- Checked the confined space register;
- Have been provided with Safe Work Method Statements (SWMS) and risk assessments from persons in management control of the confined space;
- Have received the required level of training, are competent and licensed to undertake such work;
- Appropriate instruction on emergency procedures is provided to all persons intending to conduct work in a confined space;
- Continuous monitoring of atmospheric contaminants in the confined space, where applicable;
- Have been allocated a 'Confined Space Entry Permit to Work'.

Entry to a confined space is considered to have occurred when a person's head or upper body enters the space.

4.7 Entry Permit

A confined space entry permit provides a formal check to ensure all elements of a safe system of work are in place before workers are allowed to enter the confined space.

The confined space entry permit also provides a means of communication between site management, supervisors and those carrying out the work and ensures that SA Health LHN/HS/BU or contractor in management or control of the work have checked and authorised the entry into the confined space confirming work is safe to proceed.

SA Health LHN/HS/BU or contractor in management or control of the confined space must not allow or direct a worker to enter a confined space to carry out work unless the person has been issued with a confined space entry permit for the work. The Principal Contractor in management or control of the work must provide a sub-contractor carrying out work in a confined space with the SA Health LHN confined space entry permit form.

Refer to the *SafeWork Australia - Code of Practice Confined Spaces (Appendix B)* for an example of a confined spaces entry permit.

The confined space entry permit must be approved by both a SA Health delegate and a competent person who directs and supervises the work on behalf of SA Health LHN/HS/BU or Principal Contractor, before any work commences in a confined space.

The SA Health delegate must authorise and provide written sign off on the confined space entry permit to ensure that work in confined space is authorised to proceed.

The confined space entry permit must be completed in writing by a competent person and:

- specify the confined space to which the permit relates;
- record the names of workers permitted to enter the confined space and the period of time that the work will be carried out;
- set out risk control measures based on the risk assessment;
- sign off that work is able to proceed, and;
- contains space for an acknowledgement that work in the confined space has been completed and all workers have exited the confined space.

The confined space entry permit must be used as a written record that all workers have exited the confined space on completion of the work. It should be displayed in a prominent place to facilitate signing and clearance.

Acknowledgement on the permit that the work has been completed and all people have left the space must occur by a competent person. A confined space entry permit must be issued for each entry into the confined space and each permit only applies to one confined space and allows one or more workers to enter that space. The confined space entry permit is valid for the entire period any worker is in the confined space.

A confined space entry permit is required when a person enters a confined space to conduct the initial hazard identification or risk assessment. The permit may need to be revised after the risk assessment is completed.

The information on the confined space entry permit may be used as a suitable record of the risk assessment that has been carried out.

The confined space entry permit and associated risk assessments must be kept for at least 5 years after the confined space work to which the permit relates is completed.

4.8 Atmospheric Monitoring

Atmospheric Monitoring is the sampling of the atmosphere at a workplace or in the environment and deriving a quantitative estimate of the contamination in the air.

Testing and monitoring the atmosphere in a confined space is a routine part of determining appropriate risk control measures.

SA Heath LHN/HS/BU and contractors in management or control of a confined space must ensure, so far as is reasonably practicable, a safe atmosphere during work in a confined space through methods such as cleaning, purging and ventilation.

Refer to the SafeWork Australia *Code of Practice – Confined Spaces* for further information on controlling the risks through a safe atmosphere.

SA Health LHN/HS/BU or contractors in management or control of a confined space must ensure, so far as is reasonably practicable, that air monitoring is carried out to determine the airborne concentration of a substance or mixture to which an exposure standard applies if:

- There is uncertainty whether or not the airborne concentration of the substance or mixture exceeds the relevant exposure standard, or;
- Monitoring is necessary to determine whether there is a risk to health.

Any air monitoring in a confined space should be carried out by a competent person using a suitable, correctly calibrated gas detector. It may be necessary to test the atmosphere for:

- Oxygen content;
- Airborne concentration of flammable contaminants, and;
- Airborne concentration of potentially harmful contaminants (for example, hydrogen sulphide and carbon monoxide).

4.9 Personal Protective Equipment (PPE)

If it is not reasonably practicable to ensure the confined space contains safe levels of airborne contaminants or oxygen levels, then appropriate respiratory protective equipment e.g. breathing apparatus for unsafe oxygen levels, must be provided by the SA Health LHN/HS/BU or contractor in management or control of the work to any worker who intends to enter a confined space.

The respiratory protective equipment should be provided and worn in situations where there is no exposure standard for a substance, or where the substance is present in an unknown concentration.

Respiratory protective equipment refers to a range of breathing equipment, including air-supplied and self-contained breathing apparatus. The appropriate respiratory protective equipment should be based on the level and type of contaminants and the work to be done, and must be determined by a competent person during the initial risk assessment.

Further guidance on respiratory protective equipment is available in *AS/NZS 1715: Selection, use and maintenance of respiratory protective devices.*

4.10 Plant and Equipment

SA Health LHN/HS/BU and contractors in management or control of a confined space must ensure that all risks and hazards that could arise from the use of plant and equipment during the course of confined space work is managed to ensure the health and safety of workers.

Electrical hazards have the potential to cause electrocution, shocks or burns, and can arise from cables, transformers, capacitors, relays, exposed terminals and wet surfaces where electrical circuit and electrically powered plant are used in a confined space.

If an ignition source, such as a sparking electrical tool or static on a person, is introduced into a space containing a flammable atmosphere, an explosion is likely to result.

Refer to *AS/NZS 2381.1:2005 Electrical equipment for explosive gas atmospheres – Selection, installation and maintenance – General requirements* for more information.

Lock out / tag out procedures must be employed to ensure the electrical equipment is de-energized prior to entering a confined space.

Portable electrical equipment and tools should be routinely tested and tagged in conformance with *AS/NZS 3760: 2010 In-service Safety Inspection and Testing of Electrical Equipment*.

All portable equipment used in a confined space must be installed with a Residual Current Device (RCD).

Safety harness and rescue lines must be used in accordance with manufacturer instructions and comply with *AS/NZS 1891:2007 Industrial fall-arrest systems and devices - Harnesses and ancillary equipment.*

SA Health LHN/HS/BU and contractors in management or control of a confined space must ensure that all plant and equipment is regularly checked and maintained. All access points should be unobstructed by fittings or equipment that could impede rescue and should also be kept free of any obstructions during work in the confined space. If equipment such as electrical cables, leads, hoses and ventilation ducts are required to pass through an access hole, a second access point may be needed.

4.11 Communication and Stand-by Person

SA Health LHN/HS/BU or contractors in management or control of the confined space work must establish a system for continuous communication with workers undertaking work in a confined space prior to that work commencing.

A stand-by person must be assigned and remain outside the space to monitor and ensure the health and safety of those workers inside the confined space.

Visual and/or verbal contact must be maintained continuously by a stand-by person with all workers inside the confined space.The stand-by person needs to be component and authorised in the same way as the workers who intend to carry out the work and can therefore change places as required with that person. The stand-by person must always remain outside the confined space to initiate emergency response and rescue procedures when required.

4.12 Emergency Procedures

SA Health LHN/HS/BU or contractor in management or control of the work must establish first aid and rescue procedures to be followed in an emergency.

SA Health LHN/HS/BU or contractors in management or control of the work must ensure the following:

- That openings for entry and exit are of a sufficient size to allow emergency access;
- Openings are not obstructed;
- Any plant, equipment and personal protective equipment (‘PPE’) provided for first aid or emergency rescue purposes are maintained in good working order.

When establishing emergency procedures, the following factors must be considered to manage risks associated with confined spaces:

- Whether the work can be carried out without the need to enter the confined space;
- The nature of the confined space;
- Any changes in hazards associated with the concentration of oxygen or the concentration of airborne contaminants in the confined space;
- The work to be carried out in the confined space, the range of methods by which the work can be carried out and the proposed method of working;
- The type of emergency and rescue procedures required.

First aid and rescue procedures must be initiated from outside the confined space as soon as practicable in an emergency. If possible all first aid and rescue should be performed from outside the confined space.

During an emergency, the following must be considered:

- Location and accessibility of the confined space;
- Distance from appropriate medical facilities;
- Accessibility of appropriate first aid equipment;
- Effective communication devices (e.g. two-way radios) and initiation of emergency response alarms;
- Accessible rescue and resuscitation equipment;
- Skills and capabilities of rescuers;
- Notification to local emergency services and information provided.

First aid and rescue procedures must be practised and rehearsed with relevant workers to ensure that they are efficient and effective. All workers performing first aid or emergency rescue must be adequately trained.

Rescuers must be provided with and wear appropriate respiratory protective equipment if they enter a confined space in an emergency as entry into the space should always be assumed to be unsafe.

4.13 Incident / Hazard Management

In accordance with SA Health Policy Directive – Work Health Safety Reporting and Investigation efficient and timely hazard and incident reporting, investigation and resolution is an integral component of a successful and compliant safe work system.

All WHS hazard, incidents with injury and/or no harm must be reported on the SA Health Safety Learning System (SLS). Refer to SA Health Procedure - Reporting & Investigating WHS Hazards and Incidents and SA Health Flowchart – Work Health Safety Incident Reporting and Investigation for the step by step process.

All incidents that affect a client (or other persons) must be reported as a patient incident in the SA Health Safety Learning System (SLS) to ensure the correct investigation is conducted.

Where an injury has been sustained by a worker, the injury must also be reported to WHS Injury Management on 1800 702 264. All SAAS workers must report the injury to the SAAS State Duty Manager on 1800 886 268.

All dangerous incidents, work related deaths and injuries that require admittance to hospital as an inpatient or immediate treatment for any condition constitute a Notifiable

Incident and must be reported to the regulator SafeWork SA immediately, in accordance with Section 38 of the *Work Health and Safety Act 2012* (SA).

For further guidance on how to report a notifiable incident, refer to flowchart SA Health Form – Reporting and Notification of a Notifiable Incident.

4.12 Records Management

SA Health is accountable to maintain and protect the integrity and accessibility of all official WHS documents and records by ensuring LHN/HS/BU and workplaces have a robust document control and records management program.

All official WHSIM records must be retained in accordance with *Work Health and Safety Regulations 2012 (SA),* and disposed of in accordance with *GDS30 – General Disposal Schedule* (State Records) and SA Health Policy Guideline - System Documentation Management (WHSIM) (GD041),and remain accessible until no longer required.

SA Health will ensure the confined space entry permit and associated risk assessments must be kept for at least 5 years after the confined space work to which the permit relates is completed.

SA Health must ensure all records of contractor inductions and licence registrations must be kept for at least 5 years.

SA Health LHN/HS/BU or contractors in management or control of confined space work must ensure records of all confined space training provided to workers are kept for 2 years.

4.13 Training and Instruction

SA Health LHN/HS/BU and contractors in management or control of a confined space have the obligation to ensure that all persons have adequate skill and knowledge. All workers who enter a confined space must be provided with appropriate information, instruction and training to allow them to undertake their work safely.

SA Health LHN/HS/BU and contractors in management or control of a confined space should ensure training is provided to workers who:

- Enter or work in confined spaces;
- Undertake hazard identification or risk assessment in relation to a confined space;
- Implement risk control measures;
- Issue entry permits;
- Act as a standby person or communicate with workers in a confined space;
- Monitor conditions while work is being carried out;
- Purchase equipment for confined space work;
- Design or lay out a work area that includes a confined space.

The confined space training provided to relevant workers must cover:

- The nature of all hazards associated with a confined space;
- The need for, and appropriate use of, risk control measures;
- The selection, use, fit, testing and storage of any personal protective equipment;
- The contents of any relevant confined space entry permit;

- Emergency procedures.

Re-training or refresher training should be provided as appropriate for a particular workplace. The frequency of this training should depend on how often workers are required to carry out tasks associated with entry to or work in confined spaces.

Records of all training provided to workers in relation to confined space work must be kept for 2 years.

All contractors must be provided with an induction, orientation and instruction by the SA Health LHN/HS/BU or workplace prior to commencing work on SA Health worksites, which is relevant to the type of work being undertaken and the level of risk determined.

5. Roles and Responsibilities

In accordance with SA Health Policy Directive – Roles, Responsibilities and Governance (WHS), the following outlines the respective roles of relevant parties in the context of this Policy Guideline:

5.1 Chief Executive / Deputy Chief Executives

Will take reasonably practicable steps to:

- Exercise due diligence to ensure compliance with the intent of this policy guideline;
- Establish awareness of and accountability for the implementation of this policy guideline.

5.2 Chief Executive Officers / Chief Operating Officers (LHN / Health Service / Health Sites)

Will take reasonably practicable steps to:

- Exercise due diligence to ensure compliance with the intent of this policy guideline;
- Establish awareness of and accountability for the implementation of this policy guideline;
- Ensure that so far as reasonably practicable, that workers and other persons are not exposed to health and safety risks arising from confined spaces
- Demonstrate awareness of any Across Government Facilities Management Agreements ('AGFMA') that pertain to confined spaces.

5.3 Executive Directors / General Managers / Directors (LHN / HS / BU)

Will take reasonably practicable steps to:

- Exercise due diligence to ensure compliance with the intent of this policy guideline;
- Ensure use of appropriate resources and processes to eliminate or minimise risks that arise from entry into confined spaces.
- Ensure that so far as reasonably practicable, that workers and other persons are not exposed to health and safety risks arising from confined spaces;
- Eliminate the need for any person to enter a confined space and the risk of inadvertent entry or, if this is not reasonably practicable ensure safe means of entry and exit of any person entering a confined space;

- Demonstrate awareness of any Across Government Facilities Management Agreements ('AGFMA') that pertain to confined spaces.

5.4 Site Managers / Line Managers / Supervisors / Team Leaders

Will take reasonably practicable steps to:

- Where relevant, exercise due diligence to ensure compliance with the intent of this policy guideline;
- Ensure that so far as reasonably practicable, that workers and other persons are not exposed to health and safety risks arising from confined spaces;
- Eliminate the need for any person to enter a confined space and the risk of inadvertently entry or, if this is not reasonably practicable ensure safe means of entry and exit of any person entering a confined space;
- Ensure that workers receive adequate direction, instruction and support who intend to work in a confined space;
- Evaluate the effectiveness of existing risk control measures, strategies and risk treatments and regularly report on the status of work in confined space
- Demonstrate awareness of any Across Government Facilities Management Agreements('AGFMA') that pertain to confined spaces.

5.5 Workers

Will take reasonable care to:

- Ensure work in a confined space does not adversely affect the health and safety of other persons;
- Comply with all relevant SA Health policies, LHN/HS/BU procedures and information when carrying out work in a confined space;
- Follow reasonable instructions in relation to confined space entry permits, risk control measures and emergency procedures;
- Carry out work in a confined space in accordance with relevant training provided to them;
- Report all incidents, hazards, unsafe working practices or working conditions to line manager / supervisors and on the SA Health Safety Learning System (SLS) before the end of the shift / working day.

5.6 Workforce Health Professionals

Will take reasonable care to:

- Provide knowledgeable advice, guidance and recommendations with respect to legislative requirements including interpretation of the *WHS Regulations 2012* (SA) and relevant Codes of Practice;
- Facilitate the implementation of this policy guideline in their respective Local Health Networks / Health Services / Business Units / Workplaces;
- Monitor compliance with this policy guideline and report on implementation outcomes;
- Provide advice and information about SLS incidents, hazard identification, risk management and training involving confined spaces;
- Demonstrate awareness of any Across Government Facilities Management Agreements ('AGFMA') that pertain to confined spaces.

5.7 Facilities Management / Asset Managers

Will take reasonable care to:

- Where relevant, exercise due diligence to ensure compliance with the intent of this policy guideline;
- Ensure a register for identified confined spaces is developed and maintained within their delegated area of authority;
- Ensure a register for identified confined spaces is readily accessible to contractors;
- Ensure that confined spaces are appropriately labelled;
- Ensure that modifications to a confined space does not affect the safe entry, exit and emergency procedures in a confined space;
- Ensure all contractors are appropriately trained to work within a confined space;
- Not allow or direct a worker to enter a confined space to carry out work unless the person has issued a confined space entry permit for the work.
- Provide the Principal Contractor with a current SA Health confined entry space permit form;
- Ensure all records of confined spaces (e.g. risk assessments) are managed with accordance with this policy guideline;
- Consult, so far as is reasonably practicable, with workers who carry out work for SA Health who are (or are likely to be) directly affected by a work health and safety matter;
- Ensure that openings for entry and exit are of a sufficient size to allow emergency access; openings are not obstructed; and any plant, equipment and personal protective equipment provided for first aid or emergency rescue are maintained in good working order.
- must ensure that a system of work is provided that includes:
    - continuous communication with the worker from outside the confined space;
    - monitoring conditions within the confined space by a standby person who is in the vicinity of the confined space, and if practicable, observing the work being carried out.

5.8 Designers, manufacturers and suppliers of plant or structures

Will take reasonably practicable steps to:

- Where relevant, exercise due diligence to ensure compliance with the intent of this policy guideline;
- Eliminate the need for any person to enter a confined space,
- Eliminate the risk of inadvertent entry or, if this is not reasonably practicable, ensure safe means of entry and exit and minimise risks to the health and safety of any person who enters the confined space.

5.9 Contractors (Principal)

Will take reasonably practicable steps to:

- Where relevant, exercise due diligence to ensure compliance with the intent of this policy guideline;
- Ensure that they and any subcontractors engaged by them have all the competence, accreditations, licences and permits to work prior to performing work for SA Health confined spaces.
- Consult, co-operate and co-ordinate activities with all other persons who have a work health or safety duty in relation to the same matter;
- Identify reasonably foreseeable hazards that could give rise to the risk;
- Undertake risk assessments and SWMS by a competent person and be recorded in writing. Review and revise the risk assessment whenever any changes occur;

- Not allow or direct a worker to enter a confined space to carry out work unless the person has been issued with and completed a confined space entry permit for the work.
- Ensure air monitoring is carried out to determine the airborne concentration of a substance or mixture to which an exposure standard applies if:
    - There is uncertainty whether or not the airborne concentration of the substance or mixture exceeds the relevant exposure standard, or;
    - Monitoring is necessary to determine whether there is a risk to health.
- While work is being carried out in a confined space, ensure that the concentration any flammable gas, vapour or mist in the atmosphere of the space is less than 5% of its Lower Explosive Limit (LEL), so far as is reasonably practicable.

If it is not reasonably practicable, and the concentration of any flammable gas, vapour or mist in the atmosphere of the confined space:

- is equal to or greater than 5% but less than 10% of its LEL—the person must ensure that any worker is immediately removed from the space unless a suitably calibrated, continuous-monitoring flammable gas detector is used in the space; or;
- is equal to or greater than 10% of its LEL—the person must ensure that any worker is immediately removed from the space.

Where a flammable atmosphere may exist in a confined space and there is a risk of fire and explosion, all ignition sources in the vicinity must be eliminated.

6. Reporting

6.1 Reporting Incidents to the Regulator

All dangerous incidents, work related deaths and injuries that require admittance to hospital as an inpatient or immediate treatment for any condition constitute a Notifiable Incident and must be reported to the regulator SafeWork SA immediately, in accordance with Section 38 of the *Work Health & Safety Act 2012* (SA).

7. EPAS

N/A

8. National Safety and Quality Health Service Standards

This Policy Guideline also aligns with the EQuIP standard 5 Number 15: Corporate Systems and Safety.

National Standard 1 Governance for Safety and Quality in Health Care	National Standard 2 Partnering with Consumers	National Standard 3 Preventing & Controlling Healthcare associated infections	National Standard 4 Medication Safety	National Standard 5 Patient Identification & Procedure Matching	National Standard 6 Clinical Handover	National Standard 7 Blood and Blood Products	National Standard 8 Preventing & Managing Pressure Injuries	National Standard 9 Recognising & Responding to Clinical Deterioration	National Standard 10 Preventing Falls & Harm from Falls
☒	☐	☐	☐	☐	☐	☐	☐	☐	☐

9. Other

N/A

10. Risk Management

Work Health and Safety risk management guidance and considerations defined in this policy guideline align in principle with the SA Health Risk Management Framework 2014 and ISO 31000 Risk Management- Principles and guidelines.

11. Evaluation

In accordance with SA Health Policy Directive – Performance Review and Continuous Improvement, implementation of this Policy Guideline will be monitored via the SA Health WHS Internal Audit Program against the following criteria:

- During the design of facilities or structures and procurement of plant or modification of existing assets, risks of inadvertent entry to confined spaces are minimised and any confined spaces are provided with safe means of entry and exit.
- A hazard identification and risk management process is established and implemented in consultation for confined space work.
- For buildings containing confined spaces, a confined space register is developed, kept up to date and is accessible to workers and contractors
- All identified confined spaces are clearly labelled and secured against unauthorised entry wherever practicable.
- Only competent and licensed workers and contractors in receipt of a confined space entry permit perform confined space work.
- Contractors are advised of confined space locations (confined space register) relevant safe work procedures and risk assessments (as relevant) prior to commencing work.
- Emergency procedures are established for confined space work.
- Relevant workers are appropriately trained in confined space safety.
- All records related to confined spaces and related works are kept for required time frames.

12. Definitions

Refer to SA Health Work Health Safety Injury Management System – Glossary and Terms for further definitions and clarification on general terms used throughout this policy guideline.

In the context of this document:

- ***Atmospheric Monitoring*** means: the continuous sampling of the atmosphere at a workplace or in the environment and deriving a quantitative estimate of the oxygen concentration or contamination in the air.

- ***Atmospheric Testing*** means: the non-continuous testing of oxygen concentration or atmospheric contaminants in the air.

- ***Competent Person*** means: a member of DPTI who has acquired through training, qualification or experience, the knowledge and skills to carry out this task.

- ***Confined Space*** means: an enclosed or partially enclosed space that:
    - Is not designed or intended primarily to be occupied by a person; and
    - Is, or is designed or intended to be, at normal atmospheric pressure while any person is in the space; and
    - Is or is likely to be to be a risk to health and safety from:
        - An atmosphere that does not have a safe oxygen level;
        - Contaminants, including airborne gases, vapours and dusts, that may cause injury from fire or explosion; or
        - Harmful concentrations of any airborne contaminants; or
        - Engulfment.

- ***Contaminant*** means: Any dust, fume, mist, vapour, biological matter, gas or other substance in liquid or solid form, the presence of which may be harmful to health and safety of persons.

- ***Engulfment*** means: To be swallowed up in or be immersed by material which may result in asphyxiation.

- ***Lower Explosive Limit (LEL)*** means: The concentration of contaminant in the confined space, which would not support the propagation of a flame on contact with an ignition source.

- ***Stand by Person*** means: A competent person assigned to remain on the outside of, or in close proximity to, the confined space and capable of maintaining continuous communication with and, if practical, observing those inside. In addition, were necessary, the competent person may operate and monitor equipment for the safety of personnel in the confined space and initiate an emergency response when required.

13. Associated Policy Directives / Policy Guidelines

SA Health Policy Directive – Hazard Identification and Risk Management (WHS)
SA Health Policy Directive - High Risk Work Safety (WHS)
SA Health Policy Directive – Performance Review and Continuous Improvement
SA Health Policy Directive – Roles, Responsibilities and Governance (WHS)
SA Health Policy Directive – Work Health, Safety and Injury Management (WHSIM)
SA Health Policy Directive – Work Health Safety Reporting and Investigation

SA Health Policy Guideline – First Aid Management
SA Health Policy Guideline - Personal Protective Equipment – Selection
SA Health Policy Guideline - Plant and Equipment Safety (WHS)
SA Health Policy Guideline - System Documentation Management (WHSIM)
SA Health Procedure – Reporting and Investigating WHS Hazards and Incidents
SA Health Risk Management Framework 2014
SA Health Work Health Safety Injury Management System – Glossary and Terms

14. References, Resources and Related Documents

Work Health and Safety Act 2012 (SA)
Work Health and Safety Regulations 2012 (SA)
SafeWork Australia - Code of Practice Confined Spaces February 2014
AS/NZS 1319:1994 Safety Signs for the Occupational Environment
AS/NZS 1715: Selection, use and maintenance of respiratory protective devices
AS/NZS 1891:2007 Industrial fall-arrest systems and devices - Harnesses and ancillary equipment
AS/NZS 2381.1:2005 Electrical equipment for explosive gas atmospheres – Selection, installation and maintenance – General requirements
AS/NZS 3760: 2010 In-service Safety Inspection and Testing of Electrical Equipment
SA Health WHSIM Flowchart – Work Health Safety Incident Reporting and Investigation (FOR222)
SA Health WHSIM Model Register – Confined Space Register (R008)
SA Health WHSIM Form – Reporting and Notification of a Notifiable Incident (FOR223)