



POLICY	
Policy Number: HS2020-015	Date Approved: August 2017
Department: Health and Safety	Date Reviewed: October 2020
Confined Spaces	

### 1. Policy Statement

The Corporation's policy is to identify all confined spaces, control the hazards associated with confined space entry and protect all employees from injury or death. Each entry into confined spaces requires a hazard assessment and Confined Spaces Entry Permit. The Physical Services Department Head/Supervisors are responsible for the overall implementation of the policy, which will be monitored and updated as required, by the Physical Services Health and Safety Representative and the Health and Safety Coordinator.

### 2. Purpose

The objective of the confined spaces policy is to create awareness, guidelines and education to all employees on the risk of injury or death while working in a compartment designated as a confined space.

This policy should be used in conjunction with other controls to ensure the safety and health of all employees. Prevention is the primary focus of this policy and procedure.

### 3. Scope

This policy is in effect for the Town of Kirkland Lake (the Corporation).

### 4. Definitions

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

- a) Is not designed or intended for human occupancy except for the purpose of performing work;
- b) Has restricted means of access and egress;
- c) May become hazardous to an employee entering it due to its design, construction, location or atmosphere;

- d) The materials or substances in it, or;
- e) Any other conditions relating to it, and it includes but is not limited to: a tank, silo, storage bin, process vessel or other enclosure not designed or intended for human occupancy. When an employee is required to enter therein to protect the employee from a dangerous atmosphere, prevent the employee from becoming entrapped in stored material, or otherwise ensure the employee's safety.

### **Atmospheric Hazard**

- The accumulation of flammable, combustible or explosive agents;
- An oxygen content in the atmosphere that is less than 19.5 per cent or more than 23 per cent by volume or
- The accumulation of atmospheric contaminants, including gases, vapours, fumes, dusts or mists that could:
  - Result in acute health effects that pose an immediate threat to life;
  - Interfere with a person's ability to escape unaided from a confined space.

## **5. Policy & Procedures**

### **Corporation Town of Kirkland Lake will:**

Provide training and educational material to all employees regarding the Confined Spaces Policy and Program.

### **Department Head/Supervisors will:**

Know the applicable sections within the Occupational Health and Safety Act and the Workplace Safety and Insurance Act regulations relative to confined space entry.

- Review annually the confined space education/training program for their department.
- Enforce the confined space entry policy/ regulations; and
- Maintain records of training and ensure the training coordinator receives information regarding training of personnel.
- Conduct a Hazard Assessment before an employee enters a confined space. The assessment must be signed and dated and a written entry plan must be created.

When there is a possibility of unauthorized entry, ensure that each confined space entrance is:

- Adequately secured;
- Provided with adequate barricades, warning signs or both;
- Appoint a person with adequate knowledge, training and experience to conduct an assessment of the hazards related to the confined space(s) and maintain a record detailing their qualifications;
- Appoint a person with adequate knowledge, training and experience to perform atmospheric testing as often as necessary before and while an employee is in the confined space to ensure it is safe;
- Participate in the review of the Confined Space Entry Program.

**Health and Safety Representative/JHSC will:**

- Periodically review the confined space entry procedures in consultation with the JHSC and document this review via appropriate means.
- Periodically review the confined space education/training program for their department.
- Maintain records of training and ensure the Health and Safety Coordinator receives information regarding training of personnel.

**Employee will:**

- Identify a confined space;
- Know the procedures and equipment used for confined space entry;
- Not enter a confined space unless a Confined Space Entry Permit has been provided by the supervisor; and
- Inspect equipment and ensure it is operational prior to use. If at any time, the equipment required appears to be in anyway, inoperable or damaged, it must not be used for confined space entry until such time that it is replaced or repaired;
- Know the procedures in the event of an emergency;
- Any person having a requirement to enter a confined space shall recognize that working alone is prohibited.

### **Confined Space Attendant will:**

- Remain stationed outside and near the entrance to the confined space (or if two entrances, in a location where they can best perform their duties);
- Remain in constant communication with all employees inside the confined space and not perform any other duties that interfere with their ability to monitor the confined space entry;
- Record the entry and exit of employees into the space on the Confined Space Entry Permit;
- Monitor the safety of the employees inside the confined space and provide assistance to them without entering the space;
- Order the space to be evacuated if the employees inside the confined space show signs or symptoms of exposure, an emergency outside the confined space exists or the attendant cannot perform their duties safely;
- Summon rescue response if required and perform or assist with non-entry rescue if required.

**Note:** The Confined Space Attendant must not enter the confined space at any time; unless a new attendant is available to replace them and they are adequately trained and equipped to safely enter the space.

- Shall not allow unauthorized entry into the confined space and advise the workplace supervisor;
- Contact the Department Head/Supervisor and stop the work if the confined space entry permit requirements are not being followed or there is question as to the safety of the space.

### **Procedure**

- Confined spaces shall be identified and assessed by a competent person with adequate knowledge, training and experience;
- Entry into confined spaces shall be avoided. Where possible, work shall be conducted by alternate means from outside of the space;
- All health and safety hazards shall be eliminated or controlled by engineering, administrative or other control measures before entry into a confined space;
- Personal Protective Equipment (PPE) and other control measures shall be selected based on the results of a hazard assessment;

- Any person entering or performing Attendant duties at a confined space shall receive adequate training to perform their roles;
- A confined space permit shall be completed before entry into a confined space;
- A confined space entry plan will be established for each identified confined space. The plan will include:
  - Duties of employees;
  - Rescue procedures/personnel and equipment;
  - Methods of communication;
  - Personal Protective Equipment;
  - Lockout/isolation of energy;
  - Attendants;
  - Means of entry/exit;
  - Atmospheric testing;
  - Ventilation Procedures including (Oxygen Deficient and Toxic Atmospheres);
  - Co-ordination between multiple employers using the Confined Space Coordination Document.
- A lead employer must be identified when the confined space entry work involves multiple employers or contractors;
- Record keeping shall be completed to ensure the documentation required for all confined space entries is maintained as required.

## 6. **Summary**

### **LEGISLATION / STANDARDS**

Ontario Occupational Health and Safety Act

Workplace Safety and Insurance Act