

## VILLAGE OF MYRNAM



**Policy Title: Confined Space Policy**  
**Policy Number: 2022-08**  
**Date of Adoption: April 21, 2022**

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### **POLICY STATEMENT:**

The purpose of this policy is to establish a code of practice for working in confined space in the Village of Myrnam.

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## **1. Objectives**

- 1.1 Identify the hazards in confined spaces
- 1.2 Control the hazards during entry by having a written entry plan
- 1.3 Adequate training for employees
- 1.4 Identify all the confined spaces

## **2. Introduction**

- 2.1 Confined Space is:
  - (a) A fully or partially enclosed space with restricted access
  - (b) Not designed or constructed for human occupation
  - (c) Hazardous because of lack of adequate and safe air inside
  - (d) Hazardous because of the work that will be done inside
- 2.2 All employees that work for the Village of Myrnam need to be trained in the hazards of confined spaces.
- 2.3 The employer has the duty to ensure it adequately protects the health and safety of all workers that work in confined space.
- 2.4 It is up to the employer, in consultation with the safety officer to determine the level of safety required and to ensure it is adequate for the type of entry.
- 2.5 A written hazard assessment and entry plan must always be available for inspection.

## **3. Hazard Assessment**

- 3.1 If an employee must enter a confined space the employer must appoint a competent person to carry out the tasks. The competent person must be knowledgeable about confined spaces.
- 3.2 In assessing hazards, the workers are required to meet all of Part 2 of the Occupational Health & Safety Codes.

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### 4. Entry Permit System

- 4.1 A confined space entry permit is an important document that sets out the work to be done and the precautions to be taken.
- 4.2 Entry Permit must at a minimum have:
  - (a) List the names of each worker, the confined space, and the reason for their entry.
  - (b) Provide location of confined space.
  - (c) Specify the time period for which the entry permit is valid for.
  - (d) All readings for environmental conditions must be recorded on the entry permit.
- 4.3 An entry permit will cover specific tasks, which may occur over a number of shifts. The time for which the entry permit is valid is based on the estimated time to completed the projects.
- 4.4 An entry permit should be treated as expired sooner than stated time if one of the following occurs:
  - (a) If the confined space is returned to service.
  - (b) If continuity of responsible supervision for the confined space is broken.
  - (c) If the project is interrupted for a significant time because of an emergency that affects the confined space (e.g., an incident, rescue, or breakdown of equipment).
  - (d) If an entry has expired, then a new entry permit must be issued before the entry into the confined space is allowed.

### 5. Unauthorized Entry

- 5.1 Only workers authorized by the employer are allowed to enter a confined space.

### 6. Traffic Hazards

- 6.1 Workers within a confined space must always be protected from traffic hazards, by using safety cones, barricades, and signs.

### 7. Testing the Atmospheric Conditions

- 7.1 Before entering a confined space that may contain a hazardous atmosphere a pre-entry testing must be done to ensure that levels of oxygen are adequate and if any hazardous substance is identified.
- 7.2 Testing equipment must be properly calibrated in accordance with the manufacturer's specification.

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### 8. Solvents

8.1 Hydrocarbon solvents are frequently used as degreasing agents. They can cause unconsciousness by depressing the central nervous system.

### 9. Physical Hazards

9.1 These hazards include those associated with mechanical, electrical, and hydraulic energy engulfment, communication problems, noise, and size of opening into the confined space.

### 10. Engulfment

10.1 Engulfment is loose material (e.g., storage bins, sand, gravel, or other loose material).

### 11. Other Physical Hazards

11.1 The nature of confined space work may make it difficult to separate the worker from hazardous forms of energy like powered machinery, electrical energy, and hydraulic lines.

11.2 The following types of facilities are designated as confined space:

- (a) Wastewater wet wells
- (b) Underground stations
- (c) Manholes
- (d) Water reservoirs
- (e) Wastewater grit chambers
- (f) Holding tanks
- (g) Voids or crawl spaces beneath false flooring

### 12. Contractors

12.1 When the employer arranges to have a contractor perform work in a confined space the following steps must be taken:

- (a) Inform the contractor that the workplace contains confined space, and a confined space entry permit is required.
- (b) Advise the contractor of any precautions or procedures that have been implemented in the confined space.
- (c) Coordinate entry procedures when contractor personnel will be working in the confined space.
- (d) Debrief the contractor at the conclusion of all work having been done in the confined space.

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**NOTE: Confined Spaces other than manholes and sewer lines shall be provided with a caution sign at the entrance. The signs should read “CAUTION – TEST FOR TOXIC ATMOSPHERE”.**

### **13. Confined Space Emergency Rescue Procedures**

- 13.1 When an emergency rescue is necessary from any confined space, the rescue must be immediate. Sufficient and adequate emergency rescue equipment is to be positioned and available prior to any confined space entry. Take immediate steps to effect removal, without endangering other personnel.
- 13.2 Upon entry, immediately assess the injury or problem. Determine the general nature of the injury and the condition of the victim(s). There is no time to conduct an extensive physical examination. Check for serious conditions starting with breathing, pulse, bleeding, fractures, and/or related injuries.
- 13.3 When it is certain the atmosphere is safe, provide the victim(s) with immediate care as necessary. Then remove the victim(s) from the confined space.
- 13.4 When the atmosphere is questionable, proceed as though it was contaminated.

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