Working in confined spaces

1.	Purpose

The purpose of these safety instructions is to ensure that, having read the instructions, the employee is aware of the risks associated with the described work activities and can perform them safely.

2.	General

A confined space is a work area that is difficult to enter, both for the worker and emergency service providers, and is difficult to ventilate. It is cramped, often dark and there are few escape routes. Often there is not enough oxygen or there are hazardous materials present which are released during work activities.
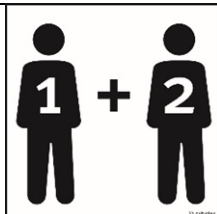
3.	Risks

- Not possible to work in a normal position
- Poor lighting
- Difficult to provide assistance in the event of an emergency
- Wet and slippery floors
- Accumulation of vapours or gases that lead to suffocation
- Depending on the substance: accumulation of combustible gases/vapours (fire/explosion hazard)

4.	Measures

- Communication: Prepare a work and communication plan
- Ventilation: Provide adequate ventilation of the work area. Measure air quality if in doubt
- Have Quality Assurance perform a risk assessment
- Use the prescribed personal protective equipment
- Never enter the area alone, and have someone serve as a lookout
- When adequate ventilation is not possible, depending on the substance an oxygen mask may be needed
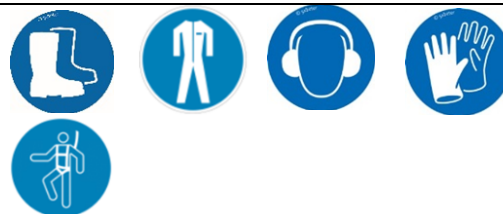
5. Picture	6. Pictograms	7. Required PPE

	• Inform the first-aiders that you will be carrying out work in a confined space • Have the QA coordinator perform a risk analysis based on the work and the space • Provide adequate lighting • Mark the entrance to the space and indicate that there is a person inside • Use electrical driven tools on battery instead of plugged into sockets
	• Never enter a confined space without proper preparation • Never enter a confined space without a first-aider on standby • Do not use unapproved tools due to spark hazard • Never work alone in a confined space

Owner:	*Status:*	*Document code:*	
HSE Coordinator	Released	I.01.01	Page **1** of 1