



Document #: F- EMD01	 Winnipeg Regional Health Authority Office régional de la santé de Winnipeg	Operating Procedure (OP)	Status: 1.0 Revised: July 2024 Owner: Occupational and Environmental Safety and Health (OESH)
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Purpose	In keeping with the Winnipeg Regional Health Authority (WRHA) commitment to providing a safe and healthy workplace as noted in the WRHA 'Workplace Safety and Health' policy (20.20.30), the following Operational Procedure has been developed to ensure that no WRHA staff or other person present on WRHA property is put at undue risk when entering Confined Spaces.
Background	This OP supersedes the Confined Space WRHA Regional Facilities Management Guideline dated 2009.


1.0	<u>GUIDING PRINCIPLE</u>
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.

2.0	<u>DEFINITIONS</u>
2.1	<u>Act (The Act and Regulation):</u> The Workplace Safety and Health Act W210 and Regulation of Manitoba.
2.2	<p><u>Confined Space:</u> Definitions as per Manitoba Regulation 217/2006 Workplace Safety and Health Regulation Part 15 - Confined Spaces (see References section). Confined space - an enclosed or partially enclosed space that:</p> <ul style="list-style-type: none"> a) except for the purpose of performing work, is not primarily designed nor intended for human occupancy; and b) has restricted means of access or egress. <p>Hazardous confined space - 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"> a) the design, construction or atmosphere of the space; b) materials or substances in the space; c) the work activities or processes in the space; or d) any other conditions within or related to the space. <p>For the purposes of this OP, hazard/risk assessment refers to the process of identifying ways in which a worker may suffer harm while in a confined space. 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"> a) Doing the work in a way that will not require a worker to enter the space. b) Changing the physical characteristics of the confined space to ensure safe entry and exit.
2.3	<u>Directors/Managers/Supervisors/Lead:</u> Means a person who has charge of a workplace or authority over a worker.
2.4	<u>Employer:</u> 2.3.1 Every person who, by himself or his agent or representative, employs or engages one or more workers, and 2.3.2 The Crown and every agency of the government.
2.5	<u>Entry Permit System:</u> a permit which must be completed and signed by a competent person and includes the following information: 2.5.1 Location of the confined space


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	<p>2.5.2 Name of each worker who will enter the confined space and the reason for their entry</p> <p>2.5.3 Date and time during which the permit is valid</p> <p>2.5.4 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.</p> <p>The entry permit must be reviewed and revised when any of the following happens:</p> <ul style="list-style-type: none"> • A work activity in a confined space change • 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 • Any of the workers or information listed in the permit changes.
2.6	<p>OESH: Means the Occupational and Environmental Safety & Health Department of the WRHA.</p>
2.7	<p>Qualified Person: A qualified person (in regards to confined spaces) is one who has been trained in the risk assessment, entry, rescue and testing required for entry into a confined space. This designation requires ongoing retraining to ensure that the individual is appropriately skilled and current in all elements of confined space entry.</p>
2.8	<p>Safe Work Procedure (SWP): A system of written practical instructions that must be followed by workers to reduce and control the hazards of specific work tasks.</p>
2.9	<p>Safety Watch Person (Designated Standby Worker): Means a person who is assigned to be in constant contact with the person who is in the confined space. The Safety Watch Person is a fellow employee who is a qualified person and familiar with the location of the confined space and the work that is being conducted.</p>
2.10	<p>Worker:</p> <p>2.10.1 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,</p> <p>2.10.2 any person engaged by another person to perform services, whether under a contract of employment or not</p> <p style="padding-left: 20px;">2.10.2.1 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 person more closely resembling the relationship of any employee than that of an independent contractor,</p> <p style="padding-left: 20px;">2.10.2.2 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>2.10.3 any person undergoing training or serving an apprenticeship at an educational institution or at any other place.</p>
2.11	<p>Workplace: Any building, site, clinical unit, workshop, mobile vehicle, client home or any other premises or location whether indoors or outdoors in which one or more Workers, or self-employed persons are engaged in work.</p>
2.12	<p>Workplace Safety and Health Committee: A committee for Workplaces where at least 20 of the Employer's Workers are regularly employed as established under Section 40 of the Workplace Safety and Health Act.</p>
2.13	<p>Workplace Safety and Health Representative: A Representative for Workplaces where five (5) or more Workers but less than twenty (20) Workers are regularly employed as established under section 40 of the Workplace Safety and Health Act.</p>

3.0	OPERATIONAL PROCEDURE
3.1	The facility/ site's confined space program must consist of the following:

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	<p>3.1.1 Identification and documentation of all confined spaces using Inventory of Confined Space Areas Form (Appendix A).</p> <p>3.1.2 Completion of the Confined Space Risk Assessment Form (Appendix B) for each confined space identified in 3.1.1 which includes:</p> <p>3.1.2.1 Identification and assessment of all hazards a worker is likely to be exposed to.</p> <p>3.1.2.2 Classification of all confined spaces utilizing 2.9 above, considering that classification of a space may change depending on the work being performed within.</p> <p>3.1.2.3 Identification of the safety and personal protective equipment required for performing work within the confined space.</p> <p>3.1.2.4 Identification of emergency and personal protective equipment required by a worker who undertakes rescue operations.</p> <p>3.1.2.5 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.</p> <p>3.1.3 Posting of warning signs at all entrances to all confined spaces.</p> <p>3.1.4 Documentation of measures to reduce, control or eliminate the risks.</p> <p>3.1.5 Safe work procedures as follows:</p> <p>3.1.5.1 Confined Space</p> <ul style="list-style-type: none"> • Procedures for recognizing the risks/hazards associated with working in the confined space • Procedures for isolating – including blanking, disconnecting, interrupting and locking out – pipes, lines and sources of energy from a confined space • Safety and personal protective equipment to be used <p>3.1.5.2 Hazardous Confined Space</p> <ul style="list-style-type: none"> • Procedures for recognizing the risks/hazards associated with working in the confined space • Procedures for isolating – including blanking, disconnecting, interrupting and locking out – pipes, lines and sources of energy from a confined space • Safety and personal protective equipment to be used • Procedures for communicating with a Safety Watch Person (designated standby worker) • An emergency response plan and rescue procedures to be implemented in the event of an accident or other emergency in a confined space • Entry permit
3.2	<p>Any time any person enters a confined space, that person must:</p> <p>3.2.1 Be a Qualified Person.</p> <p>3.2.2 Ensure that appropriate barricades and warning signs are provided to keep vehicles and pedestrian traffic away.</p> <p>3.2.3 Lock out all sources of energy (if required).</p>
3.3	<p>Any time any person enters a Hazardous Confined Space, they, in addition to the above-listed requirements in 3.2, must:</p> <p>3.3.1 Complete a Confined Space Entry Permit for the appropriate class of confined space – Appendix A. The permit must be posted at the entry point during the confined space entry.</p> <p>3.3.2 Test the atmosphere in the confined space to be evaluated for any toxic condition and continuously monitor the atmosphere while in the confined space with appropriate instrumentation. If the atmosphere creates a risk to the workers, ventilation is required.</p> <p>3.3.3 Have present, and remain in contact with, the Safety Watch Person during the time spent in the confined space. Constant contact is maintained by being present at the entry to the 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</p>

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	<p>person in the confined space experiences a difficulty where help is required the Safety Watch Person will summon that help.</p> <p>3.3.4 Retrieval system, (if appropriate).</p>
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4.0	RESPONSIBILITES
4.1	<p>Employer</p> <p>4.1.1 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.</p> <p>4.1.2 Ensure that all his workers, and particularly his supervisors, foremen, charge hands or similar persons, are acquainted with any safety or health hazards which 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</p>
4.2	<p>Facility/site/program/department Executive Team</p> <p>4.2.1 Assign responsibilities to staff within the facility/site/program/department to ensure the implementation of this operational procedure.</p> <p>4.2.2 Ensure resources (information, training, tool, equipment, and time) are available to provide/maintain</p> <p>4.2.1</p> <p>4.2.3 Support the Operational Procedure throughout the facility/site/program/department.</p>
4.3	<p>Site Facility Management/ Services</p> <p>4.3.1 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.</p> <p>4.3.2 Identify types of confined spaces requiring entry</p> <p>4.3.3 Complete the Confined Space Evaluation Form for each confined space</p> <p>4.3.4 Identify alternate means of performing work in hazardous confined spaces.</p> <p>4.3.5 Where reasonably practicable, take steps to prevent unauthorized entry into confined spaces.</p> <p>4.3.6 Ensure that only qualified persons enter confined spaces.</p> <p>4.3.7 Identify workers who require training and ensure that they receive appropriate training.</p> <p>4.3.8 Monitor the workplace to ensure confined entry plans/procedures are followed.</p>
4.4	<p>Worker</p> <p>4.4.1 Complete the Confined Space Entry Permit prior to entering any confined space.</p> <p>4.4.2 Follow all site-specific safe work procedures for Confined Space Entry</p> <p>4.4.3 Do not enter confined spaces without adequate and proper training.</p>
4.5	<p>Workplace Safety and Health Committee</p> <p>4.5.1 Consult with the facility/site/program/department on all aspects of this Operational Procedure.</p> <p>4.5.2 Monitor the effectiveness of this Operational Procedure.</p>
4.6	<p>Occupational and Environmental Safety & Health (OESH)</p> <p>4.6.1 Assist with aspects of this Operational Procedure.</p>

5.0	TRAINING REQUIREMENTS
5.1	The training program must be specific to facility/site/program/department, effective and updated reviewed when changes, which may affect the procedure, are introduced in the workplace.
5.2	Training must include: <p>5.2.1 Practices in preparation for entry into and from confined spaces.</p>

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	5.2.2 Anticipating, recognizing, and evaluating personal exposure to hazardous substances or other unsafe conditions in a confined space. 5.2.3 Being capable of specifying necessary control and /or protective action necessary to be able to enter the confined space safely 5.2.4 Safe Work Procedures related to confined space entry 5.2.5 Emergency rescue procedures for confined space work 5.2.6 A current certificate in First Aid / CPR to the level of Intermediate First Aid (as defined by Workplace Safety and Health Regulation 217 -2016) for standby workers of hazardous confined spaces.
5.3	If there is a change to an entry permit or a work activity in a confined space, all affected workers must be informed.
5.4	All training must be documented. Records must be kept as required by the Workplace Safety and Health Act and Regulations.
6.0	REFERENCES
6.1	Legislation Manitoba Laws - W210 The Workplace Safety and Health Act https://web2.gov.mb.ca/laws/statutes/ccsm/w210.php?lang=en Consolidated WSH Act and Regulation – Province of Manitoba https://www.gov.mb.ca/labour/safety/pdf/whs_workplace_safety_act_and_regs.pdf Government of Manitoba: The Workers Compensation Act W200 https://web2.gov.mb.ca/laws/statutes/ccsm/w200.php?lang=en
6.2	WRHA Policy and Operational Procedures WRHA Policy 20.20.030 Workplace Safety and Health https://policies.wrha.mb.ca/human-resources/#111-143-workplace-safety-health WRHA OESH Operational Procedure – Safe Work Procedures https://professionals.wrha.mb.ca/files/C-CDD01-Safe-Work-Procedures-OP.pdf
7.0	APPENDIX
	Appendix A – Inventory of Confined Space Appendix B – Confined Space Evaluation System Form Appendix C – Confined Space Entry Permit Appendix D – SWP – Confined Space Emergency Procedures Appendix E – SWP – Confined Space Entry Appendix F - Confined Space Risk Assessment Form
8.0	OPERATIONAL PROCEDURE CONTACT
	Regional Director, Occupational and Environmental Safety and Health, Winnipeg Regional Health Authority