

BOARD ADMINISTRATIVE PROCEDURE	
Administrative Procedure Confined Spaces Program	Administrative Procedure Number 817
Directional Policy 800 - Healthy Schools and Workplaces	

Title of Administrative Procedure:

Confined Spaces Program

Date Approved:

April 18, 2023

Projected Review Date:

2028

Directional Policy Alignment:

Directional Policy 800, Healthy Schools and Workplaces, outlines PVNCCDSB's commitment to respond to legislative requirements under the Occupational Health and Safety Act.

The Confined Spaces Program Administrative Procedure, aligns with the directional policy, establishing a protocol for PVNCCDSB staff and contractors in regards to confined spaces. It further establishes the essential components and procedures that must be followed when entering such spaces.

Alignment with Multi-Year Strategic Plan:

[PVNCCDSB Board Vision, Mission and Strategic Priorities](#)

The Confined Spaces Program Administrative Procedure aligns directly with PVNCCDSB's vision to establish a culture of well-being. By establishing clear protocols and procedures for identifying and safely approaching confined spaces, we are

practicing our pillar of *Being Well* and our priority of *Valuing Relationships* by working to ensure staff and contractors are safe, valued and supported.

Action Required:

1.0 PURPOSE

The purpose of this administrative procedure is to ensure procedures are in place to protect the health, safety and well-being of staff and contractors with respect to work in confined spaces.

Some spaces within our facilities are classified as confined spaces as per *Ontario Regulation 632/05 Confined Spaces*.

By definition, “confined space” means a fully or partially enclosed space,

- a) that is not both designed and constructed for continuous human occupancy, and
- b) in which atmospheric hazards may occur because of its construction, location or contents or because of work that is done in it.

This program outlines the essential components and procedures that must be followed in regards to confined spaces. The program establishes adequate measures for the protection of staff and contractors whom are assigned duties either within, or in relation to these spaces.

2.0 APPLICATION

This program applies to:

- confined spaces located at PVNCCDSB premises and facilities in Ontario
- PVNCCDSB employees who:
 - a) have authority over a confined space;
 - b) may grant access to a confined space;
 - c) may perform works related to a confined space entry by a contractor; or
 - d) whose workplace duties include the control or supervision of a confined space, owned by or under the jurisdiction of the PVNCCDSB
 - e) whose workplace duties include the control of, supervision of, or entry into a hazardous space, owned by or under the jurisdiction of the PVNCCDSB
- contractors who may perform work in confined or hazardous spaces in facilities owned by or under the jurisdiction of the PVNCCDSB

Constructors, working on a construction project through contract with PVNCCDSB shall follow their own confined space program.

It is mandatory that all PVNCCDSB employees, contractors and constructors comply with this Administrative Procedure. Failure to comply may result in disciplinary action,

up to and including termination of employment, termination of contract, and/or exclusion from all PVNCCDSB sites.

Where a confined space entry is deemed, PVNCCDSB employees shall not enter.

Efforts shall be made to eliminate the space or reduce the hazards associated with the space by incorporating reasonable substitution and/or engineering hazard control practices. Should entry be required, the management team may deem it necessary to procure the services of authorized contractors following Section 4.2 of this program.

2.1 Exemptions

The following works are exempted from the requirements of this program:

- emergency works conducted by employees working as Firefighter(s) or under the direction of a fire department as defined in the *Fire Protection and Prevention Act*; or
- a person who,
 - (i) holds a certificate under the *Technical Standards and Safety Act, 2000* designating him or her as a gas technician, and
 - (ii) is working under the direction of a fire department, as defined in the *Fire Protection and Prevention Act, 1997*. O. Reg. 632/05, s. 3 (2); O. Reg. 23/09, s. 1.

who are to be adequately protected by the policies, personal protective equipment and training to be provided by their employer.

3.0 CONFINED SPACE ENTRY RESPONSIBILITIES

This section identifies the responsibilities of persons involved with confined space entries, rescue and/or related works. More detailed roles and responsibilities may be captured in work specific or supplemental documents such as procedures. See the responsibilities section of this document in regards to role specific responsibilities.

3.1 Entry Supervisors

Entry Supervisors shall meet all the requirements in Section 3.2-Entrants and in addition shall:

- successfully complete the applicable training as per Section 4.6.
- ensure workers use and/or wear the equipment, materials and protective devices as required.
- ensure compliance to procedures developed for each confined space.

- review applicable PVNCCDSB Confined Space Hazard Assessments prior to a confined space entry and perform a pre-entry re-evaluation to identify any new hazards.
- communicate to employees and/or contractors under their direction the actual or potential hazards associated with specific confined spaces and provide instruction on specific hazard controls as specified in the Confined Space Entry Plan, as per Section 4.5.
- follow and communicate the applicable duties and responsibilities of all involved parties.
- initiate and complete Confined Space Entry Permits as required by section 4.7 of this program.
- act as the attendant or ensure a competent attendant has been assigned to the entry as per Section 3.3 and 4.8.
- ensure the development and implementation of a confined space rescue procedure in accordance with Section 4.8.
- confirm all equipment, materials and protective devices required to protect workers when performing confined space entry, emergency response/rescue and related work is available, maintained and in good working order.
- ensure all equipment, materials and protective devices that no longer provide the desired protection are immediately removed from service and reported for repair or destruction.
- respond immediately to any report of an unsafe condition or act that is reported.
- report issues of non-compliance to their manager/supervisor.
- report without delay to their manager/supervisor and assist in the investigation of an incident or accident. This includes any people, property, environment, and or process loss event or non-loss incident that occurs in or near a confined space, to determine causal factors and ensure adequate controls are put in place. The Supervisor shall subsequently inform the PVNCCDSB Facility Services Supervisor.

3.2 Entrants

NO PVNCCDSB STAFF SHALL ENTER A CONFINED SPACE.

Entrants shall:

- successfully complete training on the measures and procedures to be taken when performing confined space entry work.
- report to the Entry Supervisor any lack of understanding with regards to information concerning specific hazard exposures or instruction on specific hazard controls contained within a specific hazard assessment or entry plan.
- use the equipment, materials and protective devices required for their protection when performing confined space entry work.
- report to the Entry Supervisor any known uncontrolled hazard or the absence of equipment, materials and protective devices required for their protection.

- follow the confined space program and applicable duties and responsibilities outlined by their Supervisor or the designated Entry Supervisor.
- report to the Entry Supervisor any known defects that will impact the effectiveness of equipment, materials or protective devices required for confined space entry.
- immediately report any accident or injury to the Entry Supervisor.
- immediately report to the Entry Supervisor any accident which involves a loss to people, property, environment, and or incident (non-loss event) that occurs in or near a confined space.

3.3 Attendants

Attendants shall meet the requirements outlined in Section 3.2- Entrants and in addition shall:

- understand the nature of the hazards that may be found inside the particular confined space and recognize signs, symptoms and behavioural effects that workers in the confined space could experience.
- follow the confined space procedures and applicable duties and responsibilities outlined by the Entry Supervisor or Management.
- monitor the confined space and surrounding area and look out for dangerous conditions.
- remain alert and report to Entry Supervisor conditions that can lead to unauthorized entry, such as missing signage or barricades.
- remain outside the confined space and not perform other work, which may interfere with their primary duty of monitoring the workers inside the confined space.
- order the immediate evacuation of the space if a potential hazard, not already identified and controlled, is detected.
- monitor all persons entering, leaving or working in the confined space.
- maintain constant communication with the person(s) in the confined space.
- initiate emergency response measures and call for emergency assistance immediately if an emergency develops.
- be equipped with a device to summon assistance in the event of an emergency.
- have all required rescue equipment immediately available and be trained in its use, to perform non-entry rescue, as per the on-site rescue procedures.
- be qualified to perform first aid and/or CPR as required.
- provide first aid and/or CPR as required.
- immediately report any people, property, environment, and or process loss event or non-loss incident that occurs in or near a confined space to the Entry Supervisor.

4.0 PROGRAM REQUIREMENTS

Confined Space Entry Program Components

The following program elements shall be considered as part of all confined space entries:

- 4.1 Workspace Design
- 4.2 Contractors and Coordination of Multiple Employers
- 4.3 Identification of Confined and Hazardous Spaces
- 4.4 Hazard Assessment
- 4.5 Entry Plans
- 4.6 Training
- 4.7 Confined Space Entry Permits
- 4.8 Confined Space Emergency Rescue Procedures
- 4.9 Isolation of Hazardous Energy and Control of Materials Movement
- 4.10 Atmospheric Hazards, Measurement and Controls
- 4.11 Records Retention

4.1 Workspace Design

When a workspace is designed, the priority should be to prevent the creation of areas that will be or could become a confined space. When a workspace is modified, the priority should be to ensure it does not become a confined space as a result of the modifications.

Whenever new workspaces are designed, existing workspaces are modified, or equipment is installed in workspaces, the following efforts should be made:

- (a) efforts to eliminate existing confined spaces; and
- (b) if existing confined spaces cannot be eliminated, efforts to
 - (i) modify such spaces to reduce the number of factors that make them confined spaces; and
 - (ii) implement controls that minimize the risk of worker injury or illness associated with the confined spaces.

Note: Where there is a choice between the efforts described in Items (i) and (ii), the efforts described in item (i) should be considered preferable.

The design of confined spaces should attempt to eliminate the need to enter such spaces for maintenance, inspection, cleaning, or other purposes.

4.2 Contractors and Coordination of Multiple Employers

General

Contracting out for services or approving a contractor to enter a confined space under PVNCCDSB jurisdiction, places PVNCCDSB into the role of a lead employer. PVNCCDSB Facility Services Supervisors must ensure contractors comply with applicable legislative provisions for confined space entry.

The only instance where this lead employer relationship may be reduced will be in instances whereby PVNCCDSB has successfully relinquished control of a “*construction project*” (workplace), to a “*Constructor*” as defined within *Ontario Regulation 213/91*.

In either circumstance the applicable PVNCCDSB Facility Services Supervisor must work to ensure that contractors are qualified to carry out all specified works within confined spaces or perform related works, as a minimum.

PVNCCDSB contractors should follow this Confined Space Program, while Constructors of projects, and their associated sub-trades shall follow the Constructors Confined Space Program and procedures.

Coordination of Multiple Employers

A multiple employer confined space entry is involved whenever employees of more than one employer share in the works required to enter, work within, or perform related work required to facilitate a specific confined space entry.

Where PVNCCDSB approves contractors to enter, or perform works related to, a confined space, PVNCCDSB will take on the role of lead employer and the PVNCCDSB Facility Services Supervisor must ensure the completion of a Multiple Employer Coordination Document, prior to allowing work to begin.

Where PVNCCDSB has authorized a contractor to perform the entry, they should disclose to the contractor any hazard assessment and knowledge they have with regards to the confined space in question. The contractor may consider this knowledge in concert with their competency in order to complete their required confined space hazard assessment and entry control plan. The multiple employer coordination document will be used to confirm this delegation of responsibility to the contractor in a clear and concise manner.

Upon completion of the Multiple Employer Coordination Document by PVNCCDSB Facility Services Supervisor, they shall share the document with the PVNCCDSB Joint Health and Safety Committee (JHSC) and the contractor, whom shall be responsible to share it with their JHSC or health and safety representative.

Where PVNCCDSB has entered into a contract for a construction project and the Contractor is deemed the Constructor, the Constructor will be responsible for the development and/or completion of a Multiple Employer Coordination Document for subcontractors under their authority and will be governed under the *Ontario Occupational Health and Safety Act* and applicable regulations. In the case of a workplace that is a project, the PVNCCDSB Facility Services Supervisor shall

provide a copy of the PVNCCDSB program to the constructor, who shall provide a copy of it to the project's joint health and safety committee or health and safety representative, if any.

4.3 Identification of Confined Spaces

The Facility Services department is responsible for ensuring that all confined spaces are identified and inventoried. The Facility Service Department must ensure a qualified person reviews the work activities to occur in a hazardous space prior to the work activities occurring, for the purpose of determining if the work activities would create a confined space (i.e. work activity creates potential for, or an actual, atmospheric hazard).

Where entry to a confined space is deemed possible, the confined space shall be adequately secured against such an entry, and/or be clearly identified as a confined space using permanent signage, appropriate to the environment, at the entrances.

Where practical, confined spaces shall be identified by a sign located at access entry points to the space. The signage shall

- (a) identify the space as a confined space; and
- (b) identify access restrictions.

4.4 Hazard Assessment

General

PVNCCDSB's Facility Services department is responsible for establishing and maintaining the repository of hazard assessments for confined spaces. These hazard assessments shall be provided to the Contractor and reviewed prior to entry.

PVNCCDSB is responsible to identify any hazards that they are aware of to the contractor to ensure the contractor can work within the space safely. Provisions established under Section 4.2 Multiple Employer Coordination also apply.

The PVNCCDSB Confined Space Hazard Assessment identifies and documents known or foreseeable hazards arising from the design, construction, location, use or contents of the space and is based on a task of entry for visual inspection only. Hazards associated with the work activities completed within the confined space will be noted on the entry permit.

Joint Health and Safety Committee members and affected workplace stakeholders should be consulted in the review, revisions, and/or modification of hazard assessments.

Monitoring and Review

To ensure that the hazard assessment remains current, it shall be reviewed by one or more competent persons:

- (a) as part of the planning process prior to entry into a confined space,
- (b) when there is a change in the physical characteristics of, environment inside or near, or activities inside the confined space that could adversely affect workers inside or near the confined space; and
- (c) when risks not previously identified are discovered.

Pre-Entry Re-Evaluation of Hazard Assessments

Prior to any confined space entry commencing, the Entry Supervisor will review the Confined Space Hazard Assessment for the space to be entered. Pre entry re-evaluation of the space will identify any new hazards due to changes in the work activity, work environment, or nearby /adjacent work processes. Pre entry re-evaluation of a confined space and additional findings shall be documented on the Confined Space Entry Permit.

Where new hazards are identified, appropriate controls must be established and communicated to the entry team. A validation of any additional hazard(s) arising from the pre-entry re-evaluation, and their means of control, shall be made on the Confined Space Entry Permit.

Records shall be maintained as described in Section 4.11.

4.5 Confined Space Entry Plan

Based on the results of the hazard assessment, and where elimination, substitution or engineering hazard controls are considered and applied as deemed applicable, a written entry plan shall be developed to detail the procedures required to control the identified hazards. The plan may be contained within the Entry Permit.

The Plan shall contain provisions for:

- Duties of all Workers involved with the entry
- Atmospheric testing requirements
- Means of entering and exiting the Confined Space
- Coordination of multiple employers
- Listing of required personal protective equipment, clothing and devices
- On site rescue procedures
- Rescue equipment and communication methods
- Means for isolating hazardous energy sources and controlling materials movement
- Attendants' duties and responsibilities
- Procedures for working in the presence of flammable or explosive substances or atmospheres

- Ventilation and/or purging means and methods.

4.6 Training

General

PVNCCDSB staff performing work related to confined spaces, controlling or supervising confined spaces, or performing hazardous space works, shall receive adequate training commensurate with their duties. Training program development/review shall include consultation with the JHSC. This training program shall be reviewed at least once annually.

Confined Space Awareness (PVNCCDSB Staff Training)

This training shall include, as a minimum:

- Applicable health and safety legislation
- PVNCCDSB Confined Spaces Program
- Reference to PVNCCDSB's practice that **NO STAFF SHALL ENTER CONFINED SPACES**
- Responsibilities under the PVNCCDSB Confined Space Program
- Recognition and identification of confined and hazardous spaces
- Confined space inventory and hazard assessments
- Hazard Recognition and Control
- Introduction to atmospheric testing, monitoring, evaluation and interpretation
- Entry Plan
- Entry Permit system
- Coordination Document
- Emergency procedures and communication

Confined Space Entry Training (Contractor Staff)

The contractor shall provide training to their staff in accordance with the requirements of the Occupational Health and Safety Act and Ontario Regulation 632/05 in order to ensure competent staff. Every worker who enters a confined space or who performs related work shall have adequate training. Training shall include training in (a) the recognition of hazards associated with confined spaces (b) safe work practices for working in confined spaces and performing related work (c) On-site rescue procedures, first aid and CPR for on-site rescue personnel (d) hands-on training with safety equipment and personal protective equipment and devices. Entry specific training may form part of the Entry Permit.

The constructor of a project should follow their own confined space program and procedures.

Contractors shall provide worker training records that confirm that their workers have received appropriate training, to the PVNCCDSB Facility Services Supervisor prior to any confined space entry.

4.7 Confined Space Entry Permits

Prior to any entry into a confined space, the Entry Supervisor shall complete a Confined Space Entry Permit. The Permit shall be completed prior to each work shift and the permit shall confirm all known hazards are identified and controlled.

Prior to initiating an entry, the contents of the permit shall be communicated to all workers involved in the entry or responsible to perform related works. The permit shall remain readily available, to every person who is involved in the entry.

4.8 Confined Space Emergency Rescue Procedures

Prior to a confined space entry commencing, the Entry Supervisor must ensure that an appropriate on-site rescue procedure is in place. The rescue procedure must be in place and communicated to affected workers.

On-site rescue personnel shall be identified, equipped with adequate knowledge, training, procedures, tools and equipment appropriate to affect a rescue from the confined spaces on site.

Advanced notification of a confined space entry must be given to on-site rescue personnel by the Entry Supervisor. All equipment and personnel required to affect a rescue must be readily available on site for the duration of the entry. If entry is made into a known hazardous atmosphere (with proper controls) or an untethered worker is entering the space, the number of on-site rescue personnel noted in the rescue procedure must be posted at the point of entry with all equipment they may require to affect a rescue for the duration of the entry.

Attendant(s)

Whenever a confined space entry is made, an Attendant shall be positioned outside and near the entrance of the space. The Attendant prevents unauthorized entry, monitors the safety of the entrant(s), provides assistance to the entrant(s) and summons rescue or emergency response when and if required. In situations where there is more than one access point into a space, Attendants shall be positioned where they can best fulfill their duties.

4.9 Isolation of Hazardous Energy and Control of Materials Movement

The presence of hazardous energy sources, the potential for material movements and/or engulfment by materials, will be identified as part of the confined / hazardous space hazard assessment.

Control of hazardous energy sources, shall be performed in accordance with PVNCCDSB Lock Out Tag Out Administrative Procedure 815 and other applicable Safe Operating Procedures related to the control of hazardous energy sources. Control measures will be documented on the Confined Space Entry Permit.

4.10 Atmospheric Hazards, Measurement, and Controls

General

Potential hazards related to confined space atmospheres shall be identified as part of the hazard assessment process. The Entry Supervisor shall be responsible for verifying that air-monitoring devices are properly inspected and calibrated using the appropriate calibration gases prior to use. Monitoring equipment shall be calibrated and maintained in compliance with the manufacturer's specifications. Pre-use functional testing shall be conducted and recorded on the confined space entry permit as per the manufacturer's requirements. Calibration and bump test records should be maintained by the contractor.

Confined space atmospheres must be tested prior to every entry or re-entry. If entrants exit the space, and atmospheric monitoring/testing is discontinued for any reason, atmospheric testing must be conducted prior to re-entry. All atmospheric testing must be performed in a manner that does not endanger the person conducting the tests. In the case of a confined space, the Entry Supervisor or qualified designate (e.g., attendant) will perform initial atmospheric testing, giving consideration to the potential atmospheric hazards identified within the hazard assessment. All measurements shall be documented on the confined space entry permit and communicated to affected workers.

Continuous Air Monitoring

Continuous atmospheric monitoring of a confined space should be utilized when a worker is in a space. This is best achieved by affixing an appropriate gas detector to the chest strap of the harness worn by an entrant.

Work Limitations within Toxic, Oxygen Enriched or Oxygen Deficient Atmospheres

A hazardous atmosphere condition arises whenever measurements are taken inside the confined space that indicate an atmosphere is outside allowable limits. If the confined space atmosphere is outside allowable limits, in relation to toxic contaminants or oxygen concentration, the entry shall not proceed until the Entry Supervisor makes the appropriate selection of hazard control equipment/methods

and, wherever possible, adequately purges or ventilates the space to ensure the provision and maintenance of a safe atmosphere.

If these actions do not result in a safe atmosphere, prior to continuing the work, the Entry Supervisor shall report the atmospheric testing results to their immediate Supervisor/Manager to discuss whether or not to proceed with entry. If the Entry Supervisor's immediate Supervisor/Manager deems it necessary to proceed with the entry in order to prevent a more hazardous situation from developing, or to prevent serious property or environmental damage from occurring, all legislated precautions must be adhered to and documented.

Work Limitations within Flammable/Explosive Atmospheres

A hazardous atmosphere condition arises whenever measurements are taken that indicate an atmosphere is outside allowable limits. In relation to flammable/explosive atmospheres, no worker shall enter, or continue an entry in, a confined space where:

- a) dusts or mists are present in concentrations that can create a hazard of explosion;
- b) hot work** is required/performed and the LEL* reading is greater than 0%;
- c) hot work** is required/performed and an oxygen level is in excess of 23% by volume; or
- d) cold work or inspection is required/performed and an LEL* reading is in excess of 10%.

*LEL: Lower Explosive Limit

** hot work: Work that could produce a source of ignition, such as a spark or open flame. Examples of hot work may include, and not be limited to welding, cutting, grinding, and the use of non-explosion proof (non-intrinsically safe) electrical equipment.

Allowable Atmospheric Conditions

Allowable Atmospheric Conditions
Oxygen (O ₂) percentage is between 19.5 and 23%
LEL is 0% for hot work
LEL is between 0 to 10% for cold work
Carbon monoxide (CO) reading is between 0 to 25 ppm
Hydrogen sulphide (H ₂ S) reading is between 0 to 10 ppm
For other atmospheric contaminants, as based on Time Weighted Average limits

Atmospheric monitors used in conjunction with a confined space entry, shall have calibrated alarm set points based on the Time Weighted Average (TWA) limit,

where established under *Ontario Regulation 833 Control of Exposure to Biological or Chemical Agents*, as amended from time to time. In the absence of TWA limits established under *O. Reg. 833*, alarm set points should be based on the Threshold Limit Value (TLV) for that chemical agent adopted by the American Conference of Governmental Industrial Hygienists (ACGIH) in its publication entitled *Threshold Limit Values and Biological Exposure Indices (TLVs and BEIs)*, as amended from time to time.

4.11 Records Retention

The following records related to Confined Space entry must be kept on file for a minimum of three years or longer such that documentation for at least the two most recent entries are available.

The Facility Services Department shall retain:	<ul style="list-style-type: none"> • Confined Space Inventories • Hazard Assessments • Co-ordination Documents issued by PVNCCDSB • Contractor Confined Space Programs and Training Record submissions
The Health and Safety Officer shall retain:	<ul style="list-style-type: none"> • PVNCCDSB Staff Training Records
The Contractor/Constructor shall retain:	<ul style="list-style-type: none"> • Entry Permits • Staff Training Records • Equipment Inspection Records • Coordination Documents issued by the Constructor

Responsibilities:

The Board of Trustees is responsible to:

- ensure alignment of this administrative procedure with the Healthy Schools and Workplaces Directional Policy.
- review this administrative procedure as part of the regular policy and procedure review cycle.
- provide the necessary resources to implement and support PVNCCDSB Administrative Procedures.

The Director of Education is responsible to:

- allocate the necessary resources to implement and support this Administrative Procedure.
- ensure review of this program at regular intervals.

Superintendent of Human Resources Services is responsible to:

- facilitate program review in consultation with the JHSC and Health and Safety Officer.

The Health and Safety Officer is responsible to:

- facilitate this program through consultation with the Joint Health and Safety Committee (JHSC), and other affected stakeholders, and operating departments.
- ensure training is developed and delivered in accordance with section 4.6., with records retained in accordance with section 4.11.
- ensure information is shared with the JHSC regarding any accident/incident related to a confined space entry.

The Facility Services Manager is responsible to:

- provide required resources to implement and support the program. (Contractors shall provide their own equipment, training and support).
- allocate departmental responsibilities to develop and maintain the inventory of confined and hazardous spaces in accordance with Section 4.3. The Facility Services department is responsible for ensuring that all confined and hazardous spaces are identified and inventoried.
- allocate departmental responsibilities to establish and maintain the repository of hazard assessments for confined spaces.
- allocate responsibilities to ensure the confined space inventory and hazard assessment repository are updated to reflect any changes to PVNCCDSB workplaces (example- new construction, updates to HVAC systems or sewer/ well systems).
- ensure necessary staff are referred to the Health and Safety Officer to receive training in accordance with Section 4.6.
- attend appropriate training on confined spaces. Training shall be commensurate with duties that they are overseeing as they relate to confined space entry and related work.
- establish a procedure/ process for record maintenance as described in Section 4.11.
- adhere to Facility Services Supervisor responsibilities also, where the Facility Services Manager is the Supervisor or lead on a contracted job.

The Facility Services Supervisor(s) is responsible to:

- ensure a qualified person reviews the work activities to occur in a hazardous space prior to work activities occurring for the purpose of determining if the work activities would create a confined space (i.e. work activity creates potential for or an actual atmospheric hazard).
- ensure contractors, assigned the task of confined space entry, emergency response/rescue and related works, have provided adequate training records to perform the tasks in accordance with this Administrative Procedure.

- ensure that contractors entering into confined spaces comply with the requirements specified in Section 4.2, where applicable.
- address issues of non-compliance to legislation, policy, procedures or work instructions promptly.
- report to the PVNCCDSB Health and Safety Officer, and thoroughly and promptly investigate all incidents and accidents related to confined spaces to determine causal factors and ensure adequate controls are put in place.
- ensure workers are adequately trained (see section 4.6) to implement the provisions of this program.
- attend appropriate training on confined spaces. Training shall be commensurate with duties that they are overseeing as they relate to confined space entry and related work.
- prepare and implement the multiple employer coordination documents (when applicable) in accordance with Section 4.2. Where PVNCCDSB approves contractors to enter, or perform works related to a confined space, PVNCCDSB will take on the role of lead employer. The Facilities Services Supervisor responsible for the project must ensure the completion of a Multiple Employer Coordination Document, prior to allowing any worker to enter.
- where PVNCCDSB has chosen to authorize competent contractors to perform the entry, the Facility Services Supervisor responsible for the project shall ensure disclosure to the contractor in regard to any hazard assessment and knowledge they have with regard to the confined space in question. The contractor may consider this knowledge in concert with their competency in order to complete their required confined space hazard assessment and entry control plan. The multiple coordination document will be used to confirm this delegation of responsibility to the contractor in a clear and concise manner.
- maintain records in accordance with Section 4.11.

Staff are responsible to:

- adhere to this Administrative Procedure.
- **not enter confined spaces** and only enter hazardous spaces after an assessment has been completed to ensure that the work being performed and environmental conditions are such that the definition for a confined space is not met.
- **not perform confined space rescue procedures.** For further clarity, confined space rescue procedures shall not involve PVNCCDSB staff.
- share Confined Space Assessments and the Board Administrative Procedure with contracted staff. (eg. when custodial staff receive a contractor in their facility, or when facility services contracts an external service provider). This can be accomplished by allowing access to the Confined Space binder for your facility.

The Joint Health and Safety Committee is responsible to:

- participate in consultation regarding this Administrative Procedure, related training, and review, revisions, and/or modifications of hazard assessments.
- receive and review any information regarding accident/incidents related to confined space entry.

Contractors are responsible to:

- adhere to this Administrative Procedure.
- where PVNCCDSB has entered into a contract for a construction project and the Contractor is deemed the Constructor, the Constructor will be responsible for the development and/or completion of a Multiple Employer Coordination Document for subcontractors under their authority.
- ensure that their staff entering into confined spaces comply with the requirements specified in Section 4.2, where applicable.
- ensure workers are adequately trained to perform assigned duties (see section 4.6).
- provide and maintain all required air monitoring devices and rescue devices, including record keeping for such.
- identify staff who will take on the roles of Entry Supervisor, Entrant, Attendant, and ensure required training, PPE, rescue personnel and devices and supervision is provided to such.
- ensure Entry Supervisors, Attendants, Entrants and rescue worker are identified to all staff involved in an entry.
- ensure that confined space entries are planned and organized by an Entry Supervisor in accordance with the procedures outlined for each space.
- report to PVNCCDSB (Facility Services Supervisor and Health and Safety Officer) any incident related to a confined space entry.
- complete the hazard assessment prior to entry of any space. PVNCCDSB is responsible to identify any hazards that they are aware of to the contractor.
- ensure a qualified person conducts and documents a confined space hazard assessment in accordance with Section 4.4 of this program prior to a confined space entry commencing.
- provide and maintain all equipment, materials and protective devices required to protect workers when performing confined space entry and related work in good working order.
- ensure all equipment, materials and protective devices that no longer provide the desired protection are immediately removed from service, and thoroughly investigate defective equipment, materials or devices brought to their attention.
- provide employees, assigned the task of confined space entry, emergency response/rescue and related works, adequate training to perform the tasks.
- ensure a qualified person reviews the work activities to occur in a hazardous space prior to the work activities occurring for the purpose of determining if the work activities would create a confined space (i.e., work activity creates potential for or an actual atmospheric hazard).
- retain all records of confined space entry, training, and equipment maintenance/calibration/ testing as per Section 4.11 of this program.
- communicate necessary information and provide necessary documents to their JHSC or health and safety representative as required by O. Reg 632/05.

Progress Indicators:

- any identified non-compliance shall be investigated, and corrective actions implemented.
- the JHSC will receive information regarding any accident/incident related to confined space entry.
- the inventory of confined and hazardous spaces will be maintained.
- the repository of hazard assessments for confined spaces will be maintained.
- necessary training is received in accordance with Section 4.6.
- records are retained as per Section 4.11 of this program.

Definitions:

Adequate, when used in relation to a procedure, plan, material, device, object or thing, means that it is,

- (a) sufficient for both its intended and its actual use, and
- (b) sufficient to protect a worker from occupational illness or occupational injury.

Atmospheric Hazards means,

- (a) the accumulation of flammable, combustible or explosive agents,
- (b) an oxygen content in the atmosphere that is less than 19.5 per cent or more than 23 per cent by volume, or
- (c) the accumulation of atmospheric contaminants, including gases, vapours, fumes, dusts or mists, that could,
 - (i) result in acute health effects that pose an immediate threat to life, or
 - (ii) interfere with a person's ability to escape unaided from a confined space.

Competent Person: Persons identified within the confined space program to carry out defined duties. Such persons shall be deemed qualified because they have adequate knowledge, training and experience required to organize the work and its performance, be familiar with applicable occupational health and safety legislation that applies to the work, and have knowledge of any potential or actual danger to health and safety in the workplace. The required level of competency will vary dependent on the nature of the confined space, the complexity of the tasks to be undertaken and the rescue procedures required.

Confined Space: "confined space" means a fully or partially enclosed space,

- c) that is not both designed and constructed for continuous human occupancy, and
- d) in which atmospheric hazards may occur because of its construction, location or contents or because of work that is done in it.

Entry: The action by which a person passes through an opening into a confined space. Entry is considered to have occurred as soon as any part of the entrant's body breaks the plane of an opening into a confined space.

Flammable/Explosive Atmosphere: An atmosphere that contains a concentration of flammable vapour, gas, or combustible dusts that presents a fire or explosion hazard in relation to the type of work to be performed.

Hazardous Space: means a fully or partially enclosed space that is not both designed and constructed for continuous human occupancy, but does not pose an atmospheric hazard because of its construction, location or contents. This space may become a confined space if the work done in it has the potential to cause an atmospheric hazard.

Hot Work: Work that could produce a source of ignition, such as a spark or open flame. Examples of hot work may include, and not be limited to welding, cutting, grinding, and the use of non-explosion proof (non-intrinsically safe) electrical equipment.

Lead Employer means an employer who contracts for the services of one or more other employers or independent contractors in relation to one or more confined spaces that are located,

- (a) in the lead employer's own workplace, or
- (b) in another employer's workplace.

Oxygen Deficient Atmosphere: An atmosphere with oxygen content of less than 19.5 % by volume.

Oxygen Enriched Atmosphere: An atmosphere with oxygen content of greater than 23 % by volume.

Related Work: Work that is performed near a confined space in direct support of work inside the confined space. Examples of related work may include, and not be limited to, emergency response/rescue, control of hazardous energy sources, hot works, and attendant works.

References:

- *Ontario Occupational Health and Safety Act*
- *Ontario Regulation 632/05 Confined Spaces*
- *Ontario Regulation 833 Control of Exposure to Biological or Chemical Agents*
- *ACGIH Threshold Limit Values and Biological Exposure Indices (TLVs and BEIs)*
- PVNCCDSB AP 815- Safe Work Procedure: Lock-out/ Tag-out of Energy Sources

Appendices:

- Template- Confined Space Entry Permit
- Template- Multi-Employer Coordination Document