

SAFE JOB PROCEDURE – CONFINED SPACE ENTRY

PURPOSE:

To provide employees with guidelines concerning hazards associated with entry into and performance of work in confined spaces. This procedure applies to all Newtz facilities and work locations which have confined spaces and to all Newtz employees at these facilities and locations performing confined space entry.

HAZARDS:

- Chemical hazards: gases, vapours, dust, solvents, fumes and mists.
- Physical hazards: noise, temperature, air quality and illumination.
- Biological hazards: fungus, molds and parasites.
- Ergonomic hazards: awkward postures.
- Machine hazards: moving machinery parts and hot parts.
- Energy hazards: electricity, heat, gravity and kinetic.
- Confined space hazards: restricted entry/egress and hazardous atmosphere.
- Work practice hazards: following established safe work practices and procedures.

#	STEP	PRECAUTIONS
1	Identify confined space	<ul style="list-style-type: none"> • Determine if the space is considered a “confined space” (ie. not designed or intended for human occupancy except for the purpose of performing work, has restricted access/ egress and may become hazardous to a person entering it). • Verify emergency plans and specified entry conditions such as permits, tests, procedures, and equipment before allowing entry. • Ensure the confined space is clearly identified with appropriate signage. • Know space hazards including information on the mode of exposure, signs, or symptoms and consequences of exposure.
2	Hazard assessment	<ul style="list-style-type: none"> • A worker is not permitted to enter a confined space until a person with adequate knowledge, training and experience. • Ensure that entry operations remain consistent with the entry permit and that acceptable entry conditions are maintained. Terminate entry and cancel permits when entry operations are completed or if a new condition exists.
3	Air monitoring	<ul style="list-style-type: none"> • There must be appropriate tests for harmful substances and oxygen deficiency before entry into a confined space, after an interruption in the work procedure and at appropriate intervals. • Tests must be performed by a worker who has been adequately trained. • If a test indicates an unsafe condition, then the confined space must be ventilated or cleaned or both and periodically retested. • Test results must be recorded on the entry permit form.

4	Entry permit	<ul style="list-style-type: none"> • A worker is not permitted to enter a confined space without a valid entry permit. • The completed and signed entry permit must be posted at the entry portal to the confined space. • If a hazard assessment has been completed of a representative sample of identical confined spaces, then a single entry permit can be used for these and any other identical confined spaces.
5	Hot work permit	<ul style="list-style-type: none"> • If hot work is involved in the confined space, then a special hot work permit must be obtained from the respective maintenance supervisor.
6	Attendant responsibilities	<ul style="list-style-type: none"> • Remain alert at all times outside and near the entrance. Perform no other duties that interfere with the attendant’s primary duties. • Know existing and potential hazards, including information on the mode of exposure, signs or symptoms, consequences of the exposure, and their physiological effects. • Monitor the safety of the entrant in the confined space. • Provide assistance to the entrant. • Maintain continuous 2-way communication with the entrant. • Initiate an emergency response when necessary. Perform non-entry emergency rescue if safe to do so. • Ensure that unauthorized persons stay away from permit confined spaces or exit immediately if they have entered the permit space.
7	Entrant responsibilities	<ul style="list-style-type: none"> • Read and sign the confined space entry permit prior to start of work. • Remain alert at all times while working in the confined space. • Be aware of all potential hazards in the confined space. • Use appropriate personal protective equipment properly (ie. face and eye protection, and other forms of barrier protection such as gloves, aprons, and coveralls) when applicable. • Be aware of any symptoms or warning signs of exposure. • Immediately report any concerns to the attendant. • Immediately exit the confined space if conditions warrant it, an alarm sounds or if directed to do so.

DIRECTIVES:

- Certified Confined Space training is mandatory.
- Complete a Site-Specific Risk Assessment (SSRA 2C) before any confined space work.