SAFE WORK PROCEDURE

CONFINED SPACE ENTRY – LEVEL C

This task must only be performed by trained personnel

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<th>Department:</th>
<th>Written By:</th>
<th>Approved By:</th>
<th>Date Created:</th>
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Hazards Present:
- Overhead hazard
- Obstruction due to low lying materials or equipment such as pipes, ducts, etc.
- Trip Hazards
- Awkward work positioning,
- Hazardous Noise
- Hot Surface Hazards

Personal Protective Equipment (PPE) or Devices Required:
None usually required but depending on assessment or hazards expected, use CSA certified:
- Hard hat,
- Eye protection,
- Hearing protection,
- Footwear,

Additional Training Requirements:
- Confined Space Entry,
- UM Confined Space program,
- Lock-out procedures,
- Operation of 4-gas detector,

Safe Work Procedure:

NOTE: These procedures apply to inspections and minor repair/servicing only. 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 B or Level A procedures.

Part A – Notification Prior to Entry
1. Communicate with your supervisor (or designate) and provide the following information:
   - Worker(s) entering the confined space,
   - Time of entry,
   - Location of confined space as designated using the inventory,
   - Regular check-in times and final exit of confined space

Or
2. Arrange for another worker and use the ‘buddy system’ (another worker nearby who is available to monitor and assist when required).

Part B – Entry of the Confined Space
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 inspection/minor repair.
4. Communicate to check-in with the supervisor or designate as planned.
5. Communicate your status when you have completed your task.
Part C – Supervisor or Designate Responsibility

1. Ensure the worker will follow the check-in plan prior to entry.
2. Contact the worker if the worker has not checked-in at the planned contact time(s). IF worker has not replied to this contact attempt – follow the Emergency Procedures below.

EMERGENCY PROCEDURES

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

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. Do not enter the confined space unless it is confirmed it’s safe to do so (wait for emergency services).
5. Attempt to extract the worker from the confined space if safe to enter.
6. Perform any required first aid including CPR and AED.
7. 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),
