

WORKPLACE-SPECIFIC ACTION PLAN

Your workplace specific action plan for Confined Spaces hazards should follow a process, which includes the following:

1) Identification and risk assessment

a) Identify, inventory and define all confined spaces in the workplace

Check the following areas:

- i) All buildings both through the normal inspection process and by checking the design and "as is" blueprints. Look for service areas for mechanical, gas/oil, ventilation, electronics, electrical or sanitation systems
- ii) special on site structures such as pump houses, specialized storage buildings or work areas.
- ii) the grounds and service areas around buildings to check for manholes, service accesses and other restricted areas
- iii) all large equipment which could be entered for service or repair work such as boilers, sterilizers, and tanks

Sources of information:

- i) Occupational Health and Safety Act and Regulations.
- ii) Ontario Ministry of Labour Guidelines
- iii) Safe Workplace Association websites

b) Do a worker and/or site safety analysis in conjunction with the physical plant staff and workers from the areas of concern:

- i) define the specific hazards in each identified confined space
- ii) look for job processes where entry into confined or hazardous areas is required

If the identification and risk assessment indicates a potential hazard is present the following steps should be taken:

2) Review existing Health and Safety Policies and Procedures related to Confined Spaces.

If the current Policies and Procedures are current and acceptable no further action is required.

3) Implement a Hazard Control Program

See the flow chart in Appendix "A"

- a) Written policies and procedures
 - i) realistic and enforceable
 - ii) based on developing processes which meets legislative, health and safety requirements and meets the operational needs of your organization
- b) Establish safe work processes and practices for each confined area.
- c) Develop worker and/or environmental monitoring procedures for any confined area of concern where the hazards present indicates workers may be at risk.
- d) Implement a control program that includes a permit system, personal protection, isolation (lockout) and rescue components.

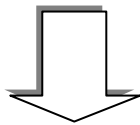
4) Establish education and training standards.

Appendix A

A Summary of the Three Steps to Control Confined Space Entry Hazards

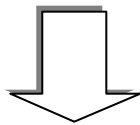
RECOGNITION - Identifying the Hazard

- ▶ □ Define/ inventory confine spaces
- ▶ □ Workplace Inspection Reports
- ▶ □ Injury/Illness Reports
- ▶ □ Hazard Analysis
- ▶ □ Observations



ASSESSMENT - Measuring against standards

- ▶ H&SA & Regs.
- ▶ MOL standards & Guidelines
- ▶ Workplace Policy and Procedures
- ▶ Recommendations/Guidelines



CONTROL - Eliminating or reducing the hazard

Locations

- ▶ At the source
- ▶ Along the path
- ▶ At the worker

Controls

- ▶ Engineering
- ▶ Work practices
- ▶ Administrative
- ▶ Personal protective equipment

Consideration of how *People, Equipment, Materials, Environment and Process* contribute to, and are affected by a hazard will assist in identifying the most effective control options