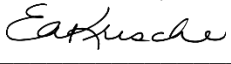


|                               |  |                        |                                    |
|-------------------------------|--|------------------------|------------------------------------|
| <b>POLICY:</b>                |  |                        | <b>NUMBER:</b>                     |
| <b>CONFINED SPACE</b>         |  |                        | S-8                                |
|                               |  |                        | Page 1 of 6                        |
| <b>PREPARED BY:</b>           | <b>AUTHORIZED BY:</b>  | <b>CLASSIFICATION:</b> | <b>EFFECTIVE:</b>                  |
| Facilities Management<br>(FM) | <br>Elizabeth Krische | Safety Procedure       | November 1, 2021                   |
|                               |  |                        | <b>SUPERSEDES:</b><br>July 1, 2015 |

Prior to all Confined Space entries, the Confined Space Entry Permit will be used to assess the hazards involved in each Confined Space. The Permit will be used in its entirety by the Manager and the Entry Crew to accurately assess the Confined Space and to assess any potential hazards.

The Manager must complete Part 1 of the Permit along with the Entry Crew. The Manager must approve the Confined Space entry prior to any worker obtaining the Confined Space equipment and must sign the Confined Space Entry Permit within 12 hours of the scheduled entry. Part 2 of the form identifies the responsibilities of the attendant and the entrant along with the required emergency procedures.

If the Confined Space Entry Permit (Part 1) indicates a safety situation, such as the potential for engulfment or entanglement, Western's HazMat / Confined Space Rescue Team must be on site at the location of the confined space and be prepared to perform an emergency rescue if required. (See Appendix 1, Call Out Procedure).

If the Manager makes use of a contractor to provide on-site rescue procedures for Western employees, the Manager must ensure:

- the Western HazMat / Confined Space Rescue Team is notified via the OH&S Safety Consultant and the Manager, Fire Safety and Emergency Management.
- the contractor has reviewed FM Safety Policy S-8, Confined Space, with the Manager and a representative from the Western HazMat / Confined Space Rescue Team.
- the contractor must adhere to the OH&S Act and Regulations for Confined Spaces.
- if the contractor provides different personnel for another entry, the new personnel must review FM Policy S-8, Confined Space, with the Manager and a representative from Western HazMat / Confined Space Rescue Team.

The Confined Space Entry Crew will complete Parts 3 and 4 of Confined Space Entry Permit on site during the entry.

Confined spaces, as defined below, shall not be entered unless the atmosphere is determined to be safe and any other necessary precautions can be taken.

A Confined Space means a fully or partially enclosed space:

- ***That is not both designed and constructed for continuous human occupancy.***
- ***In which atmospheric hazards may occur because of its construction, location, contents, or work performed in it. Ontario Regulation 632/05.***
- ***The space may include, but is not limited to manholes, pumping stations, sump pits, and electrical vaults.***

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Qualifications

In order to enter a Confined Space, perform air testing or be an attendant, the following are required:

1. Successfully attend a one-day Confined Space training seminar, plus a refresher course every two years.

The seminar will include:

- Instruction on the use of air monitoring equipment, ventilator and retrieval equipment.
- Training on all legislative requirements and FM Confined Space Policy.
- Hazards associated with Confined Space entry.

2. Attendant(s) must also have valid first aid/CPR certification.

3. Entry Requirements

A minimum of one qualified worker (Attendant) will stand guard outside the Confined Space. Radio contact shall be maintained between the entrant and attendant, and Western Special Constable Service (WSCS).

- Pre-calibrated, fully charged air monitor with pump and sufficient remote sampling hose.
- Second air monitor to be worn by the Entrant.
- An air horn or similar device where audible or visual contact may be lost between entrant and attendant(s).
- Fall Arrest / retrieval equipment (must be worn and connected at all times).
- Ventilation fan if air sampling indicated the presence of hazardous atmosphere. In this case, the space must be ventilated for 10 minutes; the space must not be re-entered until air testing indicates safe atmosphere and the space continuously ventilated for the duration of the entry.
- Materials/equipment necessary to ensure safety and security of work site.
- **Confined Space Entry Permit** (attached).

Entry Procedures

1. Where electrical, mechanical or piping systems in a Confined Space represent a hazard, they shall be capped, blocked off, locked out and tagged as required.
2. Follow set-up instructions for air monitoring equipment and test the air at the Confined Space access (if possible).
3. Open access and insert remote sampling tube, drawing samples from top, middle and bottom of the Confined Space.
4. Ventilation requirement. (see entry requirements).
5. Set up retrieval equipment. Davit arm is recommended.
6. Entrant will wear air monitoring equipment.
7. Use confined space radio to contact WSCS on channel 5 to log entry time and location. This radio is equipped with an emergency button to be used if needed.
8. Entrant shall check condition of electrical, mechanical systems and structural integrity upon entry.
9. Confined Space Entry Permit (Part 3) to be filled out as work is being done. Part 4 is to be filled out at the completion of work. Indicate details and possible hazards on the form.

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- 10. Exit Confined Space and confirm with WSCS upon completion.
- 11. Return Permit and equipment to Tool Crib.

**SPECIAL CASES:**

In the event the entry crew Manager is not available to complete Part 1 of the permit and approve the Confined Space entry, the Two-Person rule will apply:

A Manager from the same organizational group and another O&M employee who has knowledge of the work, and have both completed Confined Space training, will both sign Part 1 of the Permit.

**ATTACHMENTS:**

- 1. Reminder Steps Form
- 2. Confined Space Entry Air Test Equipment Operation
- 3. Call-out Procedure of HazMat/Confined Space Rescue Team
- 4. Confined Space Entry Permit


|  |  |
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**REMINDER STEPS**

1. Prepare monitor and retrieval equipment.
2. Was fresh air zero balance completed?            Yes    No
3. Confirm safe air in space.
4. Notify Western Special Constable Service (WSCS) prior to entry.
5. Attendant to stand guard, observe and monitor.
6. Ensure visual and voice contact between entrant and the attendant.
7. Notify WSCS after completion of work.
8. A test of the Air in the space must be made and recorded every time there is an interruption in the work (e.g. Lunch, rest break, trip to get parts or tools).
9. Return all paper work and equipment to the Tool Crib.
10. REPORT any broken or malfunctioning equipment to the attendant of the Tool Crib.

## CONFINED SPACE GAS MONITOR OPERATION

UNITS WILL BE SITTING ON THE CHARGER IN THE TOOL CRIB WHEN NOT IN USE.

 **GREEN LIGHT** INDICATES A FULL CHARGE.

BEFORE USE, ENSURE THAT THE UNIT IS CALIBRATED ON THE GALAXY UNIT AND REGISTERS “**PASS**”. IF IT REGISTERS “**FAIL**” .... **DO NOT USE**

**TURN ON UNIT:**

1. Press on/off button on side of unit.
2. Wait for self test to finish (takes approximately 2 minutes).

**IF SENSORS DO NOT READ:**

|           |         |        |         |
|-----------|---------|--------|---------|
| O2 @ 20.8 | LEL @ 0 | CO @ 0 | H2S @ 0 |
|-----------|---------|--------|---------|

1. Push and hold reset on the side of the unit
2. Unit will ask for zero calibration : push **on/off** button once.
3. Unit will ask for span calibration: **do not** push any buttons – **wait**.

**UNIT IS READY FOR USE:**

Complete the Confined Space Entry Permit. Indicate which unit is used by **Serial Number**. Leave unit and pump on for entire entry.

### ALLOWABLE LEVELS

|  |   |
|--|---|
| <b>OXYGEN - 19.5 – 23 %</b>                                | <b>CO (carbon monoxide) - 0 – 25 ppm</b>              |
| <b>LEL (lower explosive level)<br/>0 - 5% FOR HOT WORK</b> | <b>H<sub>2</sub>S (hydrogen sulphide)- 0 - 10 ppm</b> |

**IF SENSOR ALARM SOUNDS:**

1. **Get out immediately.**
2. Check instrument for obvious faulty conditions.
- IF ALARM CONTINUES:**
3. Identify cause of alarm (flashing numbers on screen indicates which sensor is in alarm) and correct if possible.
4. Ventilate space if required and allow time for exchange of air in the space before retesting.
5. RETEST space until test results indicate no alarm condition.
6. Indicate on **Part 3** of the Confined Space Entry Permit the reason for the alarm and the new sampling results.

**IF THE BATTERY ALARM SOUNDS:**

1. You have 15 minutes or less of battery life.

**IF THE PUMP ALARM SOUNDS:**

1. Check for air flow blockage (kink in hose, hose submerged)
2. Reset the pump by pressing the **on/off** button.
3. If there is no blockage, have batteries changed.

**If entering a different Confined Space, complete a new Confined Space Entry Permit.**

**APPENDIX 1**

**CALL OUT PROCEDURE FOR  
HAZMAT / CONFINED SPACE RESCUE TEAM**

**During Normal Working Hours:**

Contact one of the following (in the order shown) to inform of the need for team standby:

| <b>NAME</b>  | <b>WORK EXTENSION</b> | <b>CELLULAR</b> |
|--------------|-----------------------|-----------------|
| Tony Hammoud | 88730                 | 519-521-8444    |
| Mike Gaylard | 88292                 | 519-617-0958    |
| Kyle Pollard | 83093                 | 519-777-9882    |

**OUTSIDE OF NORMAL WORKING HOURS:**

If the HazMat / Confined Space Rescue Team is requested for standby (non-emergency) for an urgent entry, contact WSCS.

WSCS will contact HazMat / Confined Space Rescue Team members appropriately.

**FOR EMERGENCY SITUATIONS IN THE CONFINED SPACE CONTACT  
WSCS AT 9-1-1**