



## Brock University Facilities Management Operating Procedures

## Annex G

### *Confined Space Entry Plan – Tanks and Boilers*

#### **Purpose**

This procedure is designed to ensure the safe entry of personnel into confined spaces in accordance with the *Occupational Health and Safety Act* and *Industrial Establishments Regulation*.

#### **Application**

Brock University Facilities Management personnel will not be employed to perform confined space entry into tanks on campus. All such work will be performed by outside contractors who can demonstrate that they have trained workers to perform the task and are knowledgeable about confined space entry and rescue procedures. Any contractor performing such work must have a plan that details the following:

1. Confined space entry plan specific to the work being performed
2. On-site rescue procedures
3. Rescue equipment
4. Communication methods
5. Personal protective equipment
6. Lockout/tagout procedure
7. Attendants
8. Rescue personnel
9. Means for entering and exiting
10. Atmospheric testing
11. Procedures for ventilating and purging a hazardous atmosphere

#### **Confined Space Entry:**

Brock University Facilities Management staff will complete the Coordinating document in consultation with the lead employer and rescue personnel prior to work activities commencing.

The contractor will obtain and use an entry permit from authorized Brock University Facilities Management staff. The contractor will complete all appropriate sections of the permit and post at the work site.

**Note:** If hot work will be performed a separate entry permit and confined space entry procedure must be followed.

Once all work is complete, the contractor is to ensure all entrants have safely exited the confined space. The entry permit should be cancelled and retained in the designated file. If a repeat entry into the tank is needed and it has been both unoccupied and unattended, the confined space will need to be re-evaluated using the above procedure.