# SAFE WORK PROCEDURE

**CONFINED SPACE ENTRY – LEVEL B**

*This task must only be performed by trained personnel*

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<tr>
<th>Department:</th>
<th>Physical Plant</th>
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<tr>
<td>Written By:</td>
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<td>Approved By:</td>
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<td>Date Created:</td>
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## Hazards Potentially Present:

- Fire/Explosion Hazards
- Toxic Environment Hazard
- Overhead hazard
- Obstruction due to low lying materials or equipment such as pipes, ducts, etc.
- Hazardous Noise
- Hot Surface Hazards
- Trip/slip Hazards
- Contact with mechanical moving parts
- Electrical contact
- Fall from height

## Personal Protective Equipment (PPE) or Devices Required:

Appropriate and where required, CSA or other certified, equipment:
- Hard hat,
- Eye protection,
- Hearing protection,
- Footwear,
- Respiratory equipment,
- Hand protection,
- Full body safety harness,
- Lanyards, lifelines, extraction devices,

## Equipment needed:

- 4-gas Detector,
- Communication device such as two-way radio,
- Extraction devices,
- Ventilation equip. (possible)

## Additional Training Requirements:

- Confined Space Entry, including permit system,
- UM Confined Space program,
- Lock-out procedures,
- Operation of 4-gas detector,
- Fall Protection Procedures,
- WHMIS,
- Emergency Response,
- Two-way radio usage,
- 

## Safe Work Procedure:

**NOTE:** If the work area situation or circumstances changes, if major maintenance and/or repair is required, if the work being performed, or produces other or additional hazards or increases the level of risk to the safety and health of a worker, follow Level A procedures.

### Part A – Prior to Entry

1. Communicate with your supervisor (or designate) and state the need to enter the confined space,
2. Complete a Confined Space Assessment and permit,
3. Submit to supervisor for approval to enter the confined space,

### Part B – Entry of the Confined Space

1. Ensure all workers involved with the entry understand the requirements of the permit including identified hazards, work involved, and emergency procedures,
2. Ensure a copy of the completed permit is located near the entry point,
3. Follow the Lock-out procedures to ensure all equipment, devices, and systems that may be a risk to
the safety and health of the entry worker(s) is fully locked-out (and tested).
4. Set-up and use of powered ventilation equipment if required.
5. Ensure a qualified safety watch person is present at the entry point and equipped with a two-way radio,
6. Perform the required atmosphere (gas) measurements using the gas detector – record initial and regular checks on the permit,

Worker:
1. Put on all appropriate personal protective equipment and safety devices that may be required.
2. Enter the confined space if safe to do so.
3. Conduct the work as required.
4. Communicate to check-in with the safety watch on a regular basis as planned.
5. Communicate your status to supervisor when you have completed your task.

Safety Watch Person:
1. Stay at the confined space entry location at all times,
2. Communicate with the worker in the confined space on a regular basis as planned,
3. If the worker does not respond when called, activate the emergency response procedures (including calling 911 and supervisor or Security Services).
4.

Part C – Supervisor or Designate Responsibility
1. Ensure the worker will follow procedures prior to entry; includes but not limited to: completing the assessment/permit, lock-out, fall protection, PPE, safety watch person, emergency procedures.

EMERGENCY PROCEDURES

Worker:
1. Call for assistance on the two-way radio or verbally immediately.
2. Leave the confined space, if possible.

Safety Watch Person:
1. Activate emergency response procedures:
   a. Call the supervisor using two-way radio and state need to call 911,
   b. Call 911 and state that this is a “Confined Space entry incident” – to ensure that the Winnipeg Fire Paramedic Service’s (WFPS) Technical Rescue team responds,
2. Attempt to extract the worker using emergency extraction devices,
3. Do not enter the confined space – unless confirmed safe to do so (use gas detector, verbal information from entry worker, etc.),
4. Provide first aid, including CPR and AED, if needed,
5. Provide all information to WFPS.

Supervisor (or designate):
1. Call 911 and state that this is a “confined space entry incident”. This ensures that the Winnipeg Fire
Paramedic Service (WFPS) responds with their Technical Rescue Team.
2. Call Security Services at 555 and inform them of the emergency and that 911 was called.
   a. Request that Security Services attend the incident site and provide direction to WFPS.
3. Proceed to the confined space entry location.
4. Provide assistance to the Safety Watch Person,
5. Report to WFPS when they arrive and provide information.

Incident Reporting
1. Notify the Environmental Health and Safety Office (EHSO) as soon as possible (after emergency services
   have been called).
2. Contact the UM on-call Emergency Manager if incident occurred after business hours.
3. Contact the Province’s Workplace Safety and Health Branch if this has been a serious incident (as defined by
   WSH regulation).

Remember - you and any other worker have the Right to Refuse Dangerous Work!

If an emergency situation occurs, contact the Supervisor immediately and implement the Emergency
Response Plan

Applicable legislation and guidance documents:
MB Workplace Safety and Health Act W210,
MB Workplace Safety and Health Regulation 217/2006
(Part 15),