Safe Work Procedures for Confined Spaces

The term "confined space" refers to any fully enclosed or partially enclosed space, or a space with restricted movement (e.g. tanks, ducts, pipelines, service tunnels, wells, sewer manholes, the interiors of technical equipment, boilers, chambers, settlement tanks, pools – such as open pools, wastewater settling tanks – and other similar spaces). Entry to such a space is via hatches or small openings, or is otherwise difficult. In order to classify an area as a confined space, a hazard identification must be carried out, taking into account any restrictions on entry and exit, as well as the feasibility of continuous work inside.

Work Details	
Type of work:	
Work location:	
Work Authoriser:	
Work contractor(s):	

1. Planned work schedule:

(Enter the dates on which the task is planned to be carried out)

a) Start of work: .....

b) Completion of work: .....

2. Work location(s):

(Specify and describe the exact work location – organisational unit, name/number of the equipment, tank, well, etc., the nature of the space, e.g. substances previously present, where work will be carried out, accessibility)

a) exact location of the worksite:

b) impact on the surroundings of the worksite:

c) method of access to the worksite (arrangements for entry into the interior):

3. Preparation of the worksite:

- tank emptied ☐
- tank pre-cleaned by:
  - washing ☐
  - purging with steam or inert gas ☐
  - purging with air ☐
- inflow of materials, substances and agents from other tanks, pipelines, apparatus, etc., disconnected ☐
- any heaters, moving parts or other equipment inside the tank that could pose a hazard have been disconnected from their power sources ☐
- other actions:

4. Scope and sequence of work:

(List the main scope of work and stages, starting from preparation through to completion, in the order of execution, as well as potential hazards)

a) breakdown of tasks in the order of execution:

- .....
- .....

b) work stage and type of hazards that may occur
(describe identified and potential hazards related to each stage of the work, and specify a safe working method that minimises the identified hazards)

- .....
- .....
- .....

c) hazardous substances and materials:
(list the names of hazardous substances that may be present during the execution of the task)

a) .....

b) .....

5. Work organisation – means and resources required for task execution:

a) commencement and performance of work in confined spaces may take place only on the basis of a written Permit to Carry Out Particularly Hazardous Work, to be issued by:
(provide the full name and job title of the person(s) authorised to issue the Permit)

- .....

b) identification of personnel required for task execution:
(list the full names of the workers, specifying their job titles, company/organisational unit, and function assigned for the execution of the task)

	full name	position	company/organisational unit	assigned task
1)				
2)				
3)				
4)				
5)				
6)				

When working inside a confined space using respiratory protective equipment or in elevated temperatures, breaks (or worker rotation) shall be taken at intervals of no more than 30 minutes.

In the case of work inside an item of equipment where access is via a top hatch, a maximum of one person may work inside the equipment (tank). In the case of entry through side hatches located at the base level of the equipment (tank), a maximum of three persons may work inside.

c) List of required personal and collective protective equipment
(mark and list the personal and collective protective equipment necessary for the task):

	Protective helmet with a four-point chin strap	☐		Protective clothing (antistatic and resistant to hazardous chemicals)	☐
	Protective footwear	☐		Sealed protective goggles or a full protective helmet with hood	☐

	Disposable protective coveralls, Category 3, Type 4, 5, 6; for flammable and explosive hazards – in antistatic version	☐		Protective respiratory isolation equipment, e.g. fresh air hose mask	☐
	Protective gloves	☐		Safety harness with lifeline	☐
	Continuous air supply	☐		Safety tripod – lifting/lowering/rescue device	☐
	Lighting using a safe-voltage (24V) electrical light source	☐		Continuous atmospheric monitoring in the confined space	☐

The use of filtering equipment – gas masks with absorbent filters (including powered filter ventilation devices such as SCOTT PROFLOW) – is prohibited for confined space work.

In addition to the personal protective equipment listed above, other measures may be required depending on the hazards present.

- other:

d) immediately before starting work inside the equipment, perform an air analysis in the equipment for the presence of:

- oxygen ☐
- toxic substances ☐
- flammable and explosive substances ☐

e) during work inside the confined space, continuous monitoring must be carried out for:

- oxygen ☐
- toxic substances ☐
- flammable and explosive substances ☐

– toxic substances:
(specify which)

– flammable and explosive substances:
(specify which)

f) list of specialised equipment and tools required to perform the work:
(specify equipment and specialised tools if necessary for the work, e.g. explosion-proof (EX) equipment and tools)

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g) methods of signalling between workers inside the confined space and those providing standby outside
(workers performing tasks in confined spaces must be able to communicate clearly and unambiguously using a common language, and, if necessary, use the signals and devices intended for this purpose, e.g. lifeline, radiotelephones).

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-

h) list of equipment necessary for evacuation in the event of a hazard:

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6. Emergency Procedures (Evacuation in the Event of a Hazard)

a) the standby (monitoring the safety of the worker inside) must immediately initiate a rescue operation in the event of loss of communication (contact) with the worker inside the confined space (e.g. loss of consciousness), evacuating the worker using the lifeline without entering the confined space

b) evacuation must be carried out using a lifeline attached to the safety harness of the person inside, secured to an external anchoring point, safety tripod, or other specialised technical device enabling quick removal of workers from the hazardous space

c) once the worker has been removed from the tank, first aid must be administered and the injured person handed over to the Plant Rescue Service and then to a physician

d) if the injured person cannot be evacuated using the lifeline, the standby must immediately notify the plant dispatcher (emergency phone no. 2998) and call the on-site rescue team for assistance

e) In exceptional cases, with extreme caution, the standby together with a second person (e.g. supervising worker) should initiate a rescue operation using additional breathing isolation and safety equipment (lifeline attached to an external anchoring point, safety tripod)

7. List of workers familiar with the instruction, authorised to perform the work, and confirmation of their acquaintance with the provisions of the safety data sheets of hazardous substances listed in item 4 c).

(provide employee's full name and signature)

1)			2)		
	(full name)	*(signature)*		*(full name)*	*(signature)*
3)			4)		
	(full name)	*(signature)*		*(full name)*	*(signature)*
5)			6)		
	(full name)	*(signature)*		*(full name)*	*(signature)*