# Purpose

Wannon Water has assets that are classified as confined spaces. Confined spaces present a unique OH&S risk because any associated hazards may not be readily apparent (e.g., hazardous atmosphere). Failure to manage work in a confined space can involve the risk of serious injury or death. The purpose of this standard is to provide a framework and guidance for the management of confined spaces to control the risks to our employees, contractors and the community.

# Scope

This framework applies to:

* All sites owned or managed by Wannon Water where confined spaces have been identified
* Any employee or contractor engaged in activities involving a confined space at Wannon Water

# Standard requirements

| **Standards** | **Responsibility** | **Accountability[[1]](#footnote-2)** |
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| Ensure that assets and equipment purchased, built, and installed at Wannon Water sites do not contain Confined Spaces, where reasonably practicable | Project and Task Supervisors | GM Assets & Service Delivery |
| Ensure that any confined space entry and safety equipment complies with Australian Standards | Asset Owner | GM Assets & Service Delivery |
| Where assets and equipment, includes a Confined Space, eliminate the need for any person to enter the space where reasonably practicable | Project and Task Supervisors | GM Assets & Service Delivery |
| A system is in place to ensure that any vessels, spaces that are likely to be entered be provided with the following features:   * Entrances and exits large enough to allow people wearing protective clothing and equipment (including rescue equipment) to pass through * A safe means of access to and within the confined space | Project and Task Supervisors | GM Assets & Service Delivery |
| A **Confined Space Assessment** is in place to identify if new assets or equipment has a space that would meet the definition of a Confined Space | Safety Field Officer | GM People & Business Services |
| Any space that meets the definition of a Confined Space must be identified with a sign “Confined Space, Entry by Permit Only”, where practicable. Signage must be clear and prominently positioned next to each entry point to the confined space. | Asset Owner | GM People & Business Services |
| A **Confined Space Register** is to be used to capture all assessment details | Safety Field Officer | GM People & Business Services |
| A **Confined Space Permit** must be available and used by persons entering a confined space.  The **Confined Space Permit** must include references to hazards and controls i.e.:   * Temporary signage and barriers * Isolation requirements * Atmosphere testing * Ventilation * PPE including respiratory protection * Equipment requirements * Emergency planning * Entry and exit conditions * Communication methods and authorisation | Safety Field Officer | GM People & Business Services |
| A minimum of 3 people must always be in attendance during a Confined Space entry task i.e.:   * Entrant * Standby * Rescuer / Attendee   **Note:** Extra Standby or Rescuer roles will need to be considered for some confined entries where relevant (e.g., if there is more than one entrant, the Standby person cannot maintain communication with the entrant, BA is required for rescue and a second Standby person may be needed to help monitor breathing airline equipment). | Confined Space Standby / Observer | GM Assets & Service Delivery |
| Continuous monitoring of the atmosphere must occur when someone is in the Confined Space | Confined Space Standby / Observer | GM Assets & Service Delivery |
| A 6-gas detector is required for atmospheric monitoring for all Confined Space entry tasks | Confined Space Standby / Observer | GM Assets & Service Delivery |
| Air supplied respiratory equipment must be used by any person entering the space to rescue a person that has been overcome | Confined Space Standby / Observer | GM Assets & Service Delivery |
| Each person entering a Confined Space must have access to an individual Respirator mask | Confined Space Standby / Observer | GM Assets & Service Delivery |
| All members required to wear respiratory protective equipment must be able to create a seal (e.g., clean shaven and free from makeup) | Confined Space Entrants | GM Assets & Service Delivery |
| All equipment used for Confined Spaces must be maintained (e.g., inspected, serviced) in line with the supplier recommendations as a minimum | Confined Space Standby / Observer | GM Assets & Service Delivery |
| A process must be in place for the management of an emergency in a confined space (e.g., rescue and first aid) considering the nature of the space and hazards present | Confined Space Standby / Observer | GM Assets & Service Delivery |

# Training and assessment

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| **Standards** | | | **Responsibility** | **Accountability** |
| Employees taking on a role of working in / supervising work in Confined Spaces must be made aware of and trained in this standard and supporting documents | | | People & Training Coordinator | GM People & Business Services |
| A Confined Space emergency rescue drill is to be conducted annually | | | Safety Field Officer | GM People & Business Services |
| **Role** | **Training Requirements** | | | **Frequency** |
| **Course Code** | **Course or Procedure** | |
| Maintenance and Operations Managers / Coordinators / Team Leaders  Project / Contract Supervisors | **-** | * **Confined Space Standard** * **Confined Spaces Management Procedure** | | Every  3yrs |
| Civil Maintenance and Treatment Operations Team Leaders / Operators  Maintenance Fitters / Electricians | RIIWHS202E | * **Enter and work in confined spaces** | | Every  2yrs |
| MSMPER200 | * **Work in accordance with an issued permit** | |
| PUASAR025 | * **Undertake confined space rescue** | |
| MSMWHS216 | * **Operate breathing apparatus** | |
| Civil Maintenance and Treatment Operations Team Leaders / Operators  Maintenance Fitters / Electricians  Contractors[[2]](#footnote-3) (who are working in Confined Spaces) | **-** | * **Confined Spaces Management Procedure** * **Confined Spaces Entry Permit form** * **Confined Spaces Risk Assessment Form** * **Task Risk Assessment (JSA) Procedure** | | At Induction  Or  Prior to starting Works  Every  3yrs – WW employees |

# Monitoring

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| **Standards** | **Responsibility** | **Accountability** |
| Ensure compliance with and effectiveness of the risk control measures that are in place are verified as effective at least every 4 years by including periodic audits in the **Audit Program** | Risk, Resilience & Assurance Officer | GM People & Business Services |
| Ensure all records required by this standard (e.g., Confined Space permits) are maintained in our records management system | Safety Field Officer | GM People & Business Services |

# Definitions

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| **Term** | **Means** |
| Confined Space | A space which meets the following conditions:   * It is entered, or is intended to be, or is likely to be, entered[[3]](#footnote-4) by any person; and * It has a limited or restricted means of entry or exit that makes it physically difficult for a person to enter or exit the space; and * It is, or is intended to be, at normal atmospheric pressure while any person is in the space; and * It contains (or is likely or intended to contain):   + an atmosphere that has a harmful level of any contaminant, or   + an atmosphere that does not have a safe oxygen level, or   + any stored substance that could cause engulfment (other than liquids); and * Is not a shaft, trench or tunnel that is a mine or is part of the workings of a mine |
| Confined Space Standby / Observer | * Authorises entry into space * Has authority to order employees to exit space if hazards occur * Monitors wellbeing of Entrant and maintains communication * DOES NOT enter space to rescue |
| Project and Task Supervisors | The person who is designing assets, procuring plant and equipment |
| Task Risk Assessment (JSA) | Task Risk Assessment (JSA) Procedure and eform |
| BA | Breathing Apparatus |
| 6-gas detector | Multi-gas detector for the detection of toxic and combustible gases as well as vapours and oxygen |

# Governance

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| **Parent policy / standard** | * Zero Harm Policy |
| **Associated procedures / standards** | * Confined Spaces Management Procedure * Confined Spaces Entry Permit form * Confined Spaces Risk Assessment Form * Task Risk Assessment (JSA) eform and Procedure * Use of Self-Contained Breathing Apparatus (SCBA) and Confined Space BA Rescue Equipment Procedure * Safe Work Instruction – Drager Face Mask Cleaning * Lock Out Tag Out Procedure |
| **Legislation mandating compliance** | * Victorian Occupational Health & Safety Act 2004 * Victorian Occupational Health & Regulations 2017 - Part 3.4 – Confined Spaces * WorkSafe Victoria Compliance Code – Confined Spaces |
| **Approval** | Executive Committee |
| **Owner** | GM People & Business Services |
| **Content enquiries** | Safety Field Officer |

# Document version history

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| Version | Changes made to document |
| 1 | New document |

1. The Executive are collectively accountable for the standard. The individual GM is the nominated sponsor who will approve any capital / operating expense requests and any material changes to current WW work practices to meet requirements of the standard. [↑](#footnote-ref-2)
2. Contractors performing a role in confined space work must have their own current training by a registered provider which meets regulatory requirements [↑](#footnote-ref-3)
3. **Note**: Entry to a Confined Space occurs when a part of the body enters the space and there is a risk the person may be overcome or incapacitated by the conditions within the space. [↑](#footnote-ref-4)