



**DALHOUSIE  
UNIVERSITY**

**Department of  
Facilities Management  
Occupational Health and Safety**

## **STANDARD CONFINED SPACE ENTRY INSTRUCTIONS**

**Building** \_\_\_\_\_ **Room** \_\_\_\_\_

**Confined Space ID #** \_\_\_\_\_

**Shop** \_\_\_\_\_ **Completed By** \_\_\_\_\_

### **Entry Procedures**

There are two sections in this safe work procedure. Section 1 contains procedures that are applicable to all confined spaces. Section 2 must be used by employees to create a written record of any additional safe work procedures required to deal with the confined space involved and any hazards associated with the work that will be performed in the space. Completed safe job procedures must be followed at all times.

#### **Section 1**

When preparing for a confined space entry at a worksite:

- Determine whether the work can be performed without entering the confined space.
- Check for a warning sign posted at the access / egress point(s) to the space.
- Use the ID # in the upper right hand corner of the sign to find the corresponding Confined Space Inventory and Hazard Assessment Form on file for the space.
- If there is no warning sign at a confined space refer to the Listing of Confined Spaces and the Confined Space Inventory and Hazard Assessment Forms to determine whether it has been identified as a confined space.
- If an inventory form exists for the space install a new warning sign. Ensure that the appropriate ID # is printed in the upper right hand corner of the sign.
- If there is no record of the space follow the instructions in Section 7 of the Facilities Management Confined Space Entry Program for identifying confined spaces. If it is confirmed as a confined space, complete a Confined Space Inventory and Hazard Assessment Form and add the required information to the Listing of Confined Spaces.)
- Refer to the Confined Space Inventory and Hazard Assessment Form to confirm that all hazards associated with the space have been identified and no new hazards exist.
- Refer to Section 2 of this procedure to confirm whether existing control measures deal adequately with identified hazards or whether additional control measures must be developed.

- Ensure that all required control measures for identified hazards have, or will be, implemented during confined space entry activities.
- If necessary establish a secure area outside the confined space by using signs, danger tape, barricades, safety cones, etc.
- Ensure that only trained competent employees will be involved in entry activities.
- Complete a Confined Space Entry permit for the confined space.
- Ensure air monitoring equipment has been functionally checked and calibrated and then perform required atmospheric testing of the confined space. Record findings on the entry permit.
- Ensure that only work approved in the Entry Permit will be performed in the confined space.
- Ensure, when atmospheric and / or other hazardous conditions are unsafe, that entry of a confined space will not be permitted until all required actions have been taken to ensure the safety of all entrants and attendants. (e.g. Purging of the space.)
- Re-test / re-assess a space after corrective measures have been taken to deal with unsafe levels of chemical substances, atmospheric oxygen or physical agents and record findings.
- Ensure that a copy of the Confined Space Entry Permit and the confined space entry procedures for the space have been reviewed and explained to all employees involved in the entry activities and that a copy of each is available at the worksite.
- Ensure that a copy of the emergency procedures have been reviewed and explained to all employees involved in the entry activities and that a copy is available at the worksite.
- Ensure that all other permits (hot or cold, etc.), safe job procedures, safe work practices, associated with tools and equipment that will be used are reviewed with employees and posted at the worksite.
- Ensure that all required safety / emergency equipment is available at the worksite.
- Ensure that all required personal protective equipment is available for each employee.
- Check all personal protective equipment and emergency equipment for defects and to ensure that is working properly.
- If atmospheric testing indicates flammable or explosive conditions ensure that the requirements of Section 133 of the Occupational Safety general Regulations are followed.
- If there is a hazard of electrical shock, ensure that any electrical equipment used in the space is either battery operated, double insulated, bonded to ground and not exceeding 30v and 100 volt-amps or equipped with a Type A ground fault circuit interrupter that meets CSA standard CSA C22.1.
- Ensure that entrants are equipped with personal air quality monitors.

- Ensure that all entrants and attendants understand the communication procedures that will be used.
- Hold a pre-entry tool box talk to ensure everyone understands the required entry procedures.
- Ensure an attendant is in place before any entrant enters the confined space.
- If the attendant must leave and no replacement is available all entrants are to exit the confined space and remain outside until the attendant returns.
- Remove any debris or other materials, not associated with your work, from the confined space before starting work to help ensure safe access and egress and a safe working area.
- Ensure that work is stopped and that all entrants exit the confined space and that the existing entry permit is treated as no longer being in effect if:
  - changing work conditions or activities introduce new hazards in the confined space.
  - work activities not covered by the existing permit are or will be performed in the confined space.
  - atmospheric testing demonstrates conditions are no longer acceptable.
  - safety precautions being used fail in any way.
- Ensure that a new permit is issued or the existing permit is re-issued and that it addresses any issue that necessitated the original permit being revoked before re-entering the confined space.

## **Section 2**

Use the space below to list any additional procedural steps required to ensure that the work being performed in the confined space will be done safely.

-



