

# TOOLBOX TALKS



## THE MANAGEMENT OF CONFINED SPACES

Management to appoint suitable competent resources to undertake the role of the Confined Space Supervisor and to ensure that all who work in confined spaces are medically fit to do so.



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### SITE SPECIFIC RISK ASSESSMENT

Employees **MUST** complete a Site Specific Risk Assessment prior to commencing any work activity. Where employees identify the potential for a confined space to be present, the employees inform the Line Manager/Supervisor who in turn will inform the Confined Space Supervisor.

### CONFINED SPACE SUPERVISOR

The Confined Space Supervisor shall assess the work activity and if possible eliminate or avoid the need for entry into the confined space.

- Clean area; isolate flows; ventilate; do work another way

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### CAN CONFINED SPACE OR ENTRY BE ELIMINATED?

- **YES** – Line Manager/Supervisor **MUST** ensure employees have safety, health and environmental documentation is on site
- Employees **MUST** ensure they comply with Safe Systems of Work at all times and follow work instructions
- **NO** – Confined Space Supervisor **MUST** ensure suitable access and egress can be achieved taking into account of any emergency situation that may arise
- Confined Space Supervisor categorises confined space **NC1, NC2, NC3 or NC4**

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NC1, NC2, NC3 or NC4?

### NC1

NC1 – **No** work shall commence until all required equipment is on site.

- Gas tests **MUST** be undertaken by trained and competent employees
- Employee follows work procedures

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### NC2, NC3, NC4

Confined Space Supervisor **MUST** issue Permit to Work

- No work shall commence until all required equipment is on site
- Confined Space Supervisor ensures a suitable number of competent employees and safety attendants available
- Emergency Procedures made available and briefed to all involved by the Confined Space Supervisor
- Gas tests **MUST** be undertaken by trained and competent employees
- Employees **MUST** follow work instructions.

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### SUMMARY

- A suitable and sufficient Risk Assessment **MUST** be carried out.
- Confined Space Supervisor **MUST** assess the work activity and categorises confined space work as NC1, NC2, NC3 or NC4
- Do not commence work until the required equipment is on site
- Permits **MUST** be issued for categories NC2, NC3 or NC4
- Emergency procedures **MUST** be briefed and employees **MUST** follow work instructions.

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FOR MORE INFORMATION OR IF YOU HAVE ANY CONCERNS CONTACT YOUR SHEQ DEPARTMENT