



## STANDARD PROCEDURE INSTRUCTION

|                                |                      |                |
|--------------------------------|----------------------|----------------|
| Title                          |                      | SPI            |
| Confined Space Entry           |                      | #34-33         |
| Department                     | Supersedes SPI Dated | Effective Date |
| Safety, Health and Environment | Aug 16, 2007         | June 23, 2015  |

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Confined Space Entry

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## INTRODUCTION:

Many hazards can be encountered when working in confined spaces and can be immediately dangerous to life and health (IDLH). This procedure is intended to ensure that required protection is provided to workers doing work in and around confined spaces. Workers are to be properly equipped and trained to work in confined spaces.

## SCOPE

This SPI applies to all workers working for or on behalf of VALE, Thompson Operations.

## DEFINITIONS

- **“Confined space”** means an enclosed or partially enclosed space that;
  - a) except for the purpose of performing work, is not primarily designed or intended for human occupancy; and
  - b) has a restricted means of access or egress.

## ASSOCIATED PROCEDURES AND INFORMATION

- Workplace Safety and Health Act
- Guidelines for Confined Entry Work
- Hot work permits
- SPI # 34-27 Lock and Tagging
- SPI # 36-7 Occupational Exposure Monitoring
- SPI # 36-8 WHMIS
- SPI # 36-04 Respirator protection program
- SPI # 34-21 Fall protection.
- SPI # 36-6 – Hand Held Gas Detection Equipment
- MR.217/06 Part 15 – Confined Spaces



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## PROCEDURE:

### INVENTORY

A current inventory of all spaces identified as a confined space must be developed and maintained in each department.

This inventory shall be audited every two years to ensure it is current.

The inventory must be posted in the workplace in areas determined by the department JHSE committee.

### RISK ASSESSMENT OF CONFINED SPACES

No worker shall enter a confined space until a risk assessment and associated procedures have been developed and approved.

All Confined Spaces shall be assessed and recorded in the appropriate location index.

Once a risk assessment is completed it will be considered current until conditions or the task changes, at which time the space must be reassessed. A worker who normally performs the task shall be involved in developing the risk assessment.

### CONFINED SPACE PERMITS

An entry permit for each confined space must be completed by the workers performing the confined space work and signed by the responsible supervisor before a worker enters a confined space. Only a trained and competent supervisor that is familiar with the work to be performed will authorize a permit.

A signed copy of the permit must be posted at the work site and other areas as determined by the departmental JHSE committee.

A permit is only valid for the shift that it is issued on.

Only those workers who are trained and whose names appear on the permit shall be allowed to enter the confined space. The only exception to this rule would be rescue personnel who are involved in a rescue. Confined space entry procedures must still be followed.



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## CONFINED SPACE ENTRY TASK PROCEDURES

Will be developed following local department processes. Involvement of the workers doing the work and supervision responsible for the area is mandatory. They must be reviewed by the Health, Safety and Environment Committee and authorized by local Management.

## MEETING PRIOR TO ENTRY

A meeting shall be held prior to any confined space work. This meeting shall include all parties involved in the work, Supervision, and when available, a USW Safety and Health committee member. A discussion of the work being performed in the confined space will be conducted including a review of established checklists and/or procedures associated with the work/confined space. Note: If no procedure exists, a JSA/JHA must be completed.

## HOT/COLD WORK

Performing Hot/Cold work such as cutting and welding or the use of chemicals can generate a hazard. Therefore special precautions must be considered when any hot/cold work is done in a confined space.

## TRAINING

Requirements of those who authorize entry;

- Must be trained and recertified at a minimum of every two years in confined space entry.
- Must be trained in the use of all equipment required for the task.
- Must check conditions in and around the space to ensure that necessary precautions have been taken prior to work starting.
- Must fully understand the communication and rescue plans for the task.
- Must know all procedures and practices.
- Must know the hazards entrants face including signs or symptoms of exposure and related consequences. This shall include review of MSDS information.
- Ensure good communication between "entry supervisors" if work carries over to the next shift.

Entrants;

- Must be trained and current in confined space entry.
- Must be able to recognize the hazards in and around the space.



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- Must be trained in the use of all equipment required for the task.
- Must fully understand the communication and rescue plans for the task.
- Must know all procedures and practices for the task.
- Must review all relative MSDS information.

#### Safety person / Guards

- All the requirements of “Entrants”.
- Shall be first aid and CPR qualified.
- Continuously monitors activity for potential threatening conditions and records information.
- Maintain continuous contact with entrant(s).
- To use a written check in / out log for all who enter and exit the confined space.
- To ensure the ability to summon rescue personnel is maintained and stops the job if he/she can't.

#### Rescue Personnel

- Must be confined space rescue knowledgeable.
- First Aid and CPR qualified.
- Informed of all potential hazards in the space.
- Given a copy of the rescue plan.

### ATMOSPHERE MONITORING

All atmosphere test/monitoring equipment must be tested prior to confined space entry (Bump Test) to ensure the equipment is working properly and that the alarms are set properly and working, prior to use in a confined space. Testing shall be continuous while the confined space is occupied.

### RESCUE EQUIPMENT AND PLAN

The guard/safety person shall ensure that;

A copy of the rescue plan is at the site at all times when workers are in the confined space.

All required retrieval equipment that is listed in the rescue plan be at the site prior to and when workers are in the confined space.



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## SIGNS

All confined spaces must be identified with signage at all possible entrances stating that it is a confined space.

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| Approved By | Title<br>Vice-President, Vale<br>Manitoba Operations |
| Date        |  |

