

# Procedure: Permit Activities-Work in Confined Spaces and Hot Works

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## 1. Purpose

Provide a safe working environment when working in confined spaces or whilst performing hot works in any GSCC building.

## 2. Actions Required

- Identify confined spaces where workers are likely or intended to enter
- Asses the risks of those confined spaces
- Issue permits for workers entering confined spaces or performing hot works
- Actively monitor confined space work and hot works.

## 3. Definitions

**CONFINED SPACE** - means an enclosed or partially enclosed space that:

- Is not intended or designed primarily as a place of work
- Is at atmospheric pressure while persons are in it
- May have an atmosphere with potentially harmful contaminants, an unsafe level of oxygen, or stored substances that may cause engulfment
- May have restricted means of entry and exit.

**GSCC** – Greater Shepparton City Council

**GSCC RO** - GSCC Responsible Officer, a Greater Shepparton City Council employee, who in their area of responsibility has a managerial or supervisory role or has engaged a contractor(s)

**PPE** – Personal Protection Equipment

**SWMS** – Safe Work Method Statement

**WORKERS** - Employees, Contractors, Volunteers and any person performing duties.

## 4. Responsibility and Authority

### Managers / Supervisors and Contractors

- Ensure that confined space entry risks are identified, assessed, evaluated and controlled,
- Ensure workers entering a confined space are appropriately trained to do so
- Review confined space entry risk assessments, in consultation with affected workers.

### Workers

- Follow work instructions required for entering a confined space
- Wear PPE as required
- Participate in required training.

## 5. Procedure

### Identification

All confined spaces in area of responsibility are to be:

- Identified, documented and Trimmed using confined space risk assessment  
Refer: M12/15596 Confined Space Risk Assessment
- Assessed whether the work can be done without anyone having to enter.

### Confined Spaces

A confined space is determined by the hazards associated with a set of circumstances:

- Restricted entry or exit
- Hazardous atmospheres or risk of engulfment
- Physically restrictive location
- The effect of physical or chemical agents due to the confined area.

Trim Reference	Procedure number	Date Last Reviewed:	Issue Number:	Endorsed by	Page 1 of 6
M10/109366	46.PRO3.33	28.6.2012	1	The Executive	

- Configurations hindering worker activities
- Entrapment hazards
- Restricted airflow

Workers working in confined spaces also face increased risk of exposure to serious physical injury.

**IF ANY EMPLOYEE IS IN ANY DOUBT AS TO WHAT CONSTITUTES A CONFINED SPACE THEY ARE DIRECTED TO SEEK THE ASSISTANCE FROM THEIR RESPONSIBLE MANAGER OR SUPERVISOR.**

## Issuing of Permits

### Confined Space Entry Permit

Formal permission must be obtained from an appropriate GSCC RO prior to entering any confined space. Permission may only be provided with written consent in form of Confined Space entry Permit.

The GSCC RO authorising a confined space permit must be:

- Appropriately trained in confined space entry
- Appropriately qualified and or experienced in confined space work

When permission to enter a designated confined space is requested, the GSCC RO shall first consider **whether the work can be done without entry.**

If entry is required:

- A Confined Space Entry Permit must be issued by and signed off by the GSCC RO authorised to do so, and completed by the worker entering the confined space.
- Only appropriately trained and competent person can enter confined spaces

The permit will identify and apply specific control measures for:

- Isolation of plant and connected services
- Atmosphere
- Risk of fire or explosion
- Flammable gases or vapours.
- Develop a first aid procedure and emergency rescue plan including the use of a standby worker
- PPE requirements
- Communications devices and methods
- An appropriate SWMS will also be required prior to entry being approved
- The worker entering the confined space shall brief the standby person on the first aid procedure and emergency rescue plan
- Work is monitored and conducted as specified in all work procedures.

Trim all permits, test results or relevant paper work to: Trim container 46/544/0007 Risk Assessments and then appropriate sub folder.

Trim Reference	Procedure number	Date Last Reviewed:	Issue Number:	Endorsed by	Page 2 of 6
M10/109366	46.PRO3.33	28.6.2012	1	The Executive	

## Training

All workers who are required to:

- work in a confined space
- assist with confined space work
- issue permits for confined space work

must be provided appropriate confined space training that includes (but not limited to):

- Gas detection and monitoring devices
- Variable Atmospheric and Physical characteristics
- Emergency exit procedure development
- Selection and Use of appropriate respiratory devices and PPE
- First Aid including CPR
- Rescue techniques
- Selection and use of appropriate communication devices.

## Hot Works

There needs to be a raised level of awareness when undertaking hot works in or on buildings to ensure an incident does not quickly get out of control.

An application for a Hot Work Permit must be made prior to the commencement of any procedure that requires hot work to be undertaken in or on any building or confined space. Permit is to be trimmed and kept as an prior risk assessment of works.

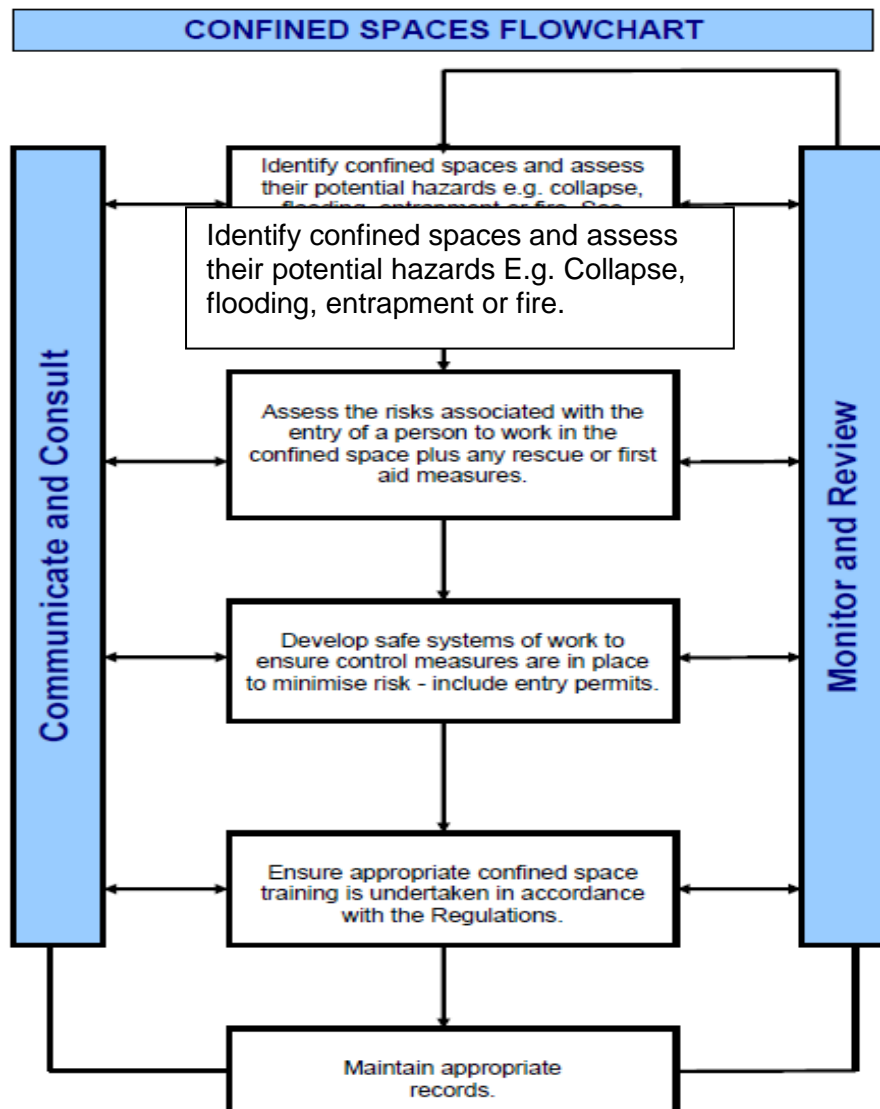
GSCC RO responsible for requiring hot works must:

- satisfy themselves that they understand all of the requirements of the permit
- Ensure workers are competent to carry out the work required, including the use of any Personal Protective
- Ensure they are aware of any hazards that exist in the work area and that all necessary controls are in place and all Lock-out and Tag-out systems are in place
- Ensure that fully charged and operable fire extinguishers, appropriate to the work being undertaken, are kept in the immediate vicinity of the hot work area, during the term of the Hot Work Permit
- Ensure that any equipment used within the work area is of an approved type and in a good state of repair and that manufacturers procedures/recommendations for that equipment are followed
- Ensure that the work area is a restricted work area and appropriate precautions are taken to limit access by unauthorised persons
- Ensure that all fire resistant shielding is in place and if spark generating welding is being undertaken that flash screens are in place
- ensure that all fire detection systems are isolated and reinstated at the completion
- Ensure that all work is performed in the safest manner possible

Refer: M11/51173 Hot Works Permit

Trim Reference	Procedure number	Date Last Reviewed:	Issue Number:	Endorsed by	Page 3 of 6
M10/109366	46.PRO3.33	28.6.2012	1	The Executive	

## Confined Space Flowchart



### 6. Reference

- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations High Risk Works (Confined Spaces)
- Compliance Code for Work in Confined Spaces
- Australian Standard 2865

### 7. Supporting Procedures and Documents

- M11/44013: Confined Space Entry Permits (Attachment 1)
- M11/51173: Hot Works Permit (Attachment 2)



Safety Form



## Confined Space Entry Form

GSCC Responsible Officer		Contact Ph. No.	
Location of Confined Space:			
Why is entry required? and description of work to be undertaken:			
Persons entering confined space:			
Permit validity	Date of entry	Scheduled entry time	Scheduled exit time
1.	Have all people entering this confined space been trained and instructed accordingly? Persons not trained may not enter a confined space		<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Is a hot work permit needed? No hot works allowed without permit		<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Has atmospheric monitoring of the area taken place? Complete results: % L.E.L..... % OXYGEN..... % H2S (PPM)..... % CO (PPM).....		<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	Is structure clear of contamination or hazardous spills?		<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	Have all hazards been identified for this confined space?		<input type="checkbox"/> Yes <input type="checkbox"/> No
	Hazard	Control Measures	
6.	Have all emergency evacuation options have been established?		<input type="checkbox"/> Yes <input type="checkbox"/> No

Trim Reference M11/44013	Issue Number: 1	Endorsed by The Executive	Page 1 of 2
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Trim Reference M10/109366	Procedure number 46.PRO3.33	Date Last Reviewed: 28.6.2012	Issue Number: 1	Endorsed by The Executive	Page 5 of 6
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(Attachment 2)



Safety Form

## Hot Works Permit

(Permit only required for works within or in close vicinity of GSCC buildings or on roof tops) THIS PERMIT IS VALID FOR ONE JOB ONLY		
1. PERMIT VALID DATE	FROM	TO
2. EXACT LOCATION OF JOB		
3. DESCRIPTION OF WORKS		
4. LIST ANY IDENTIFIED HAZARDS RELVANT TO THIS WORKS		
5. STANDARD PRECAUTIONS TO BE TAKEN		Contractor to confirm <input checked="" type="checkbox"/> or <input type="checkbox"/>
• Can mechanical methods be used (ie bolting) instead of hot works?		
• Is all equipment in good working order?		
• Work zone isolated by signage and any other means		
• All combustibles removed a minimum of 11 metres from the work area.		
• Emergency procedure in place?		
• Correct Fire extinguisher available?		
• Area checked for explosive gas sources		
• Ventilation provided/required?		
• A check will be conducted post hot works to ensure no hot spots are present?		
6. Are any of the following required for works?		
• Fire blanket		
• Welding curtains/pads/blankets		
• Hose reel or other fire fighting equipment		
<b>Persons conducting any hot works must adhere to any and all fire restrictions that apply on the day of hot works performed.</b>		
I verify that the hot work will be completed in accordance with the precautions outlined on this form.		
SIGN		DATE
NAME OF PERSON(S) PERFORMING HOT WORK		
COMPANY NAME		
CONTACT PHONE NUMBER		
GSCC RO SIGN		DATE

Trim copies to alternative container 46/544/0025 Human Resources - Occupational Health & Safety (OH&S)  
- Contractor Management (appropriate Department sub folder)

Trim Reference M11/51173	Issue Number: 1	Endorsed by The Executive	Page 1 of 1
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Trim Reference M10/109366	Procedure number 46.PRO3.33	Date Last Reviewed: 28.6.2012	Issue Number: 1	Endorsed by The Executive	Page 6 of 6
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