

CONFINED SPACES AND RESTRICTED AREAS PROCEDURE



CONTENTS

1	PURPOSE.....	1
2	SCOPE.....	1
3	PROCEDURE	1
	In general	2
	Prior to commencement.....	2
	Pre-start	3
	After entry/during the work.....	4
	Prior to re-entry after an alarm.....	4
	Prior to approval of 'return to service'	4
4	RESPONSIBILITIES	4
	Compliance, monitoring and review	4
	Reporting.....	4
	Records management.....	4
5	DEFINITIONS	5
6	RELATED LEGISLATION AND DOCUMENTS	5
7	FEEDBACK.....	5
8	APPROVAL AND REVIEW DETAILS.....	6

1 PURPOSE

- 1.1 CQUniversity has an obligation to provide a work environment without risks to health and safety, so far as is reasonably practicable. This obligation includes eliminating or minimising, so far as is reasonably practicable, the risks presented by working in confined spaces and other restricted areas.
- 1.2 This document is to be read in conjunction with the relevant [Confined Spaces Code of Practice](#) for the location of work (e.g. [Queensland](#)).

2 SCOPE

- 2.1 This procedure applies to employees, students, contractors and visitors in CQUniversity operations and activities.

3 PROCEDURE

- 3.1 All work, repairs and/or maintenance, conducted in confined spaces and restricted areas, will be undertaken by a worker who has been trained and assessed as competent to work in such areas, engaged by the Facilities Management Directorate, in accordance with current relevant legislation.
- 3.2 The engagement of contractors or other service providers to undertake work at University worksites does not absolve the University of its responsibilities and obligations as an employer. There remains a statutory duty for the University to ensure its workplace is safe, so far as is reasonably practicable, regardless of any contractual terms and conditions.
- 3.3 Confined spaces training of University employees:
 - must be provided by an approved training provider who is aware of any relevant University procedures and ensure that the training is in accordance with such procedures

- will be provided with refresher training (instruction and practical training) to ensure currency and competency in the use of relevant equipment
- refer to the [Contractor Occupational Health and Safety Management Procedure](#) for further information.

In general

- 3.4 Confined spaces and restricted areas will be secured to prevent unauthorised entry.
- 3.5 At the entry point of confined spaces and restricted areas, signage will be displayed and comply with the Australian Standard AS 1319-1994 – Safety Signs for the Occupational Environment, indicating as appropriate:
- Danger: Confined Space – Authorised Entry Only, or
 - Danger: Restricted Area – Authorised Entry Only.

Prior to commencement

- 3.6 The University Works Supervisor will ensure that all persons required to work in confined spaces or restricted areas are trained and assessed as competent to perform those activities.
- 3.7 A competent person and the University Works Supervisor will perform a comprehensive risk assessment, including but not limited to the use of the [Confined Space Identification and Initial Risk Assessment Worksheet](#).
- 3.8 The risk assessment documentation will be made available at the worksite and the contents discussed with the relevant employees.
- 3.9 A competent person and the University Works Supervisor will then assess the risk assessment, work area and work task to ascertain if the area will remain as a confined space or restricted area for the task to be undertaken.
- If the area fits the criteria of a confined space, then a [Confined Space Entry \(Written Authority\) Permit](#) for the work will be completed and duly authorised. This will be displayed in a prominent place at the worksite to facilitate signing and clearance.
 - If deemed 'to remain as a restricted area', both the competent person and the University Work Supervisor will sign the document and the work will proceed accordingly.
 - A copy of the documentation will be provided to the Safety and Wellbeing Unit via email to ohs-unit@cqu.edu.au.
- 3.10 The University Works Supervisor will ensure that all potentially hazardous services supplying the confined space are identified and isolated. Refer to the [Plant Isolation, Safety Tag and Lockout Procedure](#) for further information.
- 3.11 Any protective or rescue equipment used or worn to perform confined space work will be in accordance with the risk assessment.
- 3.12 A personal atmospheric monitoring device will be worn by at least one of the persons assigned to entry of the confined space where:
- the status of a safe breathing environment is unknown or cannot be maintained, and
 - it is not practicable to wear a respirator protection device, or during cleaning or during hot work.
- 3.13 The atmosphere within the confined space will undergo continuous monitoring to evaluate changes that may require the supply and use of respirator protection devices necessary.
- 3.14 If required, suitable respirator protection devices under the Australian Standard AS/NZS 1715-2009 – Selection, Use and Maintenance of Respiratory Protective Equipment will be supplied and worn in the following circumstances:

- where the result of the atmosphere testing indicate that a safe breathing environment cannot be established or may not be maintained, or
- the nature of the work within the confined space is likely to degrade or contaminate the atmosphere in the confined space.

3.15 Safety belts, harnesses and safety lines and/or rescue lines will be supplied and worn in the following circumstances:

- there is a hazard of a fall during ascent or decent, and
- rescue by a vertical or horizontal ramp is practical.

Pre-start

3.16 When entry to the confined space is deemed necessary, a competent person will:

- ensure the Confined Space Entry (Written Authority) Permit has been completed and duly authorised
- confirm that status of training (currency and competency) of all persons intending to enter a confined space or on standby; ensuring that workers and their supervisors have the skills and knowledge to understand the hazards, the contents of the Confined Space Entry (Written Authority) Permit and the control measures that have been implemented
- review all details of the risk assessment to become familiar with identified hazards that may be encountered; ensuring that control measures have been implemented and will be maintained for the duration of the work
- evaluate all proposed operations and work procedures (including those that may cause a change of the conditions) in the confined space
- ensure that an initial atmospheric test has been undertaken and that precautions have been established to maintain a safe atmosphere within the confined space during occupancy (where possible, this will involve bringing the confined space to atmospheric pressure); initial testing will be recorded on the Confined Space Entry (Written Authority) Permit and will be made available to persons entering the confined space
- where respirator protective devices are not used, ensure that ventilation is adequate and where provided as described on the Confined Space Entry (Written Authority) Permit and that this was commenced at least ten minutes prior to entry
- where required, ensure that exhaust extraction equipment is provided and is in working order
- ensure that one person who enters the confined space is wearing a personal gas monitor
- ensure and confirm that communication is enabled between people inside and outside the confined space
- ensure that necessary signage and barricading is in place to prevent entry of persons not involved with the work; signage will comply with Australian Standard AS 1319-1994 – Safety Signs for the Occupational Environment
- consider the soundness and security of the structure and the need for illumination in the confined space
- ensure the availability and adequacy of appropriate personal protective equipment, protective clothing and rescue equipment
- re-evaluate the need for additional protective measures
- confirm arrangements for rest breaks
- ensure the provision of and confirm first aid and emergency procedures with workers and supervisors, including the provision of personnel and equipment, and
- ensure that all workers involved with the work sign and date the relevant section of the Confined Space Entry (Written Authority) Permit.

After entry/during the work

3.17 A competent person will:

- where respirator protection devices are not used, ensure that continuous atmospheric testing is undertaken and that precautions are maintained to provide a safe atmosphere within the confined space during occupancy. Evaluate changes that make the supply and use of respirator protection devices necessary. The testing will be recorded on the Confined Space Entry Permit
- where used, ensure that mechanical ventilation and exhaust equipment is working correctly
- test communication systems are working, and
- ensure all persons leave the confined space immediately should an alarm be activated.

Prior to re-entry after an alarm

3.18 A competent person will ensure that the atmosphere in the confined space is retested and recorded on the Confined Space Entry (Written Authority) Permit and will be made available to persons entering the confined space.

Prior to approval of 'return to service'

3.19 The University Works Supervisor will ensure that all workers who entered or may have entered the confined space are accounted for, prior to authorising a 'return to service'.

4 RESPONSIBILITIES

Compliance, monitoring and review

- 4.1 Management, employees, students, contractors and visitors at CQUniversity worksites (including any work activities that are conducted off-site) have a duty to take reasonable care for their own health and safety and must not adversely affect the health and safety of other person. They must comply with relevant instruction and cooperate with any reasonable legislation or policy document relating to health and safety at the workplace. For further information on an individual's roles and responsibilities for safety and health, refer to the [Work Health and Safety Roles and Responsibilities Procedure](#).
- 4.2 The Director Facilities Management is responsible for the maintenance of a register of all identified confined spaces and/or restricted areas on University worksites as per the Register of Identified CQUniversity Confined Spaces and Restricted Areas. This register will be updated with any addition, alteration, removal or change of environment at least every five years.
- 4.3 The Director Facilities Management will ensure that the appropriate signage is provided.
- 4.4 The Director People and Culture and Safety and Wellbeing Unit are responsible for implementing, monitoring reviewing and ensuring with this procedure.

Reporting

- 4.5 Non-compliances with this procedure are to be reported as an occupational health and safety incident using the University's incident reporting process. All incidents will be investigated in line with the requirements of the [Incident and Hazard Reporting and Investigation Procedure](#).

Records management

- 4.6 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 4.7 University records must be retained for the minimum periods specified in the relevant [Retention and Disposal Schedule](#). Before disposing of any records, approval must be sought from the Records and Privacy Team (email records@cqu.edu.au).

- 4.8 All confined space entry permit and risk assessments must be kept for at least 28 days after the confined space work is completed.

5 DEFINITIONS

- 5.1 Terms not defined in this document may be in the University [glossary](#).

Competent person: a person who has acquired through training, qualification or experience, the knowledge and skills to carry out specific tasks.

Worker: employees, contractors, subcontractors, outworkers, apprentices and trainees, work experience students, volunteers and individuals who perform work for the business.

6 RELATED LEGISLATION AND DOCUMENTS

Australian Standards:

- AS1319-1994 Safety Signs for the Occupational Environment
- AS/NZS 1715-2009 Selection, Use and Maintenance of Respiratory Protective Equipment

[Confined Spaces Code of Practice 2018](#) (Other States)

[Confined Spaces Code of Practice 2011](#) (Qld)

[Confined Space Entry \(Written Authority\) Permit](#) (*employee access only*)

[Confined Space Identification and Initial Risk Assessment Worksheet](#) (*employee access only*)

[Contractor Occupational Health and Safety Management Procedure](#)

[Incident and Hazard Reporting and Investigation Procedure](#)

[Plant Isolation, Safety Tag and Lockout Procedure](#)

[Work Health and Safety Act 2011](#) (Qld)

[Work Health and Safety Regulation 2011](#) (Qld)

[Work Health and Safety Roles and Responsibilities Procedure](#)

7 FEEDBACK

- 7.1 Feedback about this document can be emailed to policy@cqu.edu.au.

8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Delegated Approval Authority	N/A
Advisory Committee	University Management Committee
Required Consultation	Joint Consultative Committee
Administrator	Director People and Culture
Next Review Date	30/10/2022

Approval and Amendment History	Details
Original Approval Authority and Date	Planning and Development Committee 14/03/2003
Amendment Authority and Date	Vice-Chancellor and President 09/05/2011; Vice-Chancellor and President 16/03/2016; Vice-Chancellor and President 08/05/2019; National Occupational Health and Safety Manager 30/10/2019; Editorial amendment 09/01/2023.
Notes	This document was formerly known as the Safety Health Environment Workcover Sustainability (SHEWS) Confined Space Entry Policy (last approved 14/03/2003); Safety Health Environment Workcover Sustainability (SHEWS) Confined Space Entry Procedure (last approved 09/05/2011) and the Safety Health Environment Workcover Sustainability (SHEWS) Confined Spaces and Restricted Areas Procedure (last approved 16/03/2016).