



Confined Space Procedure

Introduction

The Park West School Division (The Division) recognizes the potential hazards associated with staff working in confined spaces and Hazardous Confined Spaces, and ensures that these spaces shall be made safe for entry and work. Any person entering a confined\hazardous confined space shall follow the Divisions Safe Work Procedures for entry and work in a confined\hazardous space. The Division shall provide employees with Safe Work Procedures prior to entering; entry permits appendix (a), personal protective equipment, and conduct job specific training as a means of ensuring employee safety.

Procedure

The Divisions Maintenance Staff shall not enter any confined\hazardous confined spaces other than those defined as Class 1, 2, or 3. Any maintenance to be done in Hazardous confined spaces defined as Class 4 shall be contracted out to trained professionals.

ENTERING CLASS 1 CONFINED SPACES

By definition, crawl spaces do not require special work practices. However, safe work procedures must be in place to ensure the overall safety of employees for both Confined Space and Hazardous Confined Space entry.

Definitions

Confined Space: means an enclosed or partially enclosed space that:

- a. Is not designed for human occupancy except for the purpose of performing work;
- b. Has restricted means of access and egress; and
- c. May become hazardous to an employee entering it due to its design, construction, location, atmosphere, the material or substance in it, or any other condition related to it.

Hazardous Confined Space: means a confined space that is or may become hazardous to a worker who enters or is in the space due to

- (a) The design, construction or atmosphere of the space;
- (b) Materials or substances in the space;
- (c) The work activities or processes in the space; or
- (d) Any other conditions within or related to the space.

Level 1 (Confined Space): Level 1 Confined spaces (crawlspaces) pose the lowest risk. You are able to walk (rather than crawl), egress is not restricted and there are no known contaminants. The potential hazard usually does not require special changes to work procedures, i.e. tunnels, crawl spaces, lift stations, attics, and air units.

Level 2 (Hazardous Confined Space): Level 2 hazardous confined spaces (crawl spaces) that can cause injury and illness should the environment change and proper preventive



measures are not taken based on the changed environment, but that is not immediately dangerous to life and health. Level 2 crawlspaces also pose all the same risks as Level 1 crawlspaces. However, egress is restricted due to a low ceiling, low pipes and smaller hatch openings.

Level 3 (Hazardous Confined Space): Level 3 hazardous confined spaces (crawlspaces) pose all the same risks as Level 1 & 2 crawlspaces. However, egress is restricted due to a low ceiling, low pipes, or a smaller hatch opening and the crawlspace may contain mould, damp soil, or other contaminants.

Level 4 (Hazardous Confined Space): This crawl space is a partial drain for the sewer and may contain sewer gases. **A class 4 confined space may be entered only by qualified, trained and authorized personnel. An entry permit is also required. Please obtain an entry permit from the Maintenance Supervisor or designate.**

Responsibilities

Employer:

The employer ensures that the requirements of the Workplace Safety and Health Act and other appropriate legislation are complied with:

1. Establish Safe Work Procedures, in consultation with the Safety and Health Committee, for confined-space entry and emergency response for each Level 1 and 2 confined space in The Division;
2. Specify and provide the necessary safety and emergency equipment, as determined by the hazard assessment;
3. Ensure that reports indicating an employee has been exposed to a danger are forwarded to the Safety and Health Committee;
4. Train and instruct every employee likely to enter a confined / hazardous confined space (Maintenance staff only) on the procedures and equipment to be used; and
5. Ensure crawl spaces are tested for hazardous gases.
6. Contact local emergency services: Fire and rescue, RCMP and make sure they are made aware of the lay out of the buildings in Park West School Division, location of all crawl space entry points, and the characteristics and lay outs of all the confined / hazardous confined spaces in each building in the division.

Supervisor:

In assigning tasks requiring entry into a confined / hazardous confined space, the Supervisor must:

1. Ensure that all participants are knowledgeable of safe work procedures to be followed;
2. Know the actual or potential hazards of entry into any confined / hazardous confined spaces within his or her area;
3. Be competent and trained in the following aspects of confined / hazardous confined-space entry:



- Proper procedures,
 - Safety equipment required,
 - Proper procedures for emergency response;
4. Ensure all entrants wear Personal Protective Equipment;
 5. Ensure that a person properly trained in cardiopulmonary resuscitation is available, within a reasonable distance or availability, when work is done in a confined / hazardous confined space that contains, or may contain, hazardous gas, vapour, dust, or that has an oxygen content of either less than 18% or more than 23%, and that cannot be purged and ventilated safely throughout the work;
 6. Ensure the Entry Permit and Gas Monitoring Record appendix (a) are logged and retained for 3 years by the Maintenance Department;
 7. In addition, Supervisors who must certify the confined \ hazardous confined space but rely on another person to test that space (such as a trained staff member) must:
 - Know the correct procedures for testing the confined \ hazardous confined space,
 - Ensure that the person carrying out the tests follows the correct procedures,
 - Be able to interpret the results of the gas test for valid certification.
 - Ensure the gas used for calibration of the Multi-gas Detector has not expired.

Employee (Entrant):

Employees entering the confined \ hazardous confined space have the following responsibilities:

1. Ensure the Maintenance Supervisor or designate is aware of you entering the confined \ hazardous confined space;
2. Complete the Entry Permit and Gas Monitoring Record – HRS – _____(a);
3. Review and follow the Safe Work Procedures;
4. Participate in training and ensure they fully understand the job's requirements, including the scope of the work and the applicable safety procedures;
5. Ensure their personal safety, and that their actions do not endanger or harm co-workers;
6. Report unsafe conditions to the Supervisor;
7. Wear approved protective clothing and devices, and ensure equipment is in proper working condition;
8. Ensure all accidents/incidents are reported; and
9. Ensure that all work can be, and is, conducted both safely and in the prescribed manner.