Apply for Confined Space Permit

Curtin University

Details of revisions			
Level	Details	Date	Initial
1	Creation of initial document for use	13/08/2018	MW
2	Amendment	16/01/2019	MW
3	Amendment	12/02/2019	MW
4	Review and update or roles and responsibilities matrix	17/10/2019	MW

Contents

1 Introduction

1.1 Purpose

This guide is intended for Curtin University's Contractors, Vendors, University Staff and Permit Managers, providing information into the role and process of applying for a Confined Space Permit. The system is designed to prevent the occurrence of incidents or injury to contractors, staff and students; and prevent damage to the University Estate.

1.2 Inclusion Group

This guide is intended for any organisation engaged by Curtin University and nominated to the Contractor as the representative of the University.

2 Definitions

Term	Definition

Confined Space	A confined space means an enclosed or partially enclosed space that:
	• Is not designed or intended to be occupied by a person
	• Is at normal atmospheric pressure – or is designed or intended to be at normal atmospheric pressure – while a person is in the space
	• Is a risk to health and safety from:
	  • An atmosphere that doesn't have a safe oxygen level
	  • Contaminants like airborne gases, vapours and dusts that may cause injury from fire or explosion
	• Has harmful concentrations of any airborne contaminants
	• Is at risk of engulfment

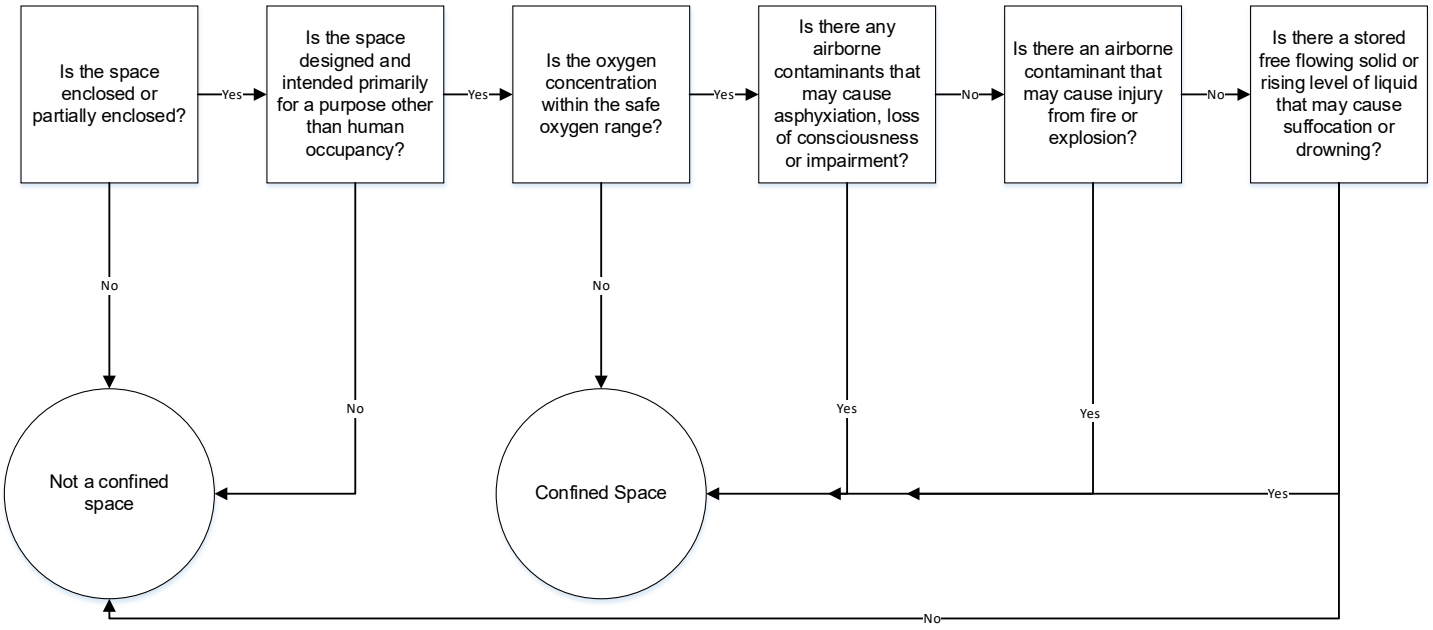
Contractor	The Company engaged by Curtin University to perform work on the Estate.
Permit	Authorises person(s) to undertake works on the Estate.
Permit Applicant	The person who completes the Permit Application
Permit Manager	The person authorised by the University to manage the Permit process.
Project Manager	The person managing the Project on behalf of the University.
Risk Assessment	A systematic use of available information to determine how often specified events may occur and the magnitude of their consequences.
Risk Management	The systematic application of management policies, procedures and practices to the tasks of establishing the context, identifying, assessing, treating and monitoring risk.
Work Methodology	A statement submitted by the Contractor describing the tasks to be completed during confined space entry.

3 Confined Space Permit

3.1 Context

A confined space is determined by the hazards associated with the specific situation – not just because work is performed in a small space.

A space may become a confined one if work being carried out in it could generate harmful concentrations of airborne contaminants. The below workflow by DMIRS can assist in establishing if you are planning to work in a confined space. Further information and guidance surrounding identifying and working within confined spaces can be found on the DMIRS website http://www.dmp.wa.gov.au/Safety/Guidance-about-working-safely-in-6612.aspx



3.2 Stakeholder Consultation

Prior to application for a Confined Space Permit, the Contractor is required to identify the relevant Curtin stakeholders. This is an integral step to ensuring a permit can be approved. If the Applicant is unsure of whom relevant Curtin stakeholders may be it is important they liaise with their Permit Manager.

While a list of relevant stakeholder groups is provided below, project teams are required to add to the list as deemed necessary.

Stakeholder Group	Contact Details
Curtin Operations and Maintenance	9266 7100
Curtin Security	9266 4444
Service Co-Ord Centre (SCC)	9266 2020
Health, Safety and Emergency Management	9266 4900
Student Guild/Café	9266 4272
Curtin Teaching and Learning	9266 1269
Corporate Services	9266 7152
Class Management Office, Student Central	9266 1301
Disability Services	disabilityservices@curtin.edu.au

In addition to the above stakeholder groups, each Curtin University Building/ Faculty has a relevant Faculty Business Manager. Prior to application for the Confined Space Permit, the Permit Manager is required to liaise with the relevant Faculty Business Manager, to notify them of works. A list of Faculty Business Managers is provided below:

Faculty	Faculty Business Manager
Faculty of Science and Engineering	Mr Steve Bee
Curtin Business School (CBS)	Mrs Gail Epiro
Faculty of Humanities	Kenneth McCluskey
Faculty of Health Sciences	Phil Hocking

3.3 Risk Management

The Confined Space Permit Guideline and Permit Application are designed to guide parties wishing to enter a confined space, through a structured risk assessment process.

Additional systems for risk assessment and analysis are also necessary to effectively mitigate risks when entering a confined space. These include:

- Confined Space Entry Permit;
- Confined Space Training;
- Rescue Plan; and
- Risk Assessed work methodology

Additionally, key risk items that need to be considered during the Risk Management Plan include:

- Disruption to University Business
- Requirement for Isolations
- Interaction with Vehicles, Pedestrians and Occupants

PRIOR to applying for a Confined Space Permit the Contractor must:

- Request a copy of the Confined Space Register from your nominated Permit Manager.
- Site visit to determine appropriate work methodology and rescue plan;
- Complete the confined space attachment located on the web form application
- Speak to relevant/affected stakeholders to identify potential risks; and
- SWMS which considers:
    - How access will be managed
    - Competence of workers
    - Communication Strategies
    - Emergency response procedures
    - Personal Protective Equipment

The hierarchy of risk control can be applied to confined space entry planning prior to work commencing to ensure that all options reduce likelihood and/or consequence, of a confined causing damage to existing services or persons.

Control	Test
Elimination	Can works in confined space be avoided completely?
Substitution	Can the location of works be altered to avoid confined space?
Engineering	Can alternate design be used?
Administrative	You must have the required Permits. You must have developed Risk Management Plan during confined space planning.
Personal Protective Equipment	What equipment is required for the workers to ensure they are not injured whilst working within a confined space?

It is important to recognise that each site and each set of circumstances represent a different risk exposure and as such each Confined Space Permit needs to be properly risk assessed and the relevant controls defined.

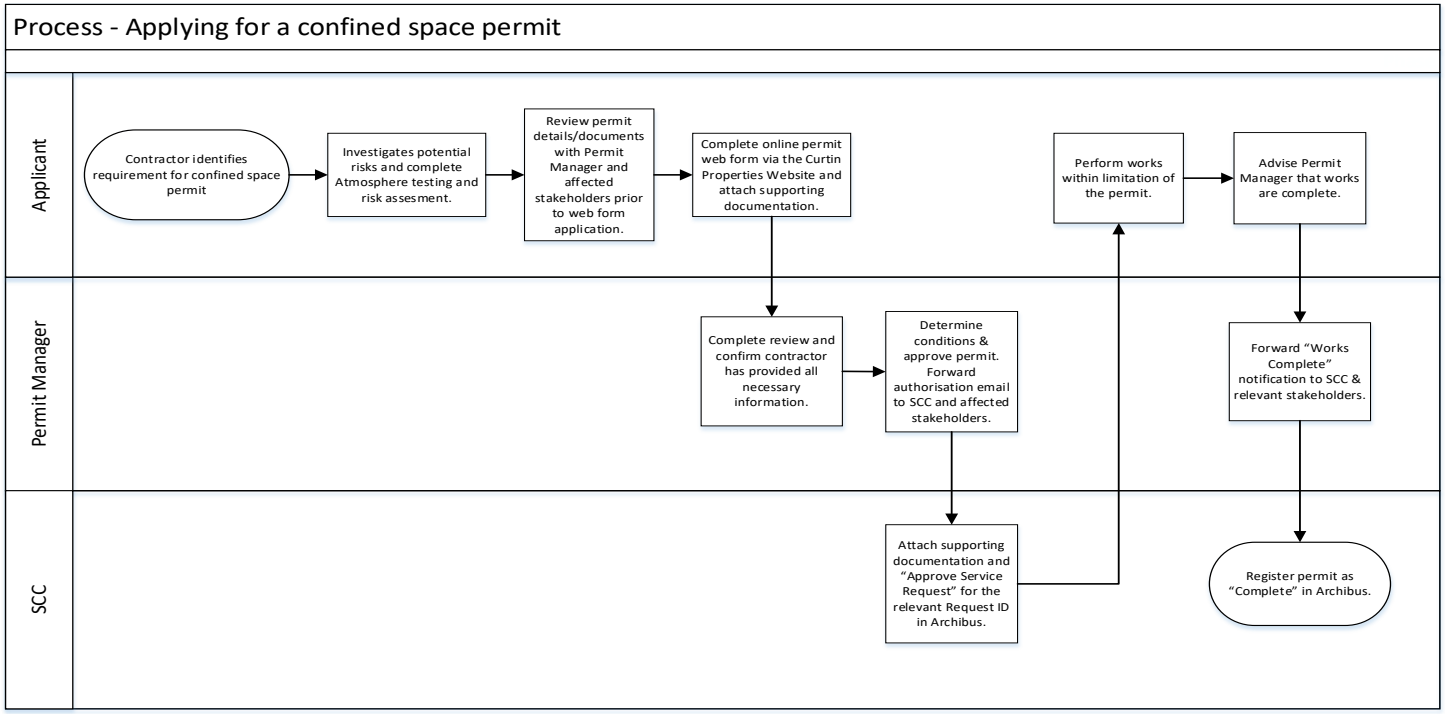
Different controls are possible for both likelihood and consequence and the Risk Management Plan should seek first to reduce:

- Likelihood of damaging existing infrastructure through ensuring the best data possible is obtained and verified on site.
- Consultation with the relevant Curtin University Stakeholders should verify whether other works recently completed, or works in progress have installed additional services to those shown on obtained data.
- The location where the works are being undertaken, adjacent works and whether this occurs in a live environment. The combination of these factors will assist to define the skills required on site, to ensure that existing assets are not damaged with workers and patrons remaining safe.

4. Process for Applying for Confined Space Permit

4.1 Workflow Diagram

The below flow chart demonstrates the process for applying for Confined Space Permit. This process is described in more detailed in Section 4.2.



4.2 Procedure

Contractor Identifies Requirement for Confined Space Entry

Accountability: Contractor

During the course of the Contractors work under the Contract, contractors may encounter a situation where confined space entry is required. When this occurs, the process outlined in the above flow chart is to be followed.

Investigate Potential Impact(s) of Confined Space Entry

Accountability: *Contractor*

The Contractor is responsible for carrying out all necessary investigations, as outlined below. If required, the Permit Manager is to assist the Contractor with these investigations, including:

- Identification and consultation with relevant/affected stakeholders;
- Site visit to establish a safe work method, asses potential risks and complete confined space permit documentation ;
- Obtain current version Curtin University's Confined Space Register; and
- SWMS preparation

Review Content with Permit Manager & Affected Stakeholders

Accountability: Contractor

The Contractor is responsible for ensuring content of the Permit Application is reviewed with the Permit Manager, prior to the online application. Any necessary amendments are to be made prior to completion of the online application form.

Navigate to Web Form Application

Accountability: Applicant

Once all investigations are complete, the Applicant navigates to the Confined Space Permit Online Web Form, which is found under 'Permits to Work' on the Properties Website.

Web Form Application

Accountability: Applicant

The Applicant completes the Online Web Form, attaching required documentation, as specified in Section 5.

Upon submitting the online web form, the Applicant will receive an automated notification confirming Curtin University's receipt of the Permit Application with a unique Service Request ID.

Review Permit Application

Accountability: Permit Manager

The Permit Manager receives an automated 'Authorisation Requisition' email (with a unique Service Request ID), containing the Applicants completed online web permit application. The Permit Manager reviews the form to determine applicant has a relevant requirement for confined space entry and has met all the requirements.

Determine Conditions & Approve Permit

Accountability: Permit Manager

Once satisfied, the Permit Manager forwards an authorisation email approving the Permit Application to the SCC, with a copy to the relevant stakeholders. The acceptable email is the 'Authorisation' text extract from the automated 'Authorisation Requisition' email notification. The Confined Space Permit Application should demonstrate the Contractor has planned for the works, identified risks and has adequate mitigation strategies to safely execute the works. If the Permit Manager's review of the Permit Application identifies deficiencies or areas requiring further clarification, the Contractor is advised of these deficiencies, to assist with the completion and approval of the Permit Application.

Attach Documentation & Approve Service Request

Accountability: SCC

On receipt of the authorisation email, the SCC calls up the relevant Service Request ID on Archibus. The SCC attaches the Supporting Documentation to the corresponding Service Request ID and clicks 'Approve'. This completes the 'Approve Service Request' function in Archibus

.**Use of Confined Space Permit**

Accountability: Contractor

Upon receipt of the email notification containing the approved Confined Space Permit, the Contractor must ensure that works are undertaken within the limitations of the authorised Permit.

Notify Permit Manager of Works Complete

Accountability: Contractor

The Contractor must quote the corresponding Service Request ID in the email, when notifying the Permit Manager that all works associated with the Permit have been completed.

Forward Works Complete Notification

Accountability: Permit Manager

Upon receipt of the 'Works Complete' notification email, the Permit Manager must forward the email to the SCC and relevant stakeholders, notifying that all works associated with the Permit have been completed

Register Permit Complete

Accountability: SCC

Upon receipt of the 'Works Complete' email, the SCC must register the Permit Number as 'Completed' in Archibus. Then the Permit Manager and Applicant will receive an automated email notifying that the Confined Space Permit has been registered as 'Completed'.

5 Documentation Requirements

All Confined Space Permits require the following attachments:

- Confined Space Entry Permit
- Confined Space Training Competency for all personnel entering the space and their spotters;
- SWMS which addresses Work Methodology, Risk Management Plan and Rescue and communication strategies.

6 Reference Material

6.1 Related Tools

Risk Assessment / Risk Register

Confined Space Register

Archibus

6.2 Related Knowledge

Upon applying for a Confined Space Permit, all applicants are required to understand and follow the below:

- Curtin's Contractor Health and Safety Handbook
- Curtin's Risk Management Webpage
- http://www.dmp.wa.gov.au/Safety/Guidance-about-working-safely-in-6612.aspx

7 Roles & Responsibilities Matrix

7.1 Legend

Legend	Key	Explanation
R1	Primary Responsibility	Responsible for directly actioning.
R2	Secondary Responsibility	Responsible for monitoring tasks performed by others.

7.2 Roles & Responsibilities Matrix

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Responsibilities	Applicant	Permit Manager	SCC
Ensuring that any contractor, sub–contractor, their employees and University staff are aware of the requirement for a confined space permit, prior to any works being undertaken.	R1	R2	
Information within relevant Guidelines and Procedures is understood and followed.	R1	R2	
Undertaking all relevant preliminary investigations including Confined Space Entry Permit, JSA and Risk Management Plan.	R1		
Consulting relevant Curtin University Stakeholders as identified by the Permit Manager, to verify impacts and actions necessary for management.	R1	R2	
Ensuring that no services/property is damaged during works to Curtin University, performed by the company responsible for the works.	R1	R2	
Including all information within the online permit application in order for the Permit Manager to adequately review the Permit.	R1		
Identifying and coordinating resolution of deficiencies or areas requiring further clarification, following review of the Applicants online web form application.		R1	
Forwarding authorisation email and attachments approving the Permit application to the SCC, copying in relevant Stakeholders.		R1	
Attaching supporting documentation to the relevant Service Request ID in Archibus and completing the ‘Approve Service Request’ function in Archibus.			R1
Ensuring the Contractor understands the Confined Space Permit prior to works commencing	R2	R1	
Ensuring the Contractor has a full copy of the Permit in their possession at all times when works are occurring.	R1	R2	

Responsibilities	Applicant	Permit Manager	SCC	Parking & Security
Facilitation of an OSH Works Planning Meeting on site, prior to works commencing to discuss OSH risks associated with the contracted works and to determine adequate control processes to deal with risk occurrence.	R1	R2		
Confirming with each trade involved in the work that they have checked that the actions they plan to undertake will not damage any Curtin asset on the site causing injury (or) death, rather than assuming the tradespeople fully understand.	R1	R2		
During entry to confined space, take all necessary precautions to ensure services or any other assets on the Curtin estate, are not damaged.	R1	R2		
Ensuring that works are only undertaken within the limitations of the authorised Permit, by the specified method and persons.	R1	R2		
Proactively monitoring works progress, key milestones, and identifying risks and managing specific risk issues.	R1	R2		
Forwarding of a 'Works Complete' email quoting the corresponding Service Request ID to the Permit Manager	R1			
Forwarding the 'Works Complete' email to the SCC and relevant stakeholders, notifying that all works associated with the Permit have been completed		R1		
Completing the close out function in Archibus and registering the Permit as 'Completed'			R1	

9 Document Types

Activity Register	A formal list of all Activities
Form	Logically structured document with a fixed arrangement of captioned spaces, designed for entering, extracting, or communicating the required information.
Plan	Written account of intended future course of action (scheme) aimed at achieving specific goal(s) or objective(s) within a specific timeframe.
Plant & Equipment Register	A formal list of all Plant & Equipment.
Procedure	A fixed, step-by-step sequence of activities or course of action (with definite start and end points) that must be followed in the same order to correctly perform a task.
Process	Sequence of interdependent and linked procedures which, at every stage, consume one or more resources (employee time, energy, machines, money) to convert inputs (data, material, parts, etc.) into outputs.
Process Map	A visual representation of a procedure defining information flows and connections to documents and other procedures.
Program	A plan of action aimed at accomplishing a clear business objective, with details on what work is to be done, by whom, when, and what means or resources will be used.
Report	A document containing information organized in a narrative, graphic, or tabular form, prepared on ad hoc, periodic, recurring, regular, or as required basis.
Review	Orderly recall of past information in summary form for its re-examination.
Risk Register	A formal list of all risks.
Spot Check	Unscheduled inspection at random intervals.
Template	A file that serves as a starting point for a new document.