



<b>Document #:</b>  <b>F – EMD01</b>	 Winnipeg Regional Health Authority Office régional de la santé de Winnipeg	<b>Operating Procedure (OP)</b>  Status: Version 2.0  Revised: August 2024 Owner: Occupational and Environmental Safety and Health (OESH)
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<b>Purpose</b>	In keeping with the Winnipeg Regional Health Authority commitment to providing a safe and healthy workplace as noted in the WRHA 'Workplace Safety and Health' policy, the following Operational Procedure has been developed to ensure a system is in place to identify and control hazards associated with confined space and hazardous confined space entry.
<b>Background</b>	This OP supersedes Confined Space WRHA Regional Facilities Management Guideline dated 2009.

<b>1.0</b>	<b><u>GUIDING PRINCIPLE</u></b>
1.1	This operational procedure is also designed to ensure that when followed the minimum requirements of Manitoba Workplace Safety and Health legislation is complied with and where possible exceeded.
1.2	As with all matters relating to the Safety and Health of workers, the Workplace Safety and Health Committee should be consulted for their input.

<b>2.0</b>	<b><u>DEFINITIONS</u></b>
2.1	<b>The Act:</b> means <i>The Workplace Safety and Health Act</i>
2.2	<b>Competent Person:</b> means possessing knowledge, experience and training to perform a specific duty.
2.3	<p><b>Confined Space:</b> definitions as per Manitoba Regulation 217/2006 Workplace Safety and Health Regulation Part 15 - Confined Spaces (see References section).</p> <p><b>Confined space</b> means an enclosed or partially enclosed space that:</p> <ul style="list-style-type: none"> <li>(a) Except for the purpose of performing work, is not primarily designed nor intended for human occupancy.</li> <li>(b) Has restricted means of access or egress</li> </ul> <p><b>Hazardous confined space</b> means a confined space that is or may become hazardous to a worker who enters or is in the space due to</p> <ul style="list-style-type: none"> <li>(a) the design, construction or atmosphere of the space;</li> <li>(b) materials or substances in the space;</li> <li>(c) the work activities or processes in the space; or</li> <li>(d) any other conditions within or related to the space.</li> </ul>
2.4	<b>Director/Manager/Supervisor/Lead:</b> means a person who has charge of a workplace or authority over a worker.


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2.5	<b>Employer:</b> 2.5.1 Every person who, by himself or his agent or representative employs or engages one or more workers, 2.5.2 and the Crown and every agency of the government.
2.6	<b>Entry Permit System:</b> a permit which must be completed and signed by a competent person.
2.7	<b>Hazard/risk assessment</b> refers to the process of identifying ways in which a worker may suffer harm while in a confined space for this OP.
2.8	<b>Hazardous confined space</b> means a confined space that is or may become hazardous to a worker who enters or is in the space due to <ul style="list-style-type: none"> <li>a) the design, construction or atmosphere of the space;</li> <li>b) materials or substances in the space;</li> <li>c) the work activities or processes in the space; or</li> <li>d) any other conditions within or related to the space.</li> </ul>
2.9	<b>OESH:</b> Means the Occupational and Environmental Safety & Health Department of the WRHA.
2.10	<b>Organization Executive Team:</b> membership as defined by the organization (i.e. Senior Leadership Team)
2.11	<b>Safe Work Procedure (SWP):</b> A system of written practical instructions that must be followed by workers to reduce and control the hazards of specific work tasks.
2.12	<b>Standby worker:</b> <ul style="list-style-type: none"> <li>a) A standby worker is designated for every hazardous confined space</li> <li>b) The standby worker remains present at the entrance to a hazardous confined space at all times while a worker is in the space.</li> <li>c) They are qualified as first aider, as set out in Part 5 (First Aid) of the Workplace Safety and Health Regulations</li> <li>d) Be trained in hazardous confined space work procedures, entry permit system requirements and rescue procedures</li> <li>e) Have a suitable system to summon assistance if necessary</li> <li>f) Be able to directly communicate with the worker in the confined space</li> </ul>
2.13	<b>Worker:</b> 2.13.1 any person who is employed by an employer to perform a service whether for gain or reward, or hope of gain or reward or not, 2.13.2 any person engaged by another person to perform services, whether under a contract of employment or not <ul style="list-style-type: none"> <li>2.13.2.1 who performs work or services for another person for compensation or reward on such terms and conditions that he is, in relation to that person, in a position of economic dependence upon that</li> </ul>


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	<p>person more closely resembling the relationship of any employee than that of an independent contractor,</p> <p>2.13.2.2 and who works or performs services in a workplace which is owned or operated by the person who engages him to perform services,</p> <p>2.5.5 any person undergoing training or serving an apprenticeship at an educational institution or at any other place.</p>
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<b>3.0</b>	<b><u>OPERATIONAL PROCEDURE</u></b>
<b>3.1</b>	<p>As a general requirement, employers must identify and take measures to reduce, control or eliminate hazards associated with confined spaces including:</p> <ul style="list-style-type: none"> <li>a) Doing the work in a way that will not require a worker to enter the space.</li> <li>b) Changing the physical characteristics of the confined space to ensure safe entry and exit.</li> </ul>
<b>3.2</b>	<p>The <b>Facility/site/program/department</b> confined space program consists of the following:</p> <ul style="list-style-type: none"> <li>• Identification and documentation of all confined spaces using the Inventory of Confined Space Areas Form (Appendix A).</li> <li>• Completion of a Confined-Space-Risk-Assessment-Form (Appendix B) for each confined space identified which includes:             <ul style="list-style-type: none"> <li>➤ Identification and assessment of all hazards a worker is likely to be exposed to.</li> <li>➤ Determining if the space is classified as a confined space or a hazardous confined space.</li> <li>➤ Identification of the safety and personal protective equipment required for performing work within the confined space.</li> <li>➤ Identification of emergency and personal protective equipment required by a worker who undertakes rescue operations.</li> <li>➤ Identification of the appropriate type and frequency of tests and inspections necessary to determine the likelihood of a worker being exposed to any of the identified hazards.</li> </ul> </li> <li>• Posting warning signs at entrances to all confined spaces</li> <li>• Documentation of measures to reduce, control or eliminate the risks.</li> </ul>
<b>3.3</b>	<p>Safe work procedures and entry requirements shall contain the following for:</p> <p>3.3.1 Confined Space</p> <ul style="list-style-type: none"> <li>• Procedures for recognizing the risks/hazards associated with working in a confined space.</li> <li>• Based on the risk assessment, if applicable, procedures for isolating – including blanking, disconnecting, interrupting, and locking out – pipes, lines, and sources of energy from a confined space.</li> <li>• Safety and personal protective equipment to be used.</li> <li>• If applicable, working alone or in isolation communication procedures that include a check-in and out process.</li> </ul>

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	<p>3.3.2 Hazardous Confined Space</p> <ul style="list-style-type: none"> <li>• All the procedures and requirements listed in 3.3.1. for confined space.</li> <li>• Entrant worker wears a full body harness attached to a lifeline that is attached to a personal hoisting device unless an alternate safe method of access and egress is provided from all accessible parts of the space (Retrieval system).</li> <li>• Entry permit.</li> <li>• Have present, and remain in contact with, the Standby worker during the time spent in the confined space. Constant contact is maintained by being present at the entry to the hazardous confined space and communicating with the person entering the confined space through the use of two-way radio communication or other means as discussed (e.g. line of sight, direct voice contact, etc.). If the person in the confined space experiences a difficulty where help is required the Standby worker will summon that help.</li> <li>• Atmosphere testing before entry and continuous air monitoring based on the risk assessment, hazards present, and work activities performed.</li> <li>• If applicable, procedures/processes for purging and ventilating unsafe atmospheres.</li> <li>• An emergency response plan and rescue procedures are to be implemented in the event of an accident or other emergency in a confined space.</li> </ul>
3.4	<p>The Entry Permit system shall include the following information:</p> <ol style="list-style-type: none"> <li>a) Location of the confined space.</li> <li>b) Name of each worker who will enter the confined space and the reason for their entry.</li> <li>c) Date and time during which the permit is valid.</li> <li>d) Specifics of the work being done in the confined space, safe work procedures for entering, being in, and leaving a confined space, and all hazards identified by the risk assessment.</li> </ol>
3.5	<p>Any time any person enters a confined space, that person must:</p> <ul style="list-style-type: none"> <li>• Be a competent person.</li> <li>• Follow applicable safe work procedures in confined spaces or hazardous confined space</li> <li>• Ensure that appropriate barricades and warning signs are provided to keep vehicles and pedestrian traffic away.</li> <li>• Lockout and tag all sources of energy (if required).</li> </ul>
3.6	<p>The entry permit must be reviewed and revised when any of the following happens:</p> <ul style="list-style-type: none"> <li>• A work activity in a confined space change.</li> <li>• Circumstances at the workplace or in a confined space change in a way that poses a risk to the safety or health of a worker or</li> <li>• Any of the workers or information listed in the permit changes.</li> </ul>

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<b>4.0</b>	<b><u>RESPONSIBILITIES</u></b>
4.1	<b>Employer:</b> <ul style="list-style-type: none"> <li>Act in accordance with the objects and purposes of the Act by ensuring, so far as is reasonably practicable, the safety, health, and welfare at work of all his workers, and complying with the Act and regulations.</li> <li>Ensure that all workers, and particularly supervisors, foremen, chargehands, or similar persons, are acquainted with any safety or health hazards that may be encountered by the workers in the course of their service and that workers are familiar with the use of all devices or equipment provided for their protection.</li> </ul>
4.2	<b>Facility/site/program/department Executive Team:</b> <ul style="list-style-type: none"> <li>Assign responsibilities to staff within the facility/site/program/department to ensure the implementation of all aspects of the confined space entry program.</li> <li>Ensure resources (information, training, tools, equipment, and time) are available to provide/maintain compliance.</li> <li>Support the Operational Procedure throughout the facility/site/program/department.</li> </ul>
4.3	<b>Site Facility Management/ Services:</b> <ul style="list-style-type: none"> <li>Ensure compliance with all aspects of this operational procedure. The department director is responsible for ensuring that their area of responsibility complies with all aspects of the regulations and this operational procedure.</li> <li>Identify types of confined spaces requiring entry. Use the Inventory of Confined Space document appendix A.</li> <li>Complete the Confined-Space-Risk-Assessment-Form (Appendix B) for each confined space.</li> <li>Identify alternate means of performing work in hazardous confined spaces.</li> <li>Where reasonably practicable, take steps to prevent unauthorized entry into confined spaces.</li> <li>Ensure that only competent persons enter confined spaces.</li> <li>Identify workers who require training and ensure that they receive appropriate training.</li> <li>Monitor the workplace to ensure confined entry plans/procedures are followed.</li> </ul>
4.4	<b>Worker:</b> <ul style="list-style-type: none"> <li>Complete the Confined Space Entry Permit before entering any hazardous confined space.</li> <li>Follow all site-specific safe work procedures for Confined Space and Hazardous Confined Space Entry.</li> <li>Do not enter confined spaces without adequate and proper training.</li> </ul>
4.5	<b>Workplace Safety and Health Committee:</b> <ul style="list-style-type: none"> <li>Consult with the facility/site/program/department on all aspects of this Operational Procedure.</li> <li>Monitor the effectiveness of this Operational Procedure.</li> </ul>
4.6	<b>Occupational and Environmental Safety &amp; Health (OESH):</b> <ul style="list-style-type: none"> <li>Assist with all aspects of this Operational Procedure.</li> </ul>
<b>5.0</b>	<b><u>TRAINING REQUIREMENTS</u></b>
5.1	The training program must be specific to the site/ facility/program/department, effective and updated, or when changes, that may affect the procedure, are introduced in the workplace.

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	<ul style="list-style-type: none"> <li>• Persons entering confined spaces and/ or hazardous confined spaces shall be trained and demonstrate competence.</li> <li>• If there is a change to an entry permit or a work activity in a confined space, all affected workers must be informed by the <b>Supervisor or designated personnel</b>. All training must be documented. Records must be kept as required by the Workplace Safety and Health Act and Regulations.</li> </ul>
5.2	Training must include: <ul style="list-style-type: none"> <li>• Anticipating, recognizing and evaluating the risk of exposure to hazardous substances or other unsafe conditions in a confined space.</li> <li>• Being capable of specifying necessary control and /or protective action necessary to be able to enter the confined space safely</li> <li>• Safe Work Procedures related to confined space entry (Confined Space and/ or Hazardous Confined Space).</li> <li>• Emergency response plan and rescue procedures for confined space work</li> <li>• If applicable, a current certificate in First Aid / CPR for the stand-by worker as defined by Workplace Safety and Health Regulation 217/2006.</li> <li>• If any other specialized equipment or training is needed, ensure workers' competency.</li> </ul>

6.0	<b>REFERENCES</b>
6.1	Government of Manitoba. (2022). The Workplace Safety and Health Act – W210 10/02. Winnipeg: Queen’s Printer. <a href="http://www.safemanitoba.com">www.safemanitoba.com</a>  Government of Manitoba. (2022). The Workplace Safety and Health Regulation 217/2006 - Part 15. Winnipeg: Queen’s Printer. <a href="http://www.safemanitoba.com">www.safemanitoba.com</a>  Code of Practice for Confined Space Entry Work – Government of Manitoba – November 2006 <a href="http://www.safemanitoba.com">www.safemanitoba.com</a>

**REFERENCES:**

[Appendix A – Inventory of Confined Space](#)

[Appendix B - Confined Space Risk Assessment Form](#)

[Appendix C – Confined Space Entry Permit](#)

[Appendix D – SWP – Confined Space Emergency Procedures](#)

[Appendix E – SWP – Confined Space Entry](#)