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 Nova *Occupational Health and Safety Act and General Regulations.* Specifically, [Insert Organization Name] will meet all standards set out by the Nova Scotia *Occupational Health and Safety: General Regulations* [*(Part 12-Confined Space Entry)*](https://novascotia.ca/just/regulations/regs/ohsgensf.htm#TOC1_12:~:text=sign%20is%20required.-,Part%2012%20%2D%20Confined%20Space%20Entry,-Application%20and%20interpretation)*.*

DEFINITIONS

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

* not designed or intended for regular human occupancy;
* with restricted access or exit; and
* that is or may become hazardous to a person entering it because of its design, construction, location, atmosphere or the materials or substances in it or other conditions.

Source: Nova Scotia *Occupational Health and Safety: General Regulations* [*(Part 12-Confined Space Entry)*](https://novascotia.ca/just/regulations/regs/ohsgensf.htm#TOC1_12:~:text=sign%20is%20required.-,Part%2012%20%2D%20Confined%20Space%20Entry,-Application%20and%20interpretation)*.*

POLICY

[Insert Organization Name] 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 Nova Scotia Occupational Health and Safety Act ( the “Act”) requires employers to develop and implement written procedures governing the practices and safety guidelines to be followed when workers enter and work in a confined space. This policy will be reviewed and updated regularly to ensure that it remains effective and up-to-date with current standards and regulations.

Employer Responsibilities

* The employer shall designate a competent person to assess the workplace and identify any confined spaces.
* The employer shall designate a competent person to perform an assessment of any confined space prior to its entry. The assessment must include all required testing as outlined by the Act [(Part 12-Section 130-8)](https://novascotia.ca/just/regulations/regs/ohsgensf.htm#TOC1_12:~:text=An%20employer%20shall%20designate%20a%20competent%20person%20who%20shall%20perform%20the%20assessment%20required%20in%20clause%20(3)(a)%2C%20which%20shall%20include).
* The employer shall develop written procedures which outline the safety procedures all workers must adhere to when entering or working in a confined space.
* The employer shall keep the assessment and the confined space entry procedure at the place of business of the employer nearest to the worksite at which the confined space is located.
* The employer shall also make available a copy of the confined space entry procedure to all persons involved in the entry of a confined space.
* The employer shall review the confined space entry procedure at least once a year and amend it, if necessary.
* The employer shall ensure that all workers who enter or work in confined spaces, or any worker who performs rescue procedures for confined spaces are provided with training and instruction. The training shall include, but not be limited to:
* the proper use of personal protective equipment,
* written rescue procedures,
* the process of maintaining contact between a person in the confined space and an attendant
* the means by which the written rescue procedure is initiated in the event of an emergency in the confined space,
* evacuation and emergency safety procedures
* the limitations on the type of work that can be performed in the confined space,
* the means of identifying a hazard while in a confined space;
* all health and safety procedures
* The employer shall provide workers with all necessary personal protective equipment.
* The employer shall provide the appropriate means of ventilating the confined space to ensure the removal or dilution of all airborne hazardous substances.
* An employer shall ensure that any worker who enters a confined space is trained at least once every 2 years in accordance with the procedures set out by this policy and the Act.
* Once a confined space has been assessed and tested for hazards, the employer shall ensure that a competent person has certified, in writing, that the conditions tested in the confined space are likely to be maintained within a predicted and recorded range for the entire time the certification is valid. The certification shall include:
* the signature of the competent person;
* the date and time of when the tests were performed;
* the type of work that can be performed in the confined space, and the type of work that is explicitly banned in the confined space;
* the means by which the work is to be performed;
* the expiry date and time of the certification; and
* a record of the tests performed and of the test results.
* No certification shall be valid for longer than 24 hours after the time the tests were performed.
* The employer shall post a copy of the currently valid certification at the entrance to the confined space for the duration of the confined space occupancy.
* The employer shall maintain a copy of the certification required for 12 months.
* Where a person enters a confined space, the employer shall ensure that a competent person:
	+ is in attendance in the immediate vicinity of the confined space;
	+ has a means of adequate communication with a person inside the confined space;
	+ is provided with a means of activating the rescue procedure in an emergency;
	+ is adequately trained in the emergency response procedure; and
	+ maintains a record of who is in the confined space.
* Where necessary or reasonably practicable, the employer shall provide workers entering a confined space with a full body harness and appropriate respiratory protective equipment.
* The employer shall take all reasonable steps to ensure the health and safety of all workers who enter or work in a confined space, or who perform rescue procedures.

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.