1 PURPOSE

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.

2 SCOPE

This policy applies to all CQUniversity staff, students, contractors and their staff, and all visitors whilst at CQUniversity worksites including individuals participating in work activities that are conducted off-site.

3 EFFECTIVE DATE

1 June 2016

4 LEGISLATIVE AUTHORITY

Work Health and Safety Act 2011
Work Health and Safety Regulation 2011
Confined Spaces Code of Practice 2014

5 PARENT POLICY

Work Health and Safety Policy

6 PROCEDURE

This information is provided in addition to the requirements of the legislation.

This document is to be read in conjunction with the current Confined Spaces Code of Practice.

All work, repairs and/or maintenance, conducted in confined spaces and restricted areas, will be undertaken by worker who has been trained and assessed as competent to work in such areas, engaged by CQUniversity Facilities Management Directorate, in accordance with current relevant legislation (e.g. Confined Spaces Code of Practice 2014).

The engagement of contractors or other service providers to undertake work at CQUniversity worksites does not absolve CQUniversity of its responsibilities and obligations as an employer. There remains a statutory duty for CQUniversity to ensure its workplace is safe, so far as is reasonably practicable, regardless of any contractual terms and conditions.

Confined Spaces training must be facilitated via an approved training provider.

Training of CQUniversity staff:

• will be provided by approved training providers who are aware of any relevant CQUniversity 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: Safety Health Environment Workcover Sustainability Contractor Management Procedures
In General

6.1 Confined spaces and restricted areas will be secured to prevent unauthorised entry.

6.2 At the entry point of confined spaces and restricted areas, signage will be displayed and comply with AS 1319, indicating as appropriate:
   • Danger: Confined Space – Authorised Entry Only; or
   • Danger: Restricted Area – Authorised Entry Only.

Prior to Commencement

6.3 The CQUniversity 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.

6.4 A Competent Person and the CQUniversity Works Supervisor will perform a comprehensive risk management assessment [OHS Portal]

6.5 The risk assessment documentation will be made available at the worksite and the contents discussed with the relevant staff.

6.6 A Competent Person and the CQUniversity 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 Permit’ for the work will be completed and duly authorised. This shall 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 CQUniversity Work Supervisor will sign the document and the work will proceed accordingly.
   • A copy of the documentation will be provided to the OHS Unit via email ohs-unit@cqu.edu.au

6.7 CQU Works Supervisor will ensure that all potentially hazardous services supplying the confined space are identified and isolated.
   • Please refer to Plant Isolation, Safety Tag and Lockout Procedures.

6.8 Any protective or rescue equipment used or worn to perform confined space work will be in accordance with the risk assessment.

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

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.

If required, suitable respirator protection devices under AS/NZS 1715 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.

Simple 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

6.8 When entry to the confined space is deemed necessary, a competent person shall:

- Ensure that Confined Space Entry 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. Ensure that workers and their supervisors have the skills and knowledge to understand the hazards, the contents of the Confined Space Entry 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. Ensure 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. The initial testing will be recorded on the Confined Space Entry 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 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 AS1319: 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 all persons leave the confined space immediately should an alarm be activated.

After Entry / During the Work

6.8 A competent person shall:

- 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
- Ensure all persons leave the confined space immediately should an alarm be activated.

Prior to Re-entry after an Alarm

6.9 A competent person shall ensure that the atmosphere in the confined space is retested and recorded on the Confined Space Entry Permit and will be made available to persons entering the confined space.
Prior to Approval of ‘Return to Service’

6.10 The CQUniversity Works Supervisor shall ensure that all workers who entered or may have entered the confined space are accounted for, prior to authorising a ‘return to service’.

7 RESPONSIBILITIES

Compliance, Monitoring and Review

7.1 The Director of the Facilities Management Directorate (DFM) is responsible for the maintenance of a register of all identified confined spaces and/or restricted areas on CQUniversity 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.

DFM will ensure that the appropriate signage is provided.

Reporting

7.2 Non-compliances with this procedure are to be reported to via the OHS Incident Report Form and will be investigated as an OHS Incident.

Records Management

7.3 All records relevant to this document are to be maintained in a recognised University recordkeeping system.

8 DEFINITIONS

Refer to the University glossary for the definition of terms used in this policy and procedure.

Other definitions in relation to Work Health and Safety can be located in the respective legislative documentation (e.g. Work Health and Safety Act, Work Health and Safety Regulations, Codes of Practice, Guides)

9 RELATED LEGISLATION AND DOCUMENTS

Related Policy Document Suite

Safety Health Environment Workcover Sustainability (SHEWS) Contractor Management Procedures
Plant Isolation, Safety Tag and Lockout Procedures
OHS Incident Report Form

Related Legislation and Supporting Documents

AS/NZS 1715:2009 Selection, Use and Maintenance of Respiratory Protective Equipment

<table>
<thead>
<tr>
<th>Approval and Review</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval Authority</td>
<td>Vice-Chancellor and President (or delegate)</td>
</tr>
<tr>
<td>Advisory Committee to Approval Authority</td>
<td>Vice-Chancellors Advisory Committee</td>
</tr>
<tr>
<td>Administrator</td>
<td>Occupational Health and Safety Manager</td>
</tr>
<tr>
<td>Next Review Date</td>
<td>16/03/2019</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approval and Amendment History</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Approval Authority and Date</td>
<td>Planning and Development Committee14/03/2003.</td>
</tr>
<tr>
<td>Amendment Authority and Date</td>
<td>Vice-Chancellor and President 09/05/2011; Vice-Chancellor and President 16/03/2016.</td>
</tr>
</tbody>
</table>