

Confined Spaces Entry Procedure

RIIWH5202E



Confined Space Entry Procedure:

No.	Step
1	Assess if work can be undertaken without entering the Confined Space
2	Ensure SWMS and Permit is specific to that confined space
3	Confirm the membership of the Confined Space Entry Team and check qualifications
4	Undertake an induction and sign onto permit and the SWMS
5	Apply physical controls around the space (i.e. barriers, signage, etc.)
6	Conduct a risk assessment of the specific hazards of the Confined Space (all team members to check)
7	Prepare and inspect Confined Space entry equipment (i.e. gas detector, tripod, harnesses, PPE, etc.)
8	Isolate the Confined Space where applicable, using lockout instructs contained in the Permit
9	Prepare the space for entry (i.e. draining, cleaning, ventilation or purging, etc.).
10	Confirm communications and monitoring protocols
11	A Confined Space Rescue Plan is in place and equipment is pre-positioned
12	Test the atmosphere to determine that a safe atmosphere has been achieved (from outside if possible)
13	Post standby person
14	Activate and start to compile the Permit
15	Enter the Confined Space. Common Entry Hazards: Enter slowly and methodically, being conscious of sharp edges, slip and trip hazards and other other unforeseen hazards.