

**FORM 13.05:      CONFINED SPACE ENTRY PERMIT**

- 1a) Location of work.....
- b) Employees Assigned.....
- c) Outside Contractors.....
  
- 2a) Description of Work to be undertaken.....  
 .....  
 .....
- b) Initiator of request.....  
 Date.....
- c) Entry.....Date.....Time.....

**THE WHOLE OF THE REMAINING DETAIL OF THIS PERMIT MUST BE AUTHORIZED BEFORE WORK IS TO PROCEED AND ONLY WORK LISTED MAY BE DONE**

**3. ISOLATION OF CONFINED SPACE**

The items ticked below have been isolated or made safe:

- a) Pipelines (Water, Steam, Gas etc.)
- b) Mechanical/Electrical drives
- c) Sludges/Deposits/Waste
- d) Harmful materials
- e) Electrical services
- f) Warning notices, locks or tags have been fixed to means of isolation

Authorised person.....

**4. ATMOSPHERIC TEST REQUIREMENTS**

The atmosphere has been tested to ensure no oxygen deficiency or excess, and for the following contaminants. (Fill in details and results of tests)

- a)
- b)
- c)
- d)

Continuing monitoring of the atmosphere is/is not required (Delete as appropriate)

The conditions are safe for entry under the conditions ticked below:

- i) With a supplied air respiratory protective device
- ii) With an air purifying (non air supplied) respiratory protective device
- iii) Without a respiratory protective device

Testing time..... Date.....

Authorised person.....

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**5. PERSONAL PROTECTIVE EQUIPMENT**

(No description)

- a) Supplied air respirators
- b) Air purifying respiratory protective devices
- c) Safety belt, harness and/or safety line or lifeline/rescue line
- d) Eye Protectors
- e) Hand protection
- f) Feet protection
- g) Protective clothing
- h) Hearing protectors
- i) Safety helmets

Authorised person.....

**6. USE OF CHEMICAL AGENTS (Detail to be completed)**

No chemical agents other than those listed below may be taken into the confined

Space:

- a)
- b)
- c)

Authorised person.....

**7. HOT WORK**

The precautions ticked below must be observed:

- a) Area clean and free of all readily combustible materials within 15 metres.
- b) All drains within 15 metres covered with wet fireproof blanket.
- c) Appropriate fire extinguishers on site near source of ignition.
- d) A water hose run to job site and tested/left running.
- e) All sparks from work more than 2 metres above ground contained completely by use of a suitable enclosure, which shall be inspected before commencing work.
- f) Welding machine/gas cylinders not to be located within 8 metres of any drain.
- g) Welding machine earthed directly to equipment being welded as close to welding point as possible.
- h) Power leads not draped across pipelines or access ways.
- i) Electrical trace on pipes isolated.

Hot work is/is not permissible inside the space (Delete as appropriate).

Authorised person.....

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**8. STAND BY PERSONNEL AND RESCUE ARRANGEMENTS**

- a) Stand by persons are:  
(Identify).....
- b) Rescue and emergency procedures are understood and have been posted.

Authorised person.....

**9. OTHER PRECAUTIONS**

Precautions ticked below have been implemented

- a) Warning notices/barricades are in position
- b) Smoking has been precluded in confined space
- c) Special precautions (Indicate).....

Authorised person.....

**10. AUTHORISATION (To be completed)**

- a. The confined space described above is in my opinion in a safe condition for the work to be done, provided that the precautions above are fully observed.

Responsible person..... Time.....

Date.....

Valid until.....Time.....

- b. I/We understand the procedures required for entry and work in the confined space and the protective measures and equipment to be used.

Signed..... Date.....

Signed..... Date.....

**11. SIGNING OUT**

All persons have left confined space and further entry should not be permitted unless a new entry permit is signed.

Responsible person.....

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**12. WORK COMPLETED/SUSPENDED**

All persons/equipment have been withdrawn, the work has been completed and any plant/machinery is/is not fit for use

(Delete as appropriate)

The following observations (s) of unsatisfactory aspects of the operation in the confined space are noted for attention prior to undertaking similar operations. (Attach separate sheet)

Responsible person.....

**13. ACCEPTANCE OF COMPLETED JOB**

I accept that the work, as defined in Section 2 of this permit, has been completed and work area found to be safe.

Competent Responsible person.....

**APPENDIX 1:**

**Instructions for Completing the Confined Space Entry Permit**

**General Precautions**

No individual shall enter a confined space until:

1. It is free from any explosion hazard.
2. Precautions have been taken to establish and maintain a safe atmosphere within the confined space for the duration of occupancy.

Where practicable, all solids and liquids that are liable to present a hazard to persons inside the confined space shall be removed from the confined space prior to entry of such persons. If this rule cannot be maintained entry should only be permitted with the written authorisation of the Work Health & Safety Manager.

**Question 1. Location of work and persons entering space**

The location of the work should be uniquely specified in the permit. Where a risk of confusion exists due to duplicate tanks or pits the supervisor must ensure that the 'space' is marked to ensure that entry to the correct 'space' is made.

Persons responsible for the entry permit must be recorded and any external employees assessed using the procedures in Safety Procedure 3.8 (Employee Safety Management) to ensure that they are capable of complying with this procedure.

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**Question 2. Description of work to be undertaken**

The work to be carried out should be specified in detail so that all hazards can be assessed. Reference should be made to relevant SWMS, Unit procedures and the Clearance certificate.

**Question 3. Isolation of Confined Space**

All connections to the Confined Space must be isolated if possible. Isolation should be made on pipelines by removing a section of pipe if possible. Where reliance is placed on valves or water traps these must be tested prior to signing the Permit.

**Question 4. Evaluation of the Atmosphere**

The evaluation of the atmosphere shall be performed from outside the confined space, before entry occurs. The results of such testing shall be recorded on the authority for Confined Space entry form.

(The following tests are to be carried out before entry to a confined space)

**Oxygen Deficiency**

This test is to determine the concentration of oxygen in the Confined Space. The percentage of oxygen normally in the air is 21%, any level less than 18% or more than 23% of oxygen is considered dangerous and entry to the confined space should not be permitted until a safe level is established.

**Hydrogen Sulphide**

This test determines the concentration of Hydrogen Sulphide (H<sub>2</sub>S) in the air. The quantity of Hydrogen Sulphide in the confined space must not exceed 10 parts per million (ppm). Entry to a confined space should not be permitted until a level below 1 ppm is established.

**Lower Explosive Limit (LEL)**

This test determines the flammable vapour, or gas-air mixture within the confined space. Entry to a confined space should not be permitted until a safe level less than 5 percent LEL is established.

**Other Contaminants**

When testing the atmosphere consideration must be given to other hazards and containment's that may be present in the confined space. In addition those already stated. Entry to a confined space should not be permitted until levels are achieved which are less than 10% of the relevant Threshold Limit Value (TLV).

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**Ventilation**

The confined space shall be ventilated by natural, forced or mechanical means to establish and maintain a safe work environment. This ventilation shall be continued throughout the time period specified on the Permit for Confined Space Entry. With the introduction of chemicals and welding processes into the confined space, extraction of contaminated air must be considered in maintaining a safe working environment.

**Question 5. Personal Protective Equipment**

Before entry to 'a confined space suitable protective clothing and equipment should be issued'.

**Respiratory Protective Devices**

Supplied air respiratory devices shall be worn in the following circumstances:

1. Where initial cleaning of the confined space to remove potentially dangerous material is warranted;
2. Where the nature of the work within the confined space is likely to contaminate the atmosphere in the confined space.

**Safety Harnesses and Lines**

All personnel on entry into the confined space shall wear a safety harness and line.

Note: Care should be exercised to ensure that a safety line would not introduce a hazard or unnecessarily hinder free movement within a confined space.

**Question 6. Chemical usage**

No chemicals should be taken into a confined space without a review of the potential effects of the chemical. Where paint or other volatile solvents are to be used ventilation, personnel protective equipment and other precautions should be taken.

**Question 7. Hot Work**

Welding or other heating processes introduces a range of hazards including toxic gases, ignition of materials and flammable gases. The supervisor must ensure that these hazards are controlled before the permit is signed.

(Where welding or heating of metal is being carried out precautions should include ventilation and respiratory protection where appropriate).

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## Question 8. Rescue arrangements

### Rescue Equipment:

In addition to the equipment being used in the confined space the following equipment will be made available in the immediate area outside the confined space for rescue purposes;

- Two supplied air respiratory device;
- One safety harness and line;
- One tripod or davit arm;
- Lifting device (e.g. winch).

### Stand-by Personnel

The Stand-by personnel must have completed the Confined Space Training Course. An appropriate number of personnel will be stationed outside the confined space at all times while that confined space is occupied.

The nature of the work being undertaken and the number of people within the confined space will determine the number of stand-by persons. The minimum number of stand-by personnel will be two persons.

## Question 9. Other precautions

### Barricades

Barricades will be necessary to cordon off tool and equipment storage areas and to designate openings to a confined space to protect both the public and employee alike. Particular emphasis on the location of barricades and signs is necessary when such entry points are located on footpaths or on roads.

### Scheduling of work

From time to time it will be necessary to carry out normal preventative maintenance within drainage pits about sewer areas and in other locations that can be adversely affected by changes in the weather. Such work should only be carried out when the weather forecasts are acceptable, i.e. work in storm water drains not considered of an emergency nature should not be carried out during wet weather. Likewise, work on storm water entry points to tidal areas should be carried out when tides are of a suitable height, e.g. during low tides.

## Question 10. Authority to Enter a Confined Space

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There shall be two signatures not including the person entering the confined space appearing on the Entry Permit prior to work commencing within the confined space. The first signature should be that of the appropriate engineering officer or the WHS Co-ordinator. The second signature should be that of the immediate supervisor at the work site. Both these signatories should inspect the area prior to authorising persons to work in the area.

The Entry Permit should include the location and, any hazards which are likely to be present or encountered at the work site, a procedure for isolating the area, appropriate timing of the review of ventilation and atmospheric conditions.

The authorised or responsible person must have completed Confined Space Training Course. Entry to a confined space shall not take place until an Authority for Confined Space has been fully completed by the Authorised or responsible individual. The Authority for Entry form shall be displayed in a prominent place adjacent to the confined space to facilitate signing and clearance.

**Procedure for Confined Space Entry**

1. Work Request - Ascertain exact location and nature of work to be undertaken.
2. Isolate Equipment and Materials - Isolate all equipment and services associated with the confined space.
3. Evaluation of Atmosphere - Test the atmosphere for contaminants and oxygen deficiency.
4. Initial Cleaning - Clean and remove any substances representing a hazard in the confined space.
5. Re-evaluate Atmosphere - Test after any cleaning to determine the need for breathing apparatus.
6. Ventilate Confined Space - Ensure a safe atmosphere by ventilating the confined space.
7. Issue Protective Clothing and Equipment - Issue all appropriate protective clothing and equipment to ensure the safety of personnel entering confined space.
8. Authority to Enter Confined Space - Ensure all sections of the Authority forms have been completed and employees entering the confined space have signed on.
9. Persons and Materials Withdrawn - Remove all equipment, materials and persons from confined space when job is completed and “sign off” the authority forms.

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