Curtin University

Permit to Work Guide

Confined Space

This guide is intended for Curtin University's Contractors, Vendors, University Staff, Students, and Permit Managers*. The information contained in the guide is to assist Permit Applicants in successfully obtaining a permit by understanding Curtin's minimum requirements.

Permit Applicants will have control over the way work is undertaken and will be operating under their own safety management system. This includes the responsibility to put in place appropriate control measures to eliminate risks so far as is reasonably practicable, or, if it is not reasonably practicable to eliminate risks, to minimise health, safety, and operational risks, so far as is reasonably practicable.

**A Permit Manager is a person trained and authorised by Curtin University to approve permits.*

properties.curtin.edu.au/working-with-us

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BEFORE PERMIT APPLICATION

1.1 Permit information

A confined space is determined by the hazards associated with a set of specific circumstances and not just because work is performed in a small space.

A confined space includes any enclosed or partially enclosed space that:

i) is not designed or intended primarily to be occupied by a person;

ii) is, or is designed or intended to be, at normal atmospheric pressure while a person is in the space;

and

iii) is or is likely to be a risk to health and safety because of the atmosphere, contaminants or engulfment.

Examples:
Confined spaces are commonly found in vats, tanks, pits, pipes, ducts, containers, pressure vessels, underground sewers, shafts, trenches and tunnels or other enclosed or partially enclosed structures when they meet the definition of a confined space under the Work Health and Safety legislation.

Please note:
Permit to be submitted minimum **2 business days** prior to commencement of activity, a longer notice period is strongly encouraged.

1.2 Ensure:

- ☐ Contractor Company Status is COMPLIANT on Rapid Global (where applicable).
- ☐ Worker(s) have completed induction(s) for Curtin University (where applicable).
- ☐ Contractor Company and worker(s) hold required competencies to safely perform work in a confined space.

1.3 Plan & Consult

- ☐ Discuss works with Permit Manager and refer to Confined Space Register (Properties website).
- ☐ Engage with relevant Curtin University stakeholders, building or impacted users to agree on work methodology.
- ☐ Identify all potential hazards associated with the confined space work and outline control measures.
- ☐ Use stakeholder feedback received to prepare required documents for permit application.
- ☐ Consider if other permits are required, i.e Isolation and / or Hot Works Permit.

LODGING PERMIT APPLICATION

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2.1 Submit Application

https://properties.curtin.edu.au/working-with-us/permits/

- ☐ **Location Plan.**
- ☐ **Work methodology.**
- ☐ **Risk Management Plan / Safe Work Method Statement (SWMS).**
- ☐ **Evidence of Confined Space training qualifications.**

Please note:
No worker shall be directed or permitted to enter a confined space without a Confined Space Entry Paper Form completed by a competent person in writing at the work site on the day of works.

2.2 Important

- The Confined Space Entry Paper Form is available on the Properties website and must be filled out at the job site on the day of works.
- The Confined Space Entry Paper Form provides a formal check to ensure all elements of a safe system of work are in place before worker(s) are allowed to enter the confined space.
- Each worker must be able to understand the information on the Confined Space Entry Paper Form.
- Each Confined Space Entry Paper Form applies to one confined space and should be displayed adjacent to the designated confined space.
- A person must be on standby in the immediate vicinity outside the designated confined space.
- The standby person may form part of an emergency response team by acting as the coordinator but must remain outside the confined space.
- First aid and rescue procedures must be well rehearsed with workers doing confined space work.

Please note:
Submission of permit does not constitute an approval. No works are to commence until approval notice email is received.

2.3 Issue Permit

- ☐ Permit Manager approves permit when they are satisfied applicant has met all relevant requirements.
- ☐ Work may begin based on the documentation submitted with the application and in accordance with the conditions outlined in the issued permit.

3 AFTER PERMIT APPROVAL

3.1 Conduct Works

The Permit Holder will have control over the manner in which work is undertaken and will be operating under their own safety management system to effectively manage the risks involved.

If any issues arise, stop works and escalate to Permit Manager (note: not SCC). Works may only proceed once the issue is resolved.

4 AFTER WORKS ARE COMPLETED

4.1 Close Permit

- ☐ The **Confined Space Entry Paper Form** is used as a written record that all workers have exited the confined space on completion of work.
- ☐ Permit Holder to notify Permit Manager once all works pertaining to the permit are finished.
- ☐ Ensure area is safe by verifying that space has been restored, equipment removed and confined space is covered.
- ☐ Where applicable, Permit Holder to send through relevant documentation to Permit Manager to close the permit.

Frequently Asked Questions (FAQ)

1. When do I need a Confined Space Permit?

A Permit is required:

- Whenever a person(s) needs to enter a confined space that has known or unknown potentially hazardous atmospheres, and:
- The work cannot be carried out without the need to enter the confined space.

Entry into a confined space means a person's head or upper body is in the confined space or within the boundary of the confined space. This also includes unknown restricted areas, holes or spaces identified which are not signed or labelled as a confined space**.**

Please note:
Complete one Confined Space Entry Paper Form per confined space, for each confined space entry.

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2. What are some of the risks associated with Confined Space work?

The risks of working in confined spaces include loss of consciousness, impairment, injury or death from:

- The immediate effects of airborne contaminants.
- Fire or explosion from the ignition of flammable contaminants.
- Difficulty rescuing and treating an injured or unconscious worker from the confined space.
- Oxygen deficiency or immersion in a free-flowing material such as sand, water or other liquids.
- Falls from height.
- Environmental factors, for example, extremes in temperature.
- Poor lighting.
- Manual handling.

Frequently Asked Questions (FAQ)

3. What is a Rescue Procedure?

A Rescue Procedure is a written plan that is intended to be implemented during an emergency to bring worker(s) out of danger. All equipment required in an emergency (such as harnesses, respirators and stretchers) must be available and serviceable.

A Confined Space Rescue Procedure should include the following considerations:

Considerations	Questions
Location of the confined space	How accessible is it in an emergency and how far away is it from medical facilities?
Communications	How can workers inside the space communicate to people outside during an emergency? How will the alarm be raised and by whom?
Rescue and resuscitation equipment	What kinds of potential emergencies are identified? Are selected rescue equipment kept in close proximity to confined sapce?
Capabilities of rescuers	Are rescuers properly trained and how will they be protected during emergency operation?
First Aid	Are trained first aid personnel available with necessary first aid equipment?
Emergency services - if they are relied on for rescue	How will emergency services be notified in an incident? Has prior arrangements been made to ensure emergency services are able to respond promptly and have specialist confined space retrieval equipment?

4. What are some of the training required to work in a confined space?

Types of training can include national unit of competency for:

- Enter and work in confined spaces.
- Gas test atmospheres.
- Work in accordance with an issued permit.
- Work safely at heights (training in safe use of fall arrest equipment).
- First Aid.
- Confined Space Rescue.
- Operate breathing apparatus or equivalent breathing apparatus competency.

Training should be provided to workers who:

- Enter or work in confined spaces.
- Undertake hazard identification or risk assessment in relation to a confined space.
- Implement risk control measures.
- Issue entry permits.
- Act as a standby person or communicate with workers in a confined space.
- Monitor conditions while work is being carried out.
- Purchase equipment for confined space work.
- Design or lay out a work area that includes a confined space.