CONFINED SPACES POLICY

[Insert Organization Name] is committed to protecting the health and safety of all employees that perform job duties involving confined spaces, reducing the risk of injury/illness as a result. [[Insert Organization Name] will adhere to all legislative requirements outlined by the Saskatchewan *Occupational Health and Safety Regulations, 2020 (Part 18-Confined Space Entry).*

DEFINITIONS   
  
“Confined space” means an enclosed or partially enclosed space that:

* is not primarily designed or intended for human occupancy, except for the purpose of performing work; and
* has restricted means of entrance and exit;

“Hazardous confined space” means a confined space that is or may become hazardous to a worker entering the confined space due to:

* the design, construction or atmosphere of the confined space;
* the materials or substances in the confined space;
* the work activities or processes used in the confined space; or
* any other conditions relating to the confined space;

Source: Saskatchewan Occupational Health and Safety Regulations, 2020 (Part 18-Confined Space Entry)  
  
POLICY   
  
[Insert Organization Name] (the “Employer”) recognizes that the employer is responsible for ensuring the safety of workers who enter confined spaces. This includes but is not limited to administrative controls such as: providing appropriate personal protective equipment (PPE), ensuring proper training and supervision, and conducting regular inspections and maintenance of confined spaces.   
  
The Saskatchewan Occupational Health and Safety Regulations, 2020 (the “Regulations”) provide important safety measures and guidelines that must be followed by the employer, all employees, and any other individuals working in or near a confined space in the workplace.

Employer Responsibilities

* The employer will identify:
  + the types of confined spaces at the workplace that a worker may be required or permitted to enter;
  + the types of hazards that are or may be present at each confined space;
  + any alternative means to perform the work to be performed in a confined space that will not require the worker to enter the confined space;
  + alterations to the physical characteristics of the confined spaces that may be necessary to ensure safe entrance to and exit from all accessible parts of each confined space.
  + The employer will take all reasonably practicable steps to prevent unauthorized entry into any confined space at the workplace.
  + Before a worker is permitted or instructed to work in a confined space, the employer will:
    - ensure that there is a safe entrance to and exit from all accessible parts
    - of the confined space;
    - make all practicable alterations to the physical characteristics of the

confined space necessary to ensure a safe entrance to and exit from all accessible parts of the confined space;

* + - appoint a competent person to assess the confined space for any potential hazards;
    - The employer will appoint a competent person to regularly test the atmosphere of the confined space for:
    - oxygen enrichment or deficiency;
    - the presence of flammable or explosive substances; and
    - the presence and hazardous concentration of airborne chemical
    - substances;
    - The employer will ensure that measures have been taken to ensure that a worker will not drown or become entrapped in any liquid or free‑flowing solid present in the confined space.
    - The employer will ensure that all energy sources that present a hazard to a worker entering into, exiting from, or occupying the confined space have been locked out, with the energy sources being put in a zero energy state.
    - The employer will ensure that the opening for entry into and exit from the confined space is
    - sufficient to allow safe passage of a worker who is using personal protective equipment required by the Regulations.
    - The employer will provide all necessary tools, resources and equipment for the testing and assessment of confined spaces for any potential hazards.
    - The employer will arrange for a method of communication with any worker who enters, occupies, or exits from a confined space at appropriate intervals.
    - The employer will prepare a procedure for the removal of a worker who has become injured or incapacitated while in the confined space.
    - The employer will ensure that the ventilation in the confined space is adequate to maintain
    - safe atmospheric conditions.
    - The employer will provide all necessary and appropriate safety equipment to workers who enter or occupy a confined space and/or workers responsible for safe rescue procedures in a confined space (E.g., harnesses, lifelines, mechanical lifting devices, etc.)
    - The employer will provide all personal protective equipment to workers who enter or occupy a confined space, or workers responsible for rescue operations in a confined space.
    - The employer will ensure that all workers receive training and instruction on the appropriate use, maintenance, and storage of personal protective equipment and safety equipment.
    - The employer will ensure that only workers who have received the appropriate training, instruction, and qualifications are permitted to enter or occupy a confined space.
    - The employer will ensure that all necessary first aid equipment is available at the worksite and there is a holder of a class A qualification in first aid available to provide immediate first aid.
    - If any flammable or explosive dusts, gases, vapours or liquids are or may be present in a hazardous confined space, an employer shall ensure that all sources of ignition are eliminated or controlled.
    - If a worker will be required or permitted to enter a hazardous confined space, the employer, (in consultation with the H&S rep/committee, if applicable) shall develop a hazardous confined space entry plan to ensure the health and safety of workers who enter or work in the hazardous confined space.
    - The hazardous confined space entry plan must be in writing and must include:
      * the tests or measurements necessary to monitor any oxygen deficiency or enrichment or the presence and hazardous concentration of flammable or explosive substances;
      * the identification of any other hazards that may be present in the

hazardous confined space

the means, if any, of isolating the hazardous confined space;

* + - the means, if any, of ventilating the hazardous confined space;
    - the procedures to enter, work in and exit from the hazardous confined

space safely;

* + - the availability, location and proper use of personal protective equipment;
    - the rescue procedures to be followed, including the number and duties of

personnel and the availability, location and proper use of equipment;

* + - the means to maintain effective communication with a worker who has

entered the hazardous confined space; and the availability, location and proper use of any other equipment that a worker may need to work safely in the hazardous confined space.

* + - The employer shall make a copy of a hazardous confined space entry plan readily available at the entrance to the hazardous confined space.
    - The employer shall provide the appropriate means of ventilating the confined space
    - The employer will continuously monitor the confined space to ensure that safety measures are being followed.

Employee Responsibilities

* Employees must not enter a confined space at a work site without the employers approval and all necessary written certification.
* Employees must properly use all safety equipment and personal protective equipment that is required while in a confined space at all times. Workers undertaking rescue operations must ensure they are equipped with and wearing the necessary safety and emergency equipment.
* Employees must ensure that their personal protective equipment is stored properly, inspected regularly and in good working order at all times.
* Employees must evacuate a confined space or use an alternative means of protection if

the ventilation system fails.

* Employees must not enter or remain in a confined space unless an effective rescue can be carried out.
* Employees must remain in communication with their tending worker and/or communication designate at all times. Employees must not enter a confined space without an effective means of communication.
* Tending workers must remain outside the confined space and keep track of the conditions that may be present in the confined space (E.g., oxygen levels or the number of workers inside the confined space).
* All workers involved in any aspect of a confined space entry must comply with the requirements and procedures in this code of practice.
* All workers must prioritize health and safety in all entry/work operations involving confined spaces.

Please note: this is a general safety policy for work involving confined spaces. [Insert Organization Name] will always take into account specifics regarding the types of work performed and equipment and materials to be used.[Insert Organization Name] will amend and update its safety procedures as necessary to ensure employee safety.

Failure to comply with the rules set forth in this policy may result in disciplinary action up to and including termination of employment.