

## SOP - Working in a Confined Space

This SOP may not cover all possible hazards and risks associated with this equipment and should be referred to as a control measure in the risk assessment process.

Site and task may change required PPE.

### PERSONAL PROTECTIVE EQUIPMENT

You may need to wear this personal protective equipment when doing this task

							
Suits	Eye	Gloves	Hearing	Harness	Hardhat	Hi Viz	Boots

### OTHER SIGNAGE

							
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### POTENTIAL HAZARDS ASSOCIATED WITH RISKS

Recurring Hazards	Construction work
Electrical	Environment
Damage to Property	Outdoor work
Public areas	Hazardous Chemicals
Plant & equipment	Utilities & Services
Tools	Wildlife in the work area

#### Training Required:

- ✓ Construction Industry General Induction
- ✓ Site Induction
- ✓ Task induction
- ✓ Machine operation
- ✓ RIIWHS202
- ✓ Manual handling

#### Licence or VOC Required: No

#### Pre-Operational Safety Checks:

- ✓ Complete site-specific risk assessment
- ✓ Workers trained & Competent
- ✓ Complete visual Machine pre-start checklist
- ✓ Be familiar with plant operations and controls
- ✓ Machines serviced to specification
- ✓ Machine guarding in place
- ✓ Services isolated

- ✓ Public is protected
- ✓ Property is protected
- ✓ Control measures have been implemented
- ✓ It is safe to proceed

#### Consultation

- ✓ SWMS has been reviewed
- ✓ Site induction completed
- ✓ Toolbox talk held
- ✓ Discussed with other PCBU
- ✓ Potential emergencies considered

#### Tools & equipment required

- Ventilation
- Ladders
- Communications
- Tools for today's task
- Personal atmospheric monitoring
- Rescue equipment
- Breathing apparatus if contaminated air

## Operating

### Procedures / Methodology:

#### Planning & Preparation

- ✓ Obtain Manufacturer's instructions
- ✓ Conduct a task specific Risk Assessment
- ✓ I have all the tools and materials required
- ✓ I understand the instructions on the task
- ✓ Ensure adequate lighting
- ✓ Conduct a dilapidation report
- ✓ Signs at entry to confined space
- ✓ Ventilation equipment
- ✓ Communication
- ✓ Air-monitoring
- ✓ Permit to work
- ✓ Rescue equipment in place

#### Doing

- ✓ Use in accordance with Manufacturer's Instructions
- ✓ All nominated control measures are used
- ✓ Follow SWMS, SOP and Risk Assessment
- ✓ Ensure clear pathway to exit
- ✓ SWMS will document the methodology

#### Ending Operations / Housekeeping:

- ✓ Allow plant to cool before maintenance
- ✓ Report plant defects found during use
- ✓ Conduct Basic clean of machine
- ✓ Return all tools and equipment
- ✓ Waste is recycled or disposed of
- ✓ Clean up your mess
- ✓ Store non-disposable PPE to prevent damage
- ✓ Report to your Supervisor

#### Monitor & Review Process

- ✓ If unsafe STOP, review get approval
- ✓ Supervisor to check all activities
- ✓ Task MUST be completed as per SOP
- ✓ Report to your Supervisor if unsure

### **DO NOT!**

- ✗ Use if plant is faulty. Tag-out and report fault to your supervisor
- ✗ Attempt this operation in wet conditions until Risk Assessment is reviewed
- ✗ Alter this SOP without Management approval

#### Applicable Legislation / Standards:

- ✓ WH&S Act & Regulations

Codes of Practice –

[First aid in the workplace](#)

[Work health and safety consultation, co-operation and co-ordination](#)

[Managing noise and preventing hearing loss at work](#)

[How to manage and control asbestos in the workplace](#)

[How to manage work health and safety risks](#)

[Hazardous manual tasks](#)

[Managing the work environment and facilities](#)

[Manual tasks involving the handling of people](#)

[Managing the risk of falls at workplaces](#)

[Confined spaces](#)

[Managing risks of plant in the workplace](#)

- ✓ Standards

AS 1319 Safety signs for the occupational environment

AS 1892.2 Portable ladders – Timber

AS 1892.1 Portable ladders - Metal

AS 1892.5 Portable ladders - Selection, safe use of a ladder

AS 1940 The storage and handling of flammable and combustible substances

AS 2293 .2 emergency evacuation

AS 2444 fire extinguishers

AS 2865 Safe working in a confined space

AS 3012 Electrical installations - Construction and demolition sites

AS 3017 Electrical installations - Testing and inspection

AS 3760 In-service safety inspection and testing of electrical equipment

ISO45001 OH&S management systems

ISO 31000 Risk management

#### Safe work procedure approved by:

Refer to Company Implementation Folder for signed documents

#### Worker sign-off

Refer to Worker's induction file for signed documents