

1 PURPOSE

To ensure:

- control of entry into confined spaces and hazardous spaces;
- safe systems of work inside confined spaces and hazardous spaces; and
- awareness and compliance with legal obligations with respect to confined spaces and hazardous spaces.

2 SCOPE

This procedure applies to all staff, students, contractors and other personnel at workplaces under the management or control of the University of Melbourne.

3 DEFINITIONS

Confined space entry authorising officer (CSE authorising officer)

An employee of the University who has received accredited training in confined space work and is authorised to:

- raise and sign off a [Confined space entry permit](#); or
- approve a contractor's confined space entry process and permit system.

Confined space

A space in any vat, tank, pipe, duct, flue, oven, chimney, silo, reaction vessel, container, receptacle, underground sewer, shaft, well, trench, tunnel or other similar enclosed or partially enclosed structure, if the space:

- is, or is intended to be, or is likely to be, entered by any person; and
- has a limited or restricted means for entry or exit that makes it physically difficult for a person to enter or exit the space; and
- is, or is intended to be, at normal atmospheric pressure while any person is in the space; and
- contains, or is intended to contain, or is likely to contain:
 - an atmosphere that has a harmful level of any contaminant; or
 - an atmosphere that does not have a safe oxygen level; or
 - any stored substance, except liquids, that could cause engulfment.

But does not include a shaft, trench or tunnel that is a mine or is part of the workings of a mine.

Occupational Health and Safety Regulations 2017 (Vic)

Confined space entry permit

A permit that meets the requirements of the:

- *Occupational Health and Safety Regulations 2017* (Vic); and
- AS 2865: Confined spaces.

The permit may be either the University of Melbourne [Confined space entry permit](#), or a contractor's confined space entry permit, providing it meets the requirements of this procedure and is approved by a CSE authorising officer.

A Confined space entry permit is valid for a maximum of 12 hours.

4 REQUIREMENTS

4.1 Identification and risk assessment of confined spaces - buildings and building infrastructure

The Director, Infrastructure Services, Campus Services must:

- identify confined spaces located within University of Melbourne buildings and building infrastructure;
- ensure all identified and potential confined spaces located within University buildings and building infrastructure are risk assessed using the University [Confined space identification and risk assessment form](#) (or equivalent);
- ensure all identified confined spaces are recorded on a local register; and
- maintain a copy of the completed [Confined space identification and risk assessment form](#) (or equivalent).

4.2 Identification and risk assessment of confined spaces - budget-division-controlled plant and equipment

The Head of School/Division must:

- identify confined spaces located within plant and equipment under their control;
- ensure all identified and potential confined spaces located within plant and equipment are risk assessed using the University of Melbourne [Confined space identification and risk assessment form](#)
- ensure all identified confined spaces are recorded on a local register; and
- maintain a copy of the completed [Confined space identification and risk assessment form](#) (or

4.3 equivalent). **Non-confined spaces**

If the identification and risk assessment process in section 4.1 or section 4.2 determines that the space is not confined, the space may still contain significant risks that require high level or special controls, such as:

- restricted access;
- signage;
- restrictions on working alone; or
- continuous communication.

The Director, Infrastructure Services, Campus Services or the Head of School/Division must maintain a copy of the completed [Confined space identification and risk assessment form](#) (or equivalent) and apply the high level or special controls required by the risk assessment.

4.4 Authorising entry into a confined space

To authorise entry into a confined space by employees or contractors using the University's procedures, the CSE authorising officer must:

- raise a confined space entry permit, considering the hazards and controls that are:
 - documented on the [Confined space identification and risk assessment form](#) (or equivalent), and;
 - associated with the work to be performed by the employee/contractor;
- confirm that the employee entering the space has the appropriate accredited training to carry out work in a confined space;
- confirm that risk assessment of the work (such as a task risk analysis or safe work method statement) is undertaken; and
- sign the permit.

Note: the CSE authorising officer cannot be the person entering the confined space.

4.5 Authorising a contractor's confined space entry system

To authorise entry into a confined space by contractors who have their own confined spaces entry procedure, the CSE authorising officer must confirm that the contractors have a safe system of work, including a confined spaces entry permit, for entering the confined space.

The CSE authorising officer must:

- ensure that the contractor's safe system of work includes the controls and processes outlined in the [Confined spaces entry instructions](#);
- ensure that the contractor's permit includes the controls and processes outlined in the [Confined spaces entry instructions](#);
- record the assessment of the contractor's safe system of work, including the confined spaces entry permit;
- retain a copy of the assessment and the contractor's approved entry permit system documents; and
- limit the time frame for the confined space entry.

The CSE authorising officer can appoint a contractor as the CSE authorising officer.

Only University of Melbourne CSE authorising officers can authorise a contractor CSE authorising officer. Therefore, a contractor CSE authorising officer cannot appoint further CSE authorising officers.

4.6 Entering and working in a confined space

All entry and work in confined spaces must be by permit only.

The CSE authorising officer must confirm that the permit considers and lists:

- the hazards and controls identified in the [Confined space identification risk assessment form](#) (or equivalent); and
- the additional hazards and controls from the activity.

The employee/contractor entering a confined space must comply with:

- the [Confined spaces entry instructions](#);
- ^{or} the contractor's confined spaces approved procedure in accordance with section 4.5.

4.7 Confined spaces register

A local area confined space register must include:

- location (including campus, building number, level, room - if applicable);
- number of the space;
- brief description of the space;
- likely hazards;
- permanent controls;
- the Director, Infrastructure Services, Campus Services or the Head of School/Division is responsible for control of the space; and
- the CSE authorising officer(s).

4.8 Signage and access restrictions

The Director, Infrastructure Services, Campus Services or the Head of School/Division must ensure all confined spaces under their control are:

- identified with signage indicating that access is restricted to permit only; and
- locked with restricted access, if reasonably practicable.

4.9 Emergency response

Before personnel enter the confined space, the CSE authorising officer must ensure that an emergency response plan is:

- developed and documented on a confined space entry permit; and
- communicated to all employees/contractors (both entry and standby personnel) undertaking the work.

4.10 CSE authorising officer training

The Director, Infrastructure Services, Campus Services or the Head of School/Division must ensure that CSE authorising officers have received accredited confined space training and hold current certification.

4.11 Entry and standby personnel training

The Director, Infrastructure Services, Campus Services or the Head of School/Division must ensure that employees required to enter a confined space or act as a standby person have received accredited confined space training and hold current certification.

5 REFERENCES

Occupational Health and Safety Act 2004 (Vic)

Occupational Health and Safety Regulations 2017 (Vic)

AS 2865: Confined spaces

Compliance code. Confined spaces (Vic)

Confined spaces. Code of practice (Cth)

6 RESPONSIBILITIES

Head of School/Division

Associate Director, Health & Safety

Director, Infrastructure Services, Campus Services

Manager/Supervisor

7 ASSOCIATED DOCUMENTATION

7.1 Processes

Nil

7.2 Forms

[Confined space entry permit](#)

[Health & Safety: Confined space identification and risk assessment form](#)

7.3 Guidance

[Health & Safety: Confined space entry instructions](#)