

DOCUMENT CONTROL

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1 Purpose

The purpose of this procedure is to provide a mandatory process, guidance and information for planning, managing and maintaining safe entry and work within confined spaces. This procedure is designed to provide clear guidelines that all workers are required to follow when working in a confined space. Confined spaces are classified as high-risk areas and require specific planning, risk assessment, management and implementation of controls in order to minimise risks to safe levels before entry for work is authorised. Entry to confined spaces across all CS Energy sites is to occur in conjunction with the CS Energy Permit To Work (PTW) Manual.

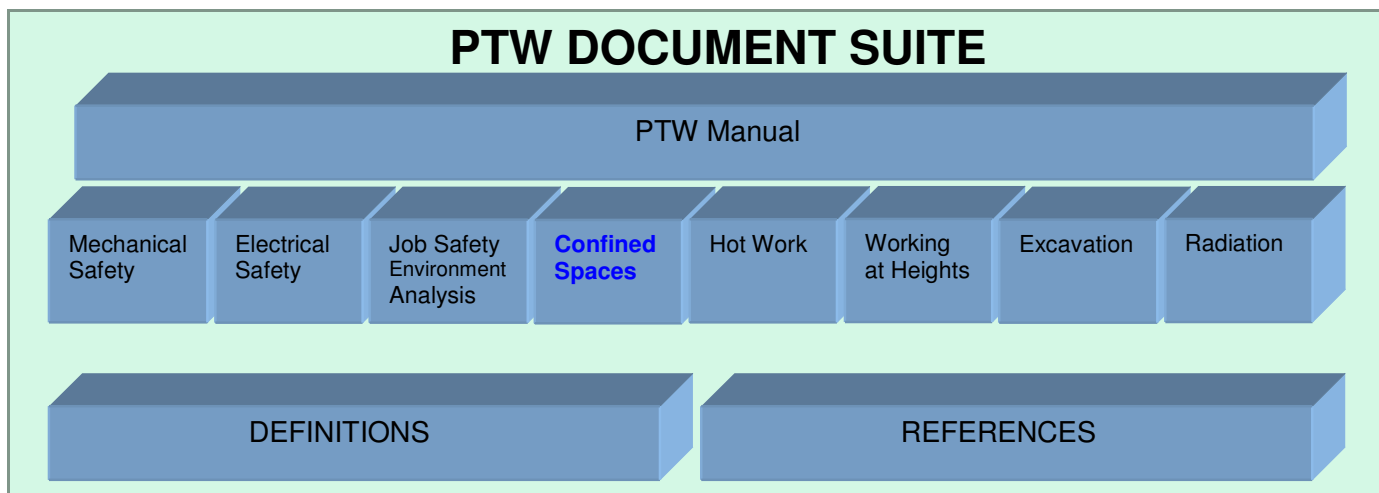
NOTE: Where possible, the need to enter or work within a confined space is to be avoided.

2 Scope

This procedure is applicable to all personnel requiring entry and working within a confined space at CS Energy owned and/or operated assets. A person is considered to have entered the confined space if their upper body or head is within the confined space.

This procedure is a component of CS Energy’s overarching PTW Management System. For additional information pertaining to the planning, administering and authorisation processes relating to isolations and PTW process, refer to the PTW Manual.

NOTE: The identification of, and work carried out in Confined Spaces shall be in accordance with Australian Standard 2865:2001 and the Permit to Work Management System



3 Definitions

Refer to [PTW Document Suite Definitions](#).

Confined Space Opening

An opening for entry or exit from a confined space shall be of adequate size to permit rescue of all persons who may enter the confined space. The opening may have an access cover and/or confined space sign to prevent unauthorised or unintentional entry to the confined space.

Nominated Entry point

A confined space opening nominated by the OIC as the point in which personnel will enter and exit the confined space. (Note: there may be more than one nominated entry point for large confined spaces (e.g. boiler furnace))

Nominated Ventilation point

A confined space opening not used for entry and exit but open for purging or ventilation and required to stay open for the duration of the PTW.

Control Point

A nominated entry point where the PTW, JSEA, Confined space sign on/sign off and if required Stand-by person are located. (Note: PTW and JSEA may be located at an alternate central location (e.g. boiler furnace))

4 Reference Documentation

Refer to [Reference Documentation for the PTW Document Suite and the following:](#)

- AS/NZS 2865 – Safe Working in a Confined Space
- DR05564 Draft Australian Standard 2865:2001
- Workplace Health and Safety Regulation 1997 – confined spaces
- S1891 - Confined Space Risk Assessment Form
- S1889 - Emergency Response Plan Form
- S1833 - Confined Space Sign On/Off Sheet
- S1890 - Atmospheric Testing Form

5 Confined Space Identification

Each CS Energy Site maintains a register of confined Spaces and is available to all personnel for reference in regards to the work they are carrying out.

The Corporate PTW Committee shall appoint a responsible person to maintain this confined space register. Any plant or structural modification that occurs in which a new confined space is created it shall be entered into the confined space register. As a minimum, the confined space register shall be reviewed annually

5.1 Identification of confined space

- A permanent Confined Space Entry sign shall be fixed to all openings for each confined space;
- The sign must be legible, displayed in a prominent position and remain visible when the opening is open;
- The sign must comply with the requirements of AS/NZS 2865 - Safe working in a confined space;
- All openings shall be uniquely identified.

5.2 Identification of confined space nominated entry point

- Additional signs are to be erected outside the nominated entry point when the nominated entry point is open or when personnel are working on/inside the confined space.
- The OIC is to apply an OIC Control Point lock and warning – control point tag to every nominated entry point. (The warning – control point tag will be printed from the nominated entry point descriptions nominated by an OIC in the APTW and listed on the WCD or *isolation sheet*)

5.3 Identification of confined space nominated ventilation points

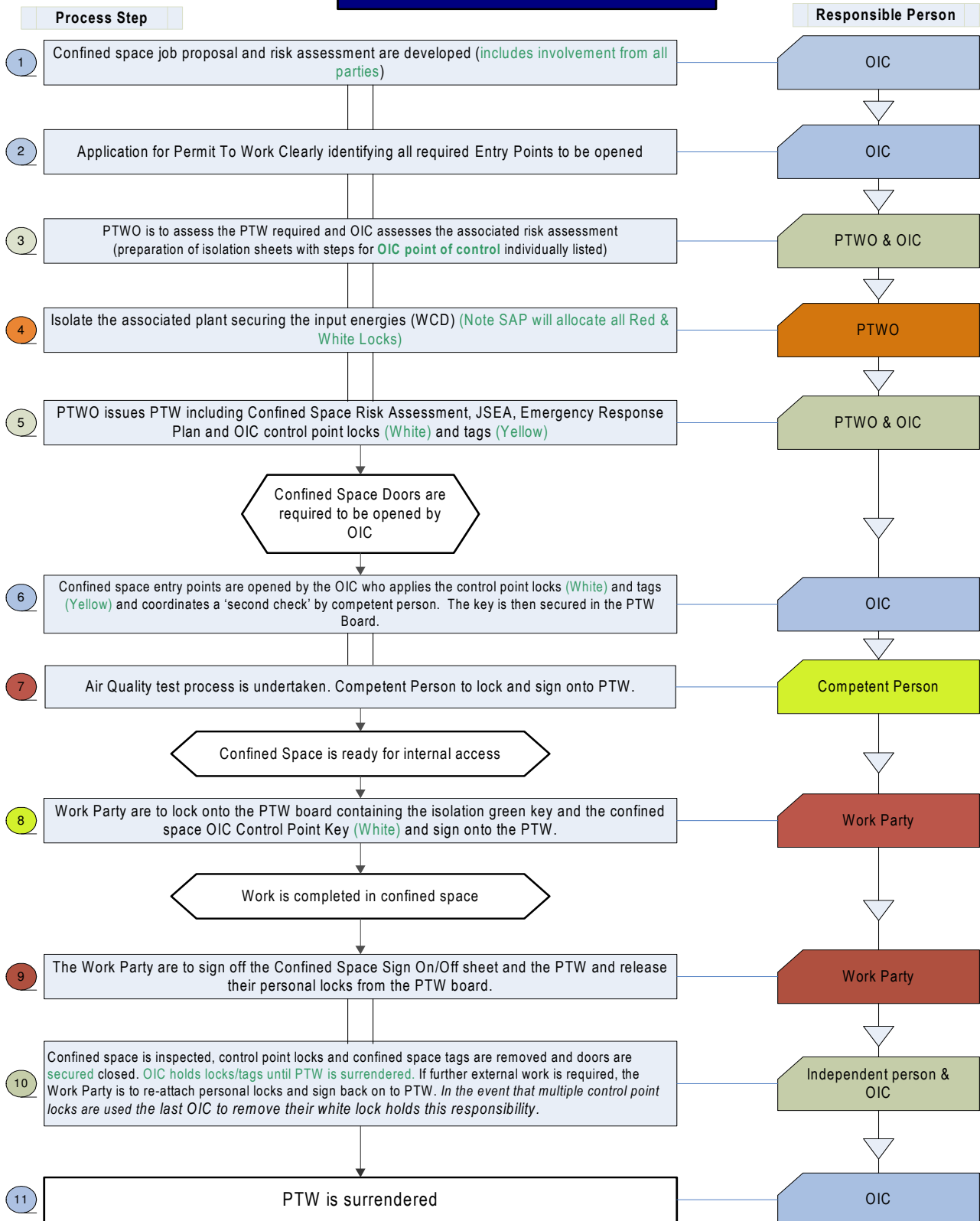
- Confined space ‘Danger – Confined Space’ barricade tape is to be displayed across nominated ventilation points.
- The OIC is to apply an OIC Control Point lock and warning – control point tag to every nominated ventilation point. (The warning – control point tag will be printed from the nominated ventilation point descriptions nominated by an OIC in the APTW and listed on the WCD or *isolation sheet*)

5.4 Confined Space Openings

- Where openings are not nominated but are opened, confined space tape and/or signs shall be displayed to prevent access.

6 Confined Space Process

PTW Confined Space Process Steps



7 Confined Space Entry

The need to enter a Confined Space will be identified through the completion of a JSEA, which identifies the requirement for a:

- APTW with the attribute “confined space”;
- Confined Space Risk Assessment (refer to S1891);
- Emergency Response Plan (refer to S1889); and
- Atmospheric Testing (refer to S1890).

All confined space entry will require:

- A JSEA and Confined Space Risk Assessment to be completed;
- An Emergency Response Plan developed by the OIC in consultation with the workers involved;
- A rehearsal of the Emergency Response Plan to be conducted prior to entering the confined space.
- Specific retrieval equipment (if required) and a competent user(s) located at the entrance to the confined space.
- Atmospheric testing undertaken (as outlined in the Confined Space Risk Assessment) to confirm that atmosphere is within ‘safe’ limits.

Note: Confined space entry is not intended to prevent a person from inserting their hand or arm while holding a test instrument or probe into the confined space as part of the evaluation prior to entry

7.1 Confined Space Openings

Dependant on use at the time an opening may be a nominated ventilation point or a nominated entry point or not used.

The OIC will nominate all the entry points and ventilation points listed on the PTW Application.

After the OIC has been issued with the PTW every nominated entry point and nominated ventilation point, is to be locked open by the OIC using an OIC Control Point lock and warning - control point tag. Warning – control point tags will be printed with a clear description of the entry point to be opened and locked. The key/keys to these locks must be stored in the lockable compartment of the PTW board as soon as the locks are applied. Once the OIC Control Point locks and warning - control point tags are applied the OIC must initial the step on the isolation sheet as complete. No entry is permitted into the confined space until the keys have been secured in the PTW board and risks have been controlled (Refer to Section 7.6).

. Confined space nominated entry points and nominated ventilation points shall only be opened:

- a) By an OIC:
 - Who holds an appropriate PTW for that piece of plant; and
 - Who has the nominated points listed on their issued isolation sheet; and
 - Who has the appropriate OIC Control Point lock and warning - control point tag; or
- b) By a PTWO (Only if it is designed and safe to be opened to meet operational requirements as a part of the isolation process):
 - Who is using the opening for ventilation; or
 - Who will lock the nominated entry point open with a red isolation lock and tag as a part of the PTW; and
 - Will barricade the openings to prevent unauthorised personnel from entering.

As soon as it is practical, the nominated entry point(s) and nominated ventilation point(s) must be secured with an OIC Control Point lock and warning - control point tag (or red isolation lock and danger tag if undertaken by a PTW Officer).

If an opening it is not to be used as a nominated entry point or nominated ventilation point, and requires the opening to assist with work (i.e. lighting, scaffold), it is to be taped off or barricaded to prevent personnel accidentally entering the space.

Nominated Entry points into confined spaces:

- Must permit rescue of all personnel that enter the confined space;
- Must be kept clear of any obstructions;
- Where necessary be provided with scaffold platform, stairs or ladders to allow safe and convenient entry for work and rescue purposes.
- Work party members must enter and exit from the same confined space nominated entry point to ensure a dynamic record is maintained at all times.

7.1.2 Confined Space Nominated Entry Point (without the potential to cause entrapment)

Where a confined space has a nominated entry point that has no potential to cause entrapment (e.g. open pits/drains where entry/exit is not compromised) is required to have:

- An additional signs to be erected outside the confined space nominated entry point.

7.1.3 Confined Space Nominated Entry Point (potential to cause entrapment)

Where a confined space has a nominated entry point that can be closed to cause entrapment (e.g. doors, lids, hatches, manhole covers etc – NOT open pits/drains where entry/exit is not compromised) it is considered as an Control Point and is required to have:

- An additional sign/s to be erected outside the confined space nominated entry point; and
- An OIC Control Point lock and warning - control point tag to secure opened doors. (The warning - control point tag will be printed from the nominated entry point descriptions by an OIC in the APTW and listed on the WCD or *isolation sheet*)

7.2 Multiple workgroups operating simultaneously in the same confined space

- A confined space coordinator is used when there are two or more PTW work parties conducting work inside a single confined space and have the potential to impact one another.
- A single confined space coordinator will be appointed to coordinate all work between work parties being conducted in that confined space.
- The confined space coordinator:
 - Will be appointed during Overhauls and Unit outages or under other circumstances as deemed appropriate.
 - Will be nominated by the Overhaul or Outage Manager (or Maintenance Superintendent where there is no outage or overhaul).
 - Will coordinate nominated confined space/s. The nominated confined spaces will be at the discretion of the Overhaul or Outage Manager. (e.g. during a major overhaul, the area may cover the entire boiler, back end, air heaters, flue paths on the precipitators that share the same atmosphere)
 - Will coordinate effective communication and activities affecting the atmosphere between all OIC's work in the confined spaces.
 - Will have overriding authority to determine if a planned work activity should or shouldn't commence or continue.
 - Will ensure the confined space is cleaned to its original state.
 - Manage the confined space box-up and returning the tags and locks.
- Each individual workgroup will still be assigned an OIC for the work being conducted in the confined space who is responsible for ensure the safety of the workgroup in the confined space. This OIC will be required to liaise accordingly with the confined space coordinator.
- A coordination meeting is required between all OIC's regarding multiple workgroups carrying out different tasks in the one confined space. The meeting may be held at:

- the start of each shift, or
 - the transfer of OIC, or
 - where the conditions change within the confined space that introduces the possibility of new hazards, or
 - where a new permit is issued
 - minutes of the meeting are to be recorded.
- Where there are multiple tasks required to be carried out in the same confined space there may be one encompassing PTW permit issued that will specify each task undertaken in the space. Individual JSEA's shall be completed for each task inside that space and the necessary controls implemented.

7.3 Confined space within a confined space

- The PTW will be issued allowing entry to the confined space. Every nominated entry point and nominated ventilation point to be opened must be identified on the isolation sheet and be allocated its own OIC Control Point lock and warning - control point tag. A confined space within a confined space shall be treated as an independent confined space and controls must be implemented. The JSEA should reflect the hazards identified for the confined space and the additional confined space within the confined space. (e.g. JSEA will incorporate additional stand-by person or atmospheric testing requirements)

7.4 Stand-By Persons

A stand-by person shall be provided whenever:

- The JSEA indicates that one is required;
- There may not be safe oxygen levels;
- Atmospheric contaminants are present in concentration levels above the exposure standard;
- There is a risk of fire, explosion, entrapment or engulfment;
- Equipment or conditions outside the confined space require control or monitoring such as ventilation or respirator air supply.
- Duties are performed inside the confined space that carries additional risk to their health and safety.

7.5 Equipment Used in Confined Spaces

- All portable electrical equipment shall be connected to, individually or collectively to a safety switch Residual Current Device (RCD), with the device located outside the confined space.
- Where a flammable atmosphere is likely to exist, precautions shall be taken to eliminate all ignition sources.
- No cylinder of compressed or liquefied gas, other than those used for self-contained breathing apparatus, shall be taken into the confined space. The gas supply shall be turned off at the cylinder valve when not in use. The gas cylinders shall be secured. Hoses supplying gas operated equipment, shall be inspected and tested prior to installation, and guarded to avoid accidental damage;
- All temporary lighting (including emergency lighting) shall be protected against damage.

7.6 Risk Assessing Confined Spaces

Prior to entry into a confined space a competent person must complete a JSEA, Confined Space Risk Assessment and Emergency Response Plan specific to the work required to be undertaken.

The JSEA shall take into account the following:

- The work required to be done, including the need to enter the confined space;
- The range of methods by which the work can be done;
- The hazards involved and associated risks involved with the actual method selected and equipment proposed to be used;
- The competence of the persons to undertake the work;
- Impacts on or from works in adjacent areas;

- The hierarchy of control methods; and
- Emergency response requirements; and
- The requirements for entry/exit and ventilation of the confined space.

The Confined Space Risk Assessment shall take into account the following:

- The nature of the hazards of that confined space and impacts from works in adjacent areas;
- The hazards involved and associated risks involved with the actual method selected and equipment proposed to be used;
- Atmospheric hazards and additional required atmospheric testing; and
- Stand-by and emergency response requirements.

The Emergency Response Plan shall take into the account the following:

- Emergency response requirements;
- Emergency equipment requirements;
- Trained Rescue Personnel required; and
- Rescue plan and rehearsal.
- First aid procedures

The JSEA, Confined Space Risk Assessment and Emergency Response Plan shall be reviewed:

- Each time a confined space is made available for entry (prior to entry occurring);
- When additional or new hazards have been introduced into the confined space;
- Any time the conditions change inside the confined space;
- Whenever there is evidence that the initial assessment is no longer valid.
- For impacts from works in adjacent areas.

7.7 Confined Space Isolations

All isolations must be completed in accordance to the CS Energy PTW Manual.

7.8 Air Quality Testing

Air quality testing shall be conducted prior to any entry or work inside a confined space. This test must be undertaken in a manner where it encompasses all possible atmospheric related hazards as specified on the Confined Space Risk Assessment of that particular confined space.

The Air Quality Tester shall be competent, authorised and have locked and signed onto the Permit that allows entry to the confined space to conduct an air quality test. This task shall be included on the relevant Confined Space Risk Assessment assessing all the associated risks.

Prior to the entry of the work party, the atmosphere of a confined space must meet the following minimum requirements:

- The atmosphere must contain a less than 5% concentration of Lower Explosive Level (LEL);
- The atmosphere contains an Oxygen (O₂) concentration of no less than 19.5% and no greater than 23.5% by volume;
- The concentration of any other atmospheric contaminant (for example, ammonia, carbon monoxide, chlorine, oil, etc.) is no greater than the Exposure Standard expressed as a Time Weighted Average (TWA); and
- There is no potential for the level of atmospheric contaminant to fall outside the above ranges.
- All results from air quality tests shall be recorded timely and accurately on the atmospheric testing sheet documentation.
- The Confined Risk Assessment must nominate the frequency or intervals for air quality testing. Where air quality conditions are modified or changed in a confined space (e.g. release of airborne contaminants) a risk assessment must be completed to identify the need for retesting or continuous monitoring of the air quality.

A person shall not work in a confined space where the air quality tests indicate an environment that has an unsafe or contaminated atmosphere.

7.9 Purging and Cleaning

Purging (ventilation) and cleaning (e.g. hose-down) of a confined space prior to entry is an effective control measure.

Purging should be completed using a ventilation device consistent with the Confined Space Risk Assessment requirements. At no stage is pure Oxygen to be using for the purging process as it may lead to an Oxygen enriched environment, which holds the potential to develop into an explosive environment.

Cleaning must be performed from outside of the confined space where possible. If cleaning is required to be performed from within a confined space control will need to be implemented to minimise risk. Thorough cleaning must also be performed at the completion of every job inside a confined space where all foreign materials and equipment are removed from that confined space.

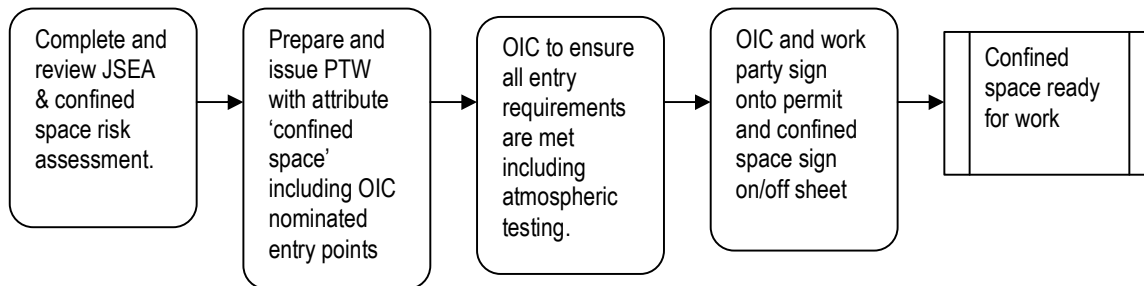
7.10 Confined Space Rescue and Retrieval

All personnel who may be involved in any way with the rescue from a confined space, should be made aware that well planned and well rehearsed rescue procedures are essential and are to be followed at all times.

It is mandatory for the personnel in control of the confined space to develop an Emergency Response Plan for each PTW. This Emergency Response Plan can be generic or specific to a high-risk activity/work. This Emergency Response Plan is required to be discussed prior to entry of the confined space and rehearsed. Specific confined space Emergency Response Plans will be managed at each CS Energy site as per their sites processes and resources. This will be consistent with CS Energy Emergency Management Procedures and their current organisational arrangements.

The stand-by person/s is at NO time allowed to enter a confined space. Their responsibility is to initiate the confined space emergency response plan.

8 Prior to Entry



PTWO

PTWO Responsibilities include:

- Confirming the Confined Space Risk Assessment and JSEA have been reviewed by a competent person;
- Confirming the “Hazards” section of the Application for PTW has been completed;
- Confirming all confined space nominated openings have been listed on the APTW;
- Opening confined space openings for ventilation and place danger tape across openings;
- Confirming a Confined Space Entry Sign On/Off Sheet and Atmospheric Testing Form are included as part of the documentation;
- Isolating the plant in accordance with the PTW Manual giving special consideration to:
 - Draining;
 - Purging; and
 - Ventilation.
- Confirming that all confined space nominated entry points and nominated ventilation points have been listed on the isolation sheet and associated warning - control point tags and OIC Control Point locks are provided to the OIC.

OIC

Responsibilities include:

- Completing the Application for PTW, JSEA, Confined Space Risk Assessment, Emergency Response Plan and, then arranging for review by a competent person;
- Arranging for the provision for a standby person/s where required by in the Confined Space Risk Assessment;
- Confirming workers are trained and competent to enter a Confined Space (refer to Section 7.10);
- Liaising as required with team leaders, confined spaced coordinator, workers, specialists (Risk, Health & Safety, Environment);
- Warning - control point tags are attached to all nominated entry points and nominated ventilation points to the confined space;
- Ensuring all nominated entry points and nominated ventilation points are open and locked using the OIC Control Point locks and warning - control point tags. The key/s to these locks must be stored in the lockable compartment in the PTW board as soon as the locks are applied. Once the OIC Control Point locks and tags are applied the OIC must initial the step on the isolation sheet as complete. No entry is permitted to the confined space until the keys are secured in the PTW board.
- Coordinating any preparatory requirements for personnel retrieval (e.g. Trained Rescue Personnel)
- Ensuring all entrances must not be obstructed by fittings or other equipment that could impede a rescue;
- Coordinating any required Air Quality Testing for work within the confined space;
- Erecting barricade tape and/or signs to control entry;

- Ensuring that all work party members and others who require entry to the confined space sign onto JSEA's, PTW Sign On/Off Sheet and Confined Space Entry Sign On/Off sheet;
- Involving personnel entering the confined space in discussion and rehearsal of first aid and Emergency Response Plan; and
- Ensuring Residual Current Devices (RCD's) are provided for electrical equipment used in the confined space.
- Ensuring that the requirements of the PTW for confined space entry are fulfilled;

WORK PARTY

Responsibilities include:

- Advising the OIC that they require entry to the confined space;
- Advising the OIC of the activities, plant, tools, material, chemicals and processes that will undertaken in the confined space;
- Notifying the OIC of any impairment that may make them unable to safely perform a task in the confined space;
- Ensuring that competency and training currency is maintained for confined space entry;
- Ensuring that all required PPE is correctly utilised;
- Checking that the confined space atmospheric testing has been conducted;
- Ensuring that they review and are signed on the JSEA, PTW Sign On/Off Sheet and Confined Space Entry Sign On/Off sheet.
- Affixing personal locks to PTW board.

STAND-BY PERSON

Responsibilities include:

- Identifying and testing method of continuous communication with OIC and persons working in the confined space;
- Ensuring any emergency recovery equipment, monitoring equipment and Emergency Response Plan are in place prior to work commencing;
- Ensuring they remain outside the confined space at all times;
- Ensuring documentation for entry in to the confined space is located in proximity to the nominated entry point of the confined space;

COMPETENT AIR QUALITY TESTING PERSONNEL

- Responsibilities include:
- Undertaking Air Quality Testing:
 - with calibrated equipment;
 - challenging the test equipment prior to use;
 - in accordance with the hazards identified in the JSEA & Confined Space Risk Assessment.
 - in a manner that ensures the entire Confined Space is assessed; and
 - utilising appropriate personal protective equipment.
- Recording Air Quality Test Results on the Atmospheric testing Form.

CONFINED SPACE COORDINATOR

Responsibilities include:

- Coordinate effective communication and activities affecting the atmosphere between all OIC's work in the confined spaces.
- Will have overriding authority to determine if a planned work activity should or shouldn't commence or continue.
- Instigating a coordination meeting as required between all OIC's regarding multiple workgroups carrying out different tasks in the one confined space. The minuted meeting may be held at:
 - the start of each shift, or
 - the transfer of OIC, or
 - where the conditions change within the confined space that introduces the possibility of new hazards, or

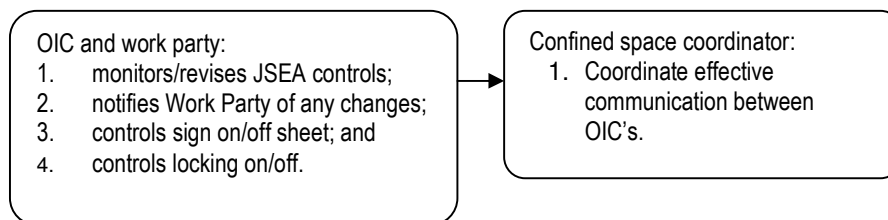
- where a new permit is issued

COMPETENT PERSON (CONFINED SPACE TRAINED AND PLANT KNOWLEDGE)

Responsibilities include:

- Reviewing the JSEA, Confined Space Risk Assessment and Emergency Response Plan; and
- Endorsing the Application for PTW, and acknowledging an acceptable review.

8.1 Working in a Confined Space



PTWO

Responsibilities include:

- Advising the OIC of any change in conditions associated with plant (including co-joined boilers – refer site specific procedure).
- Receiving approval from the OIC prior to changing any conditions associated with the confined space

OIC

Responsibilities include:

- Managing entry to the confined space, which must include a risk assessment to determine if a stand-by person is required;
- Monitoring and reviewing the JSEA, particularly if new hazards are identified or introduced into the work area and instruct the work party of any changes (this may involve the ceasing of work activities and exiting of the Confined Space);
- Maintaining the integrity of the work party sign on/off and lock on/off process;
- Ensuring any individual (who is not apart of the work party) who is required to enter the confined space are briefed and signed onto the JSEA, PTW Sign On/Off Sheet and Confined Space Entry Sign On/Off sheet;
- Maintaining the integrity of the PTW Board and documentation;
- Coordinating the safety controls as defined within the JSEA (e.g. air monitoring may identify the need to cease work and exit the Confined Space);
- Cancelling entry permission when the work is complete or when controls detailed in the risk assessment are not being met;
- To identify the number of stand-by persons required;
- Using intrinsically safe lighting where indicated in the JSEA;
- General lighting shall be totally encapsulated in shatterproof housing;
- Ensuring suitable equipment is provided including personal protective equipment, equipment for emergencies including rescue equipment, first aid, fire suppression;
- Ensuring all electrical equipment is shutdown when the confined space is not attended for extended periods;
- Ensuring compressed gas cylinders, welding generators and electrical distribution boards are not taken inside into the confined space;
- Providing adequate ventilation to extract welding fumes and prevent build up of atmospheric contaminants;
- Ensure all liquid and solid residues that may contribute to the release of flammable vapours or gases raising the concentration above the 5% LEL are removed; and
- Liaise accordingly with the confined space coordinator when required.

CONFINED SPACE COORDINATOR

Responsibilities include:

- Coordinate effective communication and activities affecting the atmosphere between all OIC's work in the confined spaces.
- Will have overriding authority to determine if a planned work activity should or shouldn't commence or continue.
- Instigating a coordination meeting as required between all OIC's regarding multiple workgroups carrying out different tasks in the one confined space. The minuted meeting may be held at:
 - the start of each shift, or
 - the transfer of OIC, or
 - where the conditions change within the confined space that introduces the possibility of new hazards, or
 - where a new permit is issued

WORK PARTY

Responsibilities include:

- Ensuring a stand-by person is present unless a risk assessment determines otherwise;
- Informing the OIC of new hazards identified or introduced into the work area;
- Following OIC instructions relating to specific work activity requirements and the timing of particular tasks;
- Following the controls identified in the JSEA;
- Following the appropriate work procedures;
- Signing the Confined Space Entry Sign On/Off Sheet each time they enter or exit the Confined Space;
- Exiting the confined space as quickly as possible whenever an order to evacuate has been given or an evacuation alarm sounds;
- Ensuring no cylinder of compressed or liquefied gas, other than those used for self-contained breathing apparatus, should be taken into the confined space;
- Ensuring compressed gas cylinders are turned off when not in use;
- Ensuring, where there is a potential for combustibles, portable electrical equipment should be intrinsically safe;
- Ensuring portable electrical equipment is protected by a safety switch device (RCD), with the device being located outside the confined space;
- Ensuring that personal protective equipment and emergency response equipment are fitted and selected to suit;
- Testing Residual Current Devices (RCD's) associated with electrical equipment used inside the confined space; and
- Ensuring all welding electrodes are removed from holders, when not in use, and placed so that accidental arcing and contact cannot occur.

COMPETENT AIR QUALITY TESTING PERSONNEL

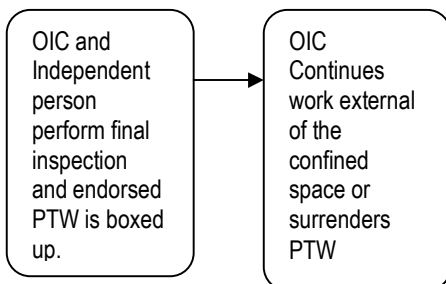
- Responsibilities include:
- Testing personnel shall not enter a confined space without a PTW;
- Undertaking Air Quality Testing in accordance with the hazards and interval between tests that are identified in the JSEA, Confined Space Risk Assessment & Atmospheric Testing Form;
- Recording Air Quality Test Results on the atmospheric test sheet;
- Ensuring calibration is maintained on the air quality test instruments;
- Ensuring challenge testing is conducted prior to performing tests;
- Ensuring air quality test instruments are serviceable;
- Testing personnel shall complete a JSEA and identify control measures to conduct atmospheric testing inside a confined space.

STAND-BY PERSON

Responsibilities include (when nominated in the Confined Space Risk Assessment):

- **Remaining outside or in close proximity to the confined space at all times;**
- Ceasing work and evacuate people within the confined space if situation arises;
- Initiating the Emergency Response Plan (raise the alarm) in a rapid and timely manner;
- Use emergency recovery equipment as defined in the Confined Space Risk Assessment and Emergency Response Plan if competent as a trained rescue person (e.g. **attempting non-entry rescue if proper equipment is in place and the rescue attempt will not present further hazards to the casualty**);
- Operating and Monitoring equipment for the safety of the personnel in the confined space;
- Monitoring a device used to provide ongoing ventilation within the space;
- Maintaining visual contact with personnel within the Confined Space where possible;
- Maintaining a means of communication with personnel within the Confined Space such that ongoing checks can be made with the status of those inside and such that information can be relayed from those within the space;
- Not performing any other task other than that of required to be a stand-by person;
- Monitor the external conditions and activities that may impact on the health and safety associated with personnel working within the confined space;
- Sign on and identify themselves on the Confined Space Entry Sign On/Off Sheet;
- Control entry and egress into the confined space (ensure workers sign on and sign off accordingly);
- Informing the OIC of new hazards identified or introduced into the work area;
- Monitor the well being of the persons inside on the confined space and to alert them of the need to evacuate the space when conditions warrant.

8.2 Work Completed inside the Confined Space



The OIC is to have all members of the work party sign off the permit and ensure they remove their personal locks. The OIC then notifies the independent person to perform a joint confined space “box up”.

If OIC Control Point locks are lost or damaged they are to be managed in accordance with the Section 11 of the PTW Manual.

INDEPENDENT PERSON ASSISTING OIC WITH CONFINED SPACE BOX UP

The independent person assisting the OIC with the box up must not be a member of the work party who has been in the confined space for that work.

Responsibilities include:

- When required actioning (with the OIC) the requested confined space box up by:
 - Performing the final Confined Space check to ensure all personnel are clear and equipment has been removed;
 - Remaining at the confined space opening(s) until the OIC Control Point Lock(s) and warning - control point tag(s) are removed and the confined space opening access cover is securely closed **(this is only applicable to the white OIC Control Point locks)**; and

- After performing the checks, counter initialling the relevant step(s) on the isolation sheet.

OIC

Responsibilities include:

- Ensuring the plant is in a condition to allow the next stage to progress;
- Checking that all persons are accounted for and that nobody remains in the confined space.
- Informing the Work Party of the change in scope;
- Instructing the Work Party to remove their purple or blue Personal Locks and sign off the Confined Space Sign On/Sign off sheet;
- Notifying the PTWO of a requirement to “box up” the confined space;
- Removing the OIC control point lock and key from the PTW Board and releasing the OIC Control Point Isolation lock and key;
- Removing the OIC Control Point Isolation lock/s and warning - control point tag/s;
- Jointly [with an independent person (not a member of the work party)] – (Refer to PTWO above)
 - Performing the final Confined Space check to ensure all personnel are clear and equipment has been removed;
 - Remaining at the confined space opening(s) until the OIC Control Point Lock(s) and warning - control point tag(s) are removed and the confined space opening access cover is securely closed; and
 - Signing the confined space box up section on the PTW sheet.
- Advising the PTWO if the PTW can be suspended or is still required after the Confined Spaces have been “Boxed Up”;
- House keeping and security of the locks and tags at the OIC Control Point on the plant (i.e. storing them, ensuring the locks are accounted for and ensuring the locks are not used for any other purposes); and
- Returning the OIC Control Point lock/s and warning - control point tag/s to the PTW office;

WORK PARTY

Responsibilities include:

- Removing their purple or blue Personal Lock;
- Sign off the PTW Sign On/Off Sheet and Confined Space Entry Sign On/Off sheet.

CONFINED SPACE COORDINATOR (WHEN REQUIRED)

- Will ensure the confined space is cleaned to its original state;
- Manage the confined space box-up and returning the tags and locks; and
- Conduct a final inspection in conjunction with OIC and sign off the final ‘box up’ of the confined space.

9 Training

Persons who are required to undertake entry or work within a confined space shall be currently competent in the tasks that they are required to perform and in the site compliance standards and procedures relating to Confined space entry.

To be 'competent' in Confined Space Entry, a person shall have successfully completed relevant approved training in the role they shall be undertaking in confined space work. Refresher training is to be undertaken at an appropriate time, which is outlined in the matrix below.

Confined space training is competency-based training with an assessment component. Records are maintained at each site.

Training Type	Target Group	Refresher Training	Description
Confined Space Entry Training	Work party Basic Safety Observer Confined Space Coordinator	2-hours (Every 2 years)	<ul style="list-style-type: none"> ▪ Basic Confined Space entry training; ▪ Enter and work within a Confined Space; ▪ Understand the hazards and controls; ▪ Become familiar with CS Energy's assessment protocols, documentation and the sign on/off process.
Confined Space Assessment Training	OIC PTWO Confined Space Coordinator	8-hours (Every 2 years)	<ul style="list-style-type: none"> ▪ Detailed Confined Space entry training; ▪ Assess and manage Confined Space entry and work; ▪ Through use of CS Energy's Confined Space documentation gain a thorough understanding of the risk assessment process and legislative intent. ▪ Confined Space Coordinator to be plant competent
Confined Space Atmospheric Testing / Training	Personnel required to undertake air quality testing practices Competent Persons	6-hours (Every 2 years)	<ul style="list-style-type: none"> ▪ Site specific training for Air Quality Testing and devices; ▪ Inspect, calibrate and use air quality testing devices; ▪ Document results; ▪ Determine the necessary control actions to be undertaken.
Rescue	Trained Rescue Personnel	(Every 2 years)	<ul style="list-style-type: none"> ▪ Specialist training for rescue team. ▪ Apply emergency response procedures. ▪ Apply communication processes. ▪ Confined space entry training.
BA Training	Specific Work Party Members	12 months	<ul style="list-style-type: none"> ▪ Use of BA equipment for undertaking work.

10 Design Considerations

Other CS Energy processes and procedures manage Confined Space design, procurement and construction requirements. As a general rule, specific Australian Standards, Advisory Standards, Codes of Practice provide the minimum requirements (refer the reference documentation).

11 Records

Documentation relating to confined space work shall be maintained, recorded and should be made available to the person and the regulatory authority inspectors on request. Records shall include:

- Training records (term of employment);
- Written Authorities (1 month);
- All risk assessments and JSEA's conducted for confined space work (5 years);
- The site confined space register;
- Inspection, calibration and maintenance activities;
- Testing and monitoring activities.
- Records should be kept in accordance with site Document Management Systems (DMS) requirements and the applicable State archive requirements.

12 Investigations and Review

The site PTW committee will monitor and review all investigations.

The PTW Committee will review this confined space procedure annually.