

BUSINESS - SCHOOL OPERATIONS

Confined and Restricted Space Entry

1.0 Purpose

- 1.1 To establish a procedural based confined and restricted space program to ensure workers entering confined and restricted spaces are protected.
- 1.2 To comply with applicable legislated standards.

2.0 Scope

- 2.1 This procedure applies to all property owned by the Durham District School Board and to any worker who performs or supervises work in a confined or restricted space. Worker includes Board staff, contractors and their subcontractors.
- 2.2 Board staff will not enter confined spaces. This work will be performed only by contractors qualified to work in compliance with this procedure.
- 2.3 Board Staff may enter restricted spaces after completion of a Restricted Space Assessment (Annex 1).

3.0 LEGISLATION

- 3.1 Confined space provisions that apply to educational facilities are found in O. Reg. 632/05, Regulation for Confined Spaces.
- 3.2 Guidance on these provisions is found in the Ontario Ministry of Labour, Confined Space Guideline, dated July 2011.

4.0 DEFINITIONS

- 4.1 O. Reg. 632/05 defines a confined space as – “confined space means a fully or partially enclosed space,
 - a) that is not both designed and constructed for continuous human occupancy, and
 - b) in which atmospheric hazards may occur because of its construction, location or contents or because of work that is done in it.”
- 4.2 O. Reg. 632/05 does not define restricted spaces. O. Reg 67/93 – Health Care and Residential Facilities, defines restricted space as – “Restricted space means a tank, vat, vessel, duct, vault, boiler or other space from which the egress of a worker is restricted, limited or impeded because of the construction, design, location or other physical characteristics of the space.”
- 4.3 For the purposes of this procedure the above definition of restricted space shall be used.

5.0 EXAMPLES

- 5.1 Confined spaces found within the Durham District School Board include, but are not limited to:
 - Pump Chambers
 - Utility Tunnels containing operational steam lines
 - Septic Tanks
 - Catch Basins

- Sanitary Sewer Manholes
- Sump Pits

5.2 Restricted spaces found within the DDSB include, but are not limited to:

- Utility Tunnels containing water or sanitary sewer lines
- Crawl Spaces
- Elevator Pits
- Chase Walls
- Certain Air Handling Units (e.g. those that contain a heat recovery wheel)

5.3 Note a restricted space can be upgraded to a confined space on a case-by-case entry basis. For example, conducting hot-work in a restricted space may produce an atmospheric hazard, hence creating a confined space. Note: at this point the work will be assigned to a qualified contractor.

6.0 Restricted Spaces - Inventory

- 6.1 A baseline inventory of existing restricted spaces and the maintenance of this inventory is the responsibility of the Manager, Health and Safety.
- 6.2 Restricted spaces created as a result of new construction and renovations shall be documented by the Manager, Facilities Design and Construction, Manager, Major Projects and Manager, Energy and Mechanical Design and provided to the Manager, Health and Safety.

7.0 Restricted Spaces – Assessment and Work Plan

- 7.1 Prior to a worker entering a restricted space, the worker shall complete a written Restricted Space Assessment (Annex 1). If the assessment deems the space to be confined, the worker shall not enter and contact his supervisor.
- 7.2 Entry into restricted spaces shall be done in accordance with the applicable restricted space work plan.
- 7.3 The Manager, Health and Safety, shall develop and maintain baseline work plans for all restricted spaces.
- 7.4 The Restricted Space Work Plan will as a minimum ensure that a worker shall enter a restricted space only if,
- 7.4.1 The worker is informed of and is familiar with the characteristics of the restricted space, in particular the characteristics that restrict, limit or impede egress, and
- 7.4.2 The worker is instructed in the procedure for entering, working in and exiting the restricted space.
- 7.4.3 In the event of an emergency, procedures and measures for worker removal are in place.
- 7.4.4 At least one other worker is stationed outside the restricted space, near the entrance.
- 7.4.5 Mechanical equipment in the restricted space is locked out in accordance to Board Procedure 3384, Equipment Lock-Out, Tagging and Test Procedure

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Manager, Facilities Design and Construction, Manager, Major Projects and Manager, Energy and Mechanical Design and provided to the Manager, Health and Safety.

9.0 Confined Space Assessment

- 9.1 Prior to a worker entering a confined space, the applicable Board supervisor or designate shall review the applicable confined space assessment (Annex 2).
- 9.2 The assessment must be reviewed each time a new entry permit is issued, to ensure no new hazards are present since the last assessment.
- 9.3 The Board supervisor or designate shall have adequate knowledge, training and experience to review the assessment and determine its applicability for the planned entry. Training will be coordinated through the Manager, Health and Safety at the request of the Manager, Maintenance.
- 9.4 The Manager, Health and Safety, shall develop and maintain baseline assessments for all confined spaces.

10.0 Confined Space Work Plan

- 10.1 A written work plan (Annex 3), including procedures for the control of hazards identified in the assessment, must be developed before any worker enters a confined space.
- 10.2 The confined space work plan shall contain provisions for,
 - 10.2.1 The duties of workers;
 - 10.2.2 Co-ordination in accordance with section 11, if applicable;
 - 10.2.3 On-site rescue procedures.
 - 10.2.4 Rescue equipment and methods of communication.
 - 10.2.5 Personal protective equipment, clothing and devices.
 - 10.2.6 Isolation of energy and control of materials movement.
 - 10.2.7 Attendants.
 - 10.2.8 Adequate means for entering and exiting.
 - 10.2.9 Atmospheric testing.
 - 10.2.10 Adequate procedures for working in the presence of explosive or flammable substances.
 - 10.2.11 Ventilation and purging.
- 10.3 The Manager, Health & Safety, shall develop and maintain work plans based on the baseline assessments for all confined spaces.

11.0 Confined Space Coordination Document

- 11.1 Where workers of more than one employer perform work in the same confined space, the Board Supervisor or designate shall prepare a written coordination document (Annex 4) prior to any worker entering the confined space. An example where a coordination document is required is when contractor A conducts work in the confined space and contractor B provides rescue and attendant services for contractor A.

12.0 Training

- 12.1 Durham District School Board Facilities Services Managers and Supervisors shall complete training in confined space and restricted space hazard recognition and procedures. Custodial and Maintenance staff who are required to work in restricted spaces shall complete training in restricted space hazard recognition.
- 12.2 Durham District School Board Service Contractors conducting confined space work shall provide proof of competency according to the Durham District School Board Confined Space Prequalifications Document (Annex 5)

13.0 Confined Space Entry Permit

- 13.1 Prequalified Durham District School Board Service Contractors will issue an entry permit each time work is performed in a confined space. The permit shall comply with the requirements of O. Reg. 632/05. A sample permit is documented in Annex 6.

14.0 Confined Isolation of Energy and Control of Materials Movement

- 14.1 In accordance with the relevant work plan, Prequalified Durham District School Board Service Contractors will ensure their workers are protected against any hazards associated with moving parts of equipment, electrical energy, hazardous substances, and hazards associated with free-flowing material.

15.0 Confined Space Atmospheric Testing

- 15.1 In accordance with the relevant work plan, Prequalified Durham District School Board Service Contractors will ensure that adequate tests are performed before and while a worker is in a confined space.

16.0 Confined Space Ventilation and Purging

- 16.1 In accordance with the relevant work plan, Prequalified Durham District School Board Service Contractors will ensure that purging and ventilation are performed before and while a worker is in a confined space.

17.0 Confined Space Hot Work

- 17.1 In accordance with the relevant work plan, Prequalified Durham District School Board Service Contractors will ensure that hot work complies with regulatory requirements in the presence of a combustible dust or mist and explosive/flammable gas or vapour.

18.0 Confined Space Hot Work

- 18.1 Prequalified Durham District School Board Service Contractors will ensure that rescue personnel are available for immediate implementation of the on-site rescue procedures. Emergency Services is not considered to be an on-site rescue. Contractors may contract out rescue services in accordance to Section 11.

19.0 Confined Space Means of Entering and Exiting

- 19.1 In accordance with the relevant work plan, Prequalified Durham District School Board Service Contractors will ensure that provisions are made for safe entry and exit. Additional entry/exit points may be required, and will be constructed with the approval of the Manager, Maintenance and New Construction.

20.0 Confined Space Preventing Unauthorized Entry

- 20.1 Only authorized personnel are allowed to enter confined and restricted spaces. Warning signs, where practical, shall identify such spaces.

21.0 Confined Space Document Management

- 21.1 Prequalified Durham District School Board Service Contractors will ensure they retain for at least 1 year, and at least the 2 most recent records of each document the following written documentation:
- assessment
 - plan
 - training records
 - entry permit
 - on-site rescue procedures
 - on-site rescue equipment inspection records
 - air testing results
- 21.2 The Manager, Health and Safety will retain the entry permits and co-ordination documents for at least 1 year.

Appendix:

None

Effective Date

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