

# CONFINED SPACES ENTRY PERMITS

## WORKING IN CONFINED SPACES

Confined spaces pose dangers because they are usually not designed to be areas where people work. Confined spaces often have poor ventilation which allows hazardous atmospheres to quickly develop, especially if the space is small. The hazards are not always obvious and may change from one entry into the confined space to the next.

The risks of working in confined spaces include:

- loss of consciousness, impairment, injury or death due to the immediate effects of airborne contaminants
- fire or explosion from the ignition of flammable contaminants
- difficulty rescuing and treating an injured or unconscious person
- asphyxiation resulting from oxygen deficiency or immersion in a free-flowing material, such as liquids, grain, sand, fertiliser or water.

## WHAT ARE CONFINED SPACES?

A confined space is determined by the hazards associated with a set of specific circumstances and not just because work is performed in a small space.

Confined spaces are commonly found in vats, tanks, pits, pipes, ducts, flues, chimneys, silos, containers, pressure vessels,

underground sewers, wet or dry wells, shafts, trenches, tunnels or other similar enclosed or partially enclosed structures, when these examples meet the definition of a confined space in the WHS Regulations.

## WHAT IS A CONFINED SPACE ENTRY PERMIT?

A confined space entry permit provides a formal check to ensure all elements of a safe system of work are in place before people are allowed to enter the confined space.

It also provides a means of communication between site management, supervisors and those carrying out the work and ensures that the person conducting the business or undertaking has checked and authorised the entry to the confined space and it is safe to proceed.

The permit must be completed in writing by a competent person and:

- specify the confined space to which the permit relates
- record the names of persons permitted to enter the confined space and the period of time that the work will be carried out
- set out risk control measures based on the risk assessment, and
- contain space for an acknowledgement that work in the confined space has been completed and all persons have left the space.

# CONFINED SPACES ENTRY PERMITS

## 1. WORKERS NAMES

.....

(a) Employer's Name

.....

(b) Location of Work

.....

(c) Workers

.....

(d) Contractors

## 2. DESCRIPTION OF WORK

All of the remaining details of this permit must be signed before work is to proceed and only work listed may be done.

## 3. CONFINED SPACE ISOLATION

The items ticked below have been isolated or made safe:

(a) Pipelines (water, steam, gas, etc.)

(b) Electricity (motors, switches locked out)

Date of entry    /    /

Description / type of confined space

.....  
List the work to be undertaken within the confined space

**Name of Stand-by Person**

.....

**Names of persons authorised to enter**

.....

.....

.....

.....

**Name of competent supervisor**

.....

**Name of person authorising entry**

.....

**Signature of person authorising entry**

.....

Date    /    /

Could the existing atmosphere or space:

# CONFINED SPACES ENTRY PERMIT

- Contain a flammable gas / fume?  No  Yes - if yes, remove all fumes
- Contain low oxygen or other gases?  No  Yes - if yes, vent or purge
- Contain hazardous chemicals?  No  Yes - if yes, remove chemicals
- Contain grain, sludge or rotting matter?  No  Yes - if yes, remove or purge
- Need a supply of fresh air/ oxygen?  No  Yes - if yes, provide air/ oxygen

Will the following work be done within the confined space:

- Welding/ Oxy Acetylene  No  Yes - if yes, provide fresh air
- Painting  No  Yes - if yes, provide fresh air

Other considerations:

- Is eye protection required?  No  Yes - if yes, provide protection
- Is hearing protection required?  No  Yes - if yes, provide protection
- Do materials need to be stopped from entering space?  
 No  Yes - if yes, lock out
- Are safety lines required?  No  Yes - if yes, provide harness and retrieval

## JOB COMPLETION

I am satisfied that all persons have left the confined space and that it is safe to return the area to normal use.

Competent supervisor

.....Date / /