

SAFE WORKING IN CONFINED SPACES

ELEMENTS OF COMPETENCE & PERFORMANCE CRITERIA FROM RESOURCES & INFRASTRUCTURE INDUSTRY TRAINING PACKAGE.



RIIOHS202A: Enter and work in confined spaces

1. Plan and prepare for entering and working in confined spaces

Performance criteria

- 1.1 Access, interpret and apply compliance documentation relevant to entering and working in confined spaces
- 1.2 Obtain, confirm and apply work instructions relevant to the allotted tasks
- 1.3 Obtain, confirm and apply safety requirements relevant to the allotted tasks
- 1.4 Obtain authorisation (entry permit) to enter the confined space in accordance with regulatory requirements
- 1.5 Confirm the emergency response procedure is with the stand-by person
- 1.6 Identify, obtain and implement signage and barrier requirements as required by the project plan
- 1.7 Select tools and equipment to carry out tasks that are consistent with the requirements of the job and check them for serviceability and rectify or report any faults
- 1.8 Identify, confirm and apply to the allotted task the environmental protection requirements from the environmental management plan
- 1.9 Position rescue equipment as required by the entry permit close to the point of entry

2. Enter and work in the confined space

Performance criteria

- 2.1 Gain access to the confined space

- 2.2 Ensure that the atmosphere is tested and monitored for harmful elements in accordance with procedures
- 2.3 Apply tagging and lock-out procedures as required
- 2.4 Enter the confined space in accordance with agreed procedure
- 2.5 Maintain communication with the stand-by person
- 2.6 Comply with entry permit requirements while carrying out designated work in confined space
- 2.7 Monitor and adhere to allocated entry time

3. Exit confined space

Performance criteria

- 3.1 Exit confined space according to agreed procedure
- 3.2 Recover tools, equipment and materials from the confined space
- 3.3 Conduct inspection of the confined space
- 3.4 Secure access according to site procedures
- 3.5 Remove tagging and lock-out according to site procedures
- 3.6 Complete confined space entry log

4. Clean Up

Performance criteria

- 4.1 Clear work area and dispose of or recycle materials in accordance with project environmental management plan
- 4.2 Clean, check, maintain and store tools and equipment in accordance with recommendations and standard work practices
- 4.3 Remove, clean and store barriers and signs



Be Smart. Be Safe.

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LEARNING OUTCOMES & ASSESSMENT CRITERIA FROM CORE TRAINING ELEMENTS FOR THE NATIONAL STANDARD FOR SAFE WORKING IN A CONFINED SPACE

Learning outcome 1

Demonstrate an understanding of the workplace health and safety legislation as it applies to safe working in confined spaces.

Assessment Criteria

- 1.1 Outline the key sections of the confined spaces legislation.
- 1.2 Describe the inter-relationship between the Occupational Health and Safety Act, regulations and codes of practice and describe their role in reducing accidents, injuries and disease in the workplace.
- 1.3 Describe what is meant by confined spaces and the type of incidents, injuries and illness which can be associated with them.
- 1.4 Describe the responsibilities of employers, employees and others in ensuring safe entry, working and emergency assistance in confined spaces.
- 1.5 Describe the elements of a workplace implementation strategy for safe entry into, working in and exit from, confined spaces.

Learning Outcome 2

Describe the health and safety effects relating to confined spaces.

Assessment Criteria

- 2.1 Describe what is meant by hazard and risk in relation to confined spaces and the possible health and safety effects.
- 2.2 Identify the health effects associated with the hazard of exposure to atmospheric contaminants, hazardous substances and oxygen depletion.
- 2.3 Participate in hazard identification as it relates to confined spaces.

Learning outcome 3

Identify confined spaces in the workplace and the hazards relating to working in confined spaces.

Assessment Criteria

- 3.1 Identify confined spaces in the workplace where unsafe oxygen levels or potentially unsafe levels of contaminants are liable to be encountered.
- 3.2 Describe other hazards associated with confined spaces.
- 3.3 Identify tasks and practices associated with access to, and working in, confined spaces that are likely to cause risk.
- 3.4 Identify sources of information on confined space procedures, hazards, risks and

Learning outcome 4

Assess risks relating to working in confined spaces and associated tasks in the workplace.

Assessment Criteria

- 4.1 Describe the risk assessment process and undertake a simple risk assessment using the risk assessment criteria.
- 4.2 Describe the types and potential levels of risk (including atmospheric) which may affect confined spaces in the workplace.
- 4.3 Determine if expert assistance is required, for example, measuring of atmospheric contaminants.
- 4.4 Demonstrate a knowledge of practices and procedures that ensure safety (including atmospheric) for entering and working in confined spaces.
- 4.5 Document risk assessments undertaken.
- 4.6 Demonstrate a knowledge of when assessments need to be reviewed.

Learning Outcome 5

Performance criteria

Control risks relating to working in confined spaces.

Assessment Criteria

- 5.1 Identify appropriate control measures in accordance with the hierarchy of control.

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- 5.2 Develop a control plan for assessed confined space risk factors.
- 5.3 Demonstrate a knowledge of practices and procedures that ensure safety for entering and working in confined spaces.
- 5.4 Demonstrate a knowledge of the entry permit system.
- 5.5 Demonstrate an understanding of emergency, rescue and first aid procedures.
- 5.6 Describe methods of purging and ventilation of confined spaces, the risks associated with them and their suitability for different circumstances.
- 5.7 Recognise the need for ongoing maintenance and testing of control measures.
- 5.8 Evaluate the effectiveness of risk controls.

Learning Outcome 6

Identify and demonstrate the correct selection, use and maintenance of safety and rescue equipment required for safe working in confined spaces.

Assessment Criteria

- 6.1 Demonstrate the correct selection, competent use and maintenance of appropriate personal protective equipment, including respiratory protective devices.

Learning Outcome 7

Communicate and consult regarding implementation of the confined spaces management program in the workplace.

Assessment Criteria

- 7.1 Define the term consultation as it applies to the confined spaces standard.
- 7.2 Identify the elements of a confined spaces program that require consultation.
- 7.3 Consult in accordance with confined spaces legislation.
- 7.4 Develop strategies for addressing the communication needs of special groups.

Learning Outcome 8

Design a management program for safe working in confined spaces.

Assessment Criteria

- 8.1 Design and implement a confined spaces management program.
- 8.2 Develop procedures for reporting confined spaces hazards and risks.
- 8.3 Identify the training needs of all employees with potential for working in confined spaces, including those employees who may have special needs relating to language or literacy skills.
- 8.4 Determine which records have to be kept and the length of time that records have to be kept.

Assessment strategy

1. Questionnaire

The questionnaire is used both as a training tool, by making trainees read the course notes, and as an assessment tool.

As all answers to the questions are clearly set out in the course notes, attendees must get 100% in the questionnaire.

2. Practical Exercises

- a) Pre-use inspection of ppe and safety equipment.
- b) Set up equipment for safe entry.
- c) Entry to confined space under normal conditions.
- d) Completion of entry permit.
- e) React to simulated emergency situation.

If a trainee does not fulfil the requirements listed above, the following steps are to be taken by the trainer: -

1. Discuss the problem areas with the trainee (without providing answers) with the aim of clarifying verbally. The trainee is to be given the option of redoing written tasks in their own time and sending it to CTC for marking (clarify that certificates will not be issued until all assessment tasks have been successfully completed).
2. Ask the trainee to redo the practical demonstration.
3. If the trainee fails to meet the requirements again on the second attempt, the trainer is to refer the problem to the mentor or Development Manager for final decision, and where necessary, initiation of grievance procedures.