



Procedure

Saskatoon & Area - Occupational Health & Safety

Number: 53-003

Title: Physical Hazard: Confined Space

Saskatchewan Employment Act:

OHS Regulation: Part XVIII 266-275

Date: January 1, 2017

Date Revised/Reaffirmed: May 17, 2018

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Purpose

The purpose of this procedure is to establish the processes to follow to ensure the health and safety of workers that work in a confined space or a hazardous confined space

Procedure

- Determine if the space to be entered is a confined space
- Determine if the space is a hazardous confined space

If the space is not hazardous:

- Ensure there is an emergency response plan in place for the specific space
- Ensure proper PPE is available and in good working order
- Ensure communication is in place (cell phone or radio)
- Ensure everyone who is involved in the communication and emergency response plan is available and understands their role.
- Use the above steps and implement a site specific plan for every confined space in your facility
- If any of the above steps are not in place **DO NOT ENTER THE SPACE**

If the space is deemed to be a hazardous confined space:

- **DO NOT ENTER THE SPACE**
- Ensure no one enters the space
- Contact your supervisor and OHS immediately
- In consultation with OHS decide whether there is an alternate way to complete the work or have the work performed by an outside company
- If the work cannot be performed without entering the space or by an outside company, consult the OHC committee
- The committee in consultation with the employer must in writing develop a hazardous confined space entry plan.
- This plan **MUST** follow the guidelines that have been outlined in REG. (272)(2)
- If the steps above have not all been met **DO NOT ENTER THE SPACE**

Roles and Responsibilities

Manager must ensure:

- A safe work procedure is written
- That supervisors and workers understand their roles and responsibilities related to the task
- That all supervisors understand the task related to this and all procedures
- That all workers have the training both in the task and this procedure so the task can be performed safely

Supervisor must ensure:

- They understand their roles and responsibilities related to this task
- All workers performing this task have been competently trained to perform the task
- There is proper and adequate supervision during the task
- That all hazards related to the task have been adequately controlled before the task begins
- That in the event of unforeseen hazards arising during the task that the task will be stopped until proper controls have put in place to allow for the task to be completed safely
- All appropriate PPE is available and is in proper working condition
- That all workers completing the task are aware of emergency response procedures in event of injury or unforeseen hazards

Worker must ensure:

- They understand their roles and responsibilities related to this task
- They are competently trained in regards to this task
- That they do not perform any task that they are not competently trained without having adequate supervision
- That they stop the task if hazards arise or the controls that have been put in place to control hazards fail
- They have adequate PPE and training in that PPE for the task being performed
- They know the use, care and cleaning of all PPE
- They are aware of all emergency response procedures related to the task

Non-Compliance/Breach:

Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and /or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

References

- [Regional Policy 7311-95-006](#)

Review Dates:

January 1, 2017

May 17, 2018