

# **Fort McMurray Catholic Schools Operating Policies and Procedures**

## **OP 153 – Confined Space Entry**

### **Policy**

The Fort McMurray Catholic Board of Education is committed to safeguarding employees against the possibility of accident or injury by ensuring appropriate procedures are in place for entering any confined work spaces in its facilities.

### **Definitions**

The Occupational Health and Safety Code (part 5) defines a Confined Space as an enclosed or partially enclosed space that is not designed or intended for continuous human occupancy, with restricted means of entry or exit.

It may become hazardous to a worker entering it because of:

- a. Design, construction, location or atmosphere.
- b. Work activities, materials or substances in it.
- c. Compromised provision of first aid, evacuation, rescue or other emergency response service.
- d. Other hazards related to it.

### **Examples of Confined spaces**

Examples of confined spaces typically found within a school district include:

- a. Service tunnels
- b. Air Handling Units
- c. Cubbyholes
- d. Spaces above fixed ceilings
- e. Storage areas under stages
- f. Cooling Towers
- g. Sump Pits
- h. Catch basins

Common Atmospheric hazards in confined spaces include:

- a. Oxygen deficiency due to chemical (rusting of steel) or biological (microbiological growth) reactions that consume oxygen.
- b. Oxygen enrichment due to certain welding tasks.
- c. Flammable atmospheres due to the presence of acetylene, propane, or methane.
- d. Toxic atmospheres due to the production of carbon monoxide or other vapours or dusts generated during the work activities.

## Procedures

A Confined Space Entry Permit must be obtained from the Director of Facilities and Maintenance or designate. Once completed and signed, the permit must be posted at the entry location to the confined space.

All personnel associated with the confined space entry, including the authorized entrant(s), and attendant must review and thoroughly understand the correct procedures for safe entry, work and rescue.

Procedures to enter confined space are as follows:

- a. Test the atmosphere before anyone enters the space and ensure it meets the minimum levels of:
  - Oxygen levels between 19% to 22%
  - Carbon Monoxide 10 ppm
  - Hydrogen Sulfide 5 ppm
  - Flammable and combustible gases and vapours 10% of LEL
- b. Record the results on the Confined Space Entry Permit;
- c. Ensure an attendant is stationed outside the confined space at all time. The attendant shall prevent unauthorized entry into the confined space and give his/her undivided attention to the workers inside the space;
- d. Establish means of communication between the entrant(s) and the attendant;
- e. Establish a safe means of access and egress from the confined space; and
- f. Leave the confined space if conditions change or if symptoms of overexposure to atmospheric hazards are experienced.

<b>References:</b> <ul style="list-style-type: none"><li>• Occupational Health and Safety Act,</li><li>• Occupational Health and Safety Code – Part 5 (Confined Space),</li><li>• Workplace Health and Safety Bulletin: Guideline for Developing a Code of Practice for Confined Space Entry</li><li>• Handbook for the Prevention and Management of Critical Incidents</li><li>• Safe and Caring School Policies and Procedures</li><li>• Board Governance Policy EL # 1, EL # 2</li></ul>	<b>Approved:</b>
	<b><i>Date Approved:</i></b>  <i>August 24, 2009</i>
<b>Cross References:</b> OP 150,152,153,154	<b>Date Revised:</b>