



GENERAL POLICY ON CONFINED SPACES

Health and Safety Hazards

- Chemical hazards; gases, vapours, dust, solvents, fumes and mists.
- Physical hazards; noise, temperature, air quality and illumination.
- Biological hazards; fungus, molds and parasites.
- Ergonomic hazards; awkward postures.
- Machine hazards; moving machinery parts and hot parts.
- Energy hazards; electricity, heat, gravity and kinetic.
- Confined space hazards; restricted entry/exit and hazardous atmosphere.
- Work practice hazards; following established safe work practices and procedures.

Safe Work Practices

1. Refer to the Confined Space Entry Program for additional information.
2. A confined space should be considered hazardous unless determined otherwise by a comprehensive hazard assessment.
3. Workers who have to work in confined spaces must be advised of the existence of and dangers posed by confined spaces.
4. Workers are not permitted to enter or remain in a confined space that contains or is likely to contain an explosive or flammable gas or vapour.
5. Do not enter a confined space if a new hazard is present that was not identified by the initial hazard assessment.
6. Do not create an obstruction by storing materials near or adjacent to a confined space access/egress.

Safe Work Procedure

Identifying Confined Space:

Determine if the space is considered a "confined space" as per the Ontario Occupational Health and Safety legislation (i.e. not designed or intended for human occupancy except for the purpose of performing work, has restricted access/egress and may become hazardous to a person entering it). Ensure the confined space is clearly identified with appropriate signage.

Hazard Assessment:

A worker is not permitted to enter a confined space until a person with adequate knowledge, training and experience has completed a formal hazard assessment.

Air Monitoring

Determine if the space contains harmful substances, and ensure there is no oxygen deficiency, before entry into a confined space, prior to entering the space, after an interruption in the work procedure, and at appropriate intervals. If the space is determined to be unsafe, or if the space is not determined if the condition is safe, then the confined space must be ventilated, or cleaned, or both, and periodically tested to ensure air quality is acceptable. A worker is not permitted to enter a confined space without being certain the space is safe to enter.

Hot Work Permit:

If hot work is involved in the confined space, then a special hot work permit must be obtained from the respective maintenance supervisor.

Attendant and Entrant Responsibilities:

Attendant is required to;

1. Remain alert at all times outside and near the entrance.
2. Monitor the safety of the entrant in the confined space.
3. Provide assistance to the entrant.
4. Maintain continuous 2-way communication with the entrant.
5. Initiate an emergency response when necessary. Perform non-entry emergency rescue if safe to do so.

Entrant is required to;

1. Remain alert at all times while working in the confined space.
2. Be aware of all potential hazards in the confined space.
3. Be aware of any symptoms or warning signs of exposure.
4. Immediately report any concerns to the attendant.
5. Immediately exit the confined space if conditions warrant it, an alarm sounds or if directed to do so.

Communications:

The attendant and entrant must be in continuous communication with each other.

The attendant must be provided with a communication device for summoning an adequate rescue response.

Implementation of Hazard Controls:

Identified hazards must be properly controlled by implementing appropriate control methods.

Workers must ensure their PPE is in good working condition and is suitable for the type of work to be performed.

A full body harness with a lifeline must be worn if a harmful atmosphere exists or may develop, or where entrapped is possible.

Refer to the Respiratory Protection Program if a respirator is required.

Entry into a Confined Space:

A worker is permitted to enter a confined space only where;

1. The opening is sufficient to allow safe passage of a worker;
2. Mechanical equipment in the confined space is locked out;
3. Pipes and other supply lines are blanked off;
4. Measures have been taken to ensure that, where appropriate, the confined space is continuously ventilated;
5. A liquid or free-flowing solid has been removed;
6. Explosion-proof illumination is provided where appropriate; and
7. Adequate barriers are erected to prohibit unauthorized entry.

Emergency Rescue:

Rescue procedures must be established and reviewed prior to any worker entering a confined space.

If rescue is required the attendant must immediately notify rescue personnel, 911, the local fire department, emergency medical services and the respective supervisor.

Rescue personnel, equipment and first aid supplies must be readily available for the duration of the entry.

Under no circumstances shall the attendant enter the confined space to perform a rescue.

Workers must sign and date this policy to ensure that this policy has been provided to them, for their review.

Workers who disregard these statutes, written policies, or safe work procedures, will be subject to progressive disciplinary action, up to and including dismissal.

This Health & Safety Policy Statement is a "general summary", and is not designed to replace the information provided in the Occupational Health & Safety Act.

Please consult the full version of the Occupational Health and Safety Act, and ensure that all legislation outlined in this act is strictly adhered to at all times.

I, _____, have reviewed the Elite JL Inc. General Policy on Confined Spaces, I clearly understand all aspects of this policy, and I will comply with this policy, as well as all aspects of the Occupational Health and Safety Act, in its entirety.

Employee Signature: _____ Date: _____

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