

Safe Work Procedure

Confined Space Hazards

Program/Services ALL programs, services, and departments where confined space hazards may be present		Document ID RSS 18.09.4	Department: Risk and Safety Services
Personal Protective Equipment or Devices Used - Safety glasses - Work gloves - Hearing protection (where noise exceeds 85 dB) - CSA-approved protective footwear - Respiratory protection (where required by atmospheric conditions) - Fall protection equipment (e.g., harness, lifeline) where required - Protective clothing (e.g., coveralls or disposable protective suits) where required - Communication equipment (e.g., radio or alarm device) where required Specific PPE requirements are identified through hazard assessment, entry permits, and hazard controls.	Training Requirements Workers involved in confined space activities must have training appropriate to their role, which may include: - Confined space awareness training - Confined space entry training (where entry is permitted) - Atmospheric testing and monitoring training - Lockout / energy isolation training - Emergency response training	Applicable Documents - Confined Space Entry Permit - RSS Master Hazard Tables - RSS Inspection Checklist - Lockout / Energy Isolation Procedures - Emergency Response Procedures	Creation Date: 29 SEP 2014
			Effective Date: 08 MAR 2026
			Next Review: MAR 2027
			Revision no.: 4 Reviewer: Safety Technician

HAZARD IDENTIFICATION — VISUAL SUMMARY

HAZARDOUS ATMOSPHERE	RESTRICTED ENTRY / EXIT	ENGULFMENT	ENERGY ISOLATION	EMERGENCY SITUATIONS
				
Test atmosphere before entry. Never enter if unsafe levels are present. Stop work if conditions change.	Keep access points clear at all times. Limit entry to authorized personnel only. Maintain continuous communication where required.	Isolate and secure material sources. Never enter where engulfment hazards cannot be eliminated.	Apply lockout procedures before entry. Verify isolation before work begins. Never re-energize while entry is in progress unless verified clear and authorized	Leave the confined space immediately if conditions change. Do not attempt entry rescue. Initiate emergency response procedures.

PURPOSE

This SWP does not, by itself, authorize confined space entry.

The purpose of this Safe Work Procedure (SWP) is to establish minimum safety requirements for work activities involving confined spaces, including instructional, maintenance, and contractor activities. This SWP is intended to prevent injury or illness resulting from hazardous atmospheres, engulfment, restricted entry or exit, or other confined space hazards.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personal protective equipment requirements for confined space work are determined through hazard assessment and are task-specific. PPE requirements are identified and documented in the hazard assessment, entry permit (where required), and hazard controls table.

PRE-USE REQUIREMENTS

Before confined space work begins:

- The space must be identified and assessed as a confined space
- A hazard assessment must be completed
- Energy sources must be isolated and locked out in accordance with the TRU Control of Hazardous Energy (COHE) Program (HSE Manual Section 7.1) prior to entry, where applicable.
- Where multiple workers, crews, or contractors are involved, group lockout procedures shall be used in accordance with the TRU Control of Hazardous Energy (COHE) Program.
- Atmospheric testing must be completed by an authorized person
- Required permits must be completed and authorized
- A safety watch / standby person must be assigned, where entry is permitted

SAFETY RULES

- No person may enter a confined space unless it has been identified, assessed, and authorized.
- Entry into high-hazard confined spaces is prohibited during instructional activities.
- Confined space work must not proceed without an assigned safety watch / standby person when entry is permitted.
- Atmospheric testing must be completed before entry and must indicate safe conditions.
- If atmospheric conditions change or unsafe conditions are suspected, all workers must evacuate the confined space immediately.
- Entry rescue is not permitted; emergency response procedures must be followed.
- Where lockout is not practicable, confined space entry shall not proceed unless an approved alternative hazardous energy control procedure has been implemented in accordance with the TRU Control of Hazardous Energy (COHE) Program.

HOUSEKEEPING

- Confined space access points must be kept clear of obstructions
- Walkways, ladders, and entry points must be maintained in a clean and orderly condition
- Ventilation equipment and ducting must remain unobstructed

HAZARD CONTROLS — DETAILED TABLE

Hazard	Control Measure
Hazardous Atmosphere	Test atmosphere before entry; provide and maintain adequate ventilation; stop work and evacuate immediately if unsafe atmospheric conditions are detected.
Oxygen Deficiency or Enrichment	Ventilate space prior to and during entry; prohibit entry if oxygen levels are outside acceptable limits; restrict entry to authorized personnel only.
Flammable or Explosive Atmosphere	Eliminate ignition sources; continuously monitor atmosphere where required; prohibit hot work unless conditions are confirmed safe and permitted.
Toxic Gases, Vapours, or Fumes	Identify contaminants during hazard assessment; ventilate to control exposure; prohibit entry if contaminants cannot be adequately controlled.
Engulfment	Isolate and secure material sources; verify isolation before entry; prohibit entry where engulfment hazards cannot be eliminated.
Restricted Entry or Exit	Ensure access points are clear; limit entry to essential personnel; assign a safety watch/standby person where entry is permitted.
Mechanical or Electrical Energy	Lock out and isolate all energy sources; verify isolation prior to entry; maintain control of isolation devices.
Hot Work	Obtain hot work permit where required; ventilate space; assign fire watch when applicable; remove ignition sources when not in use.
Poor Visibility or Lighting	Provide adequate fixed or temporary lighting; confirm visibility before entry; maintain lighting throughout work.
Noise	Assess noise levels; establish communication methods; require hearing protection where exposure limits may be exceeded.
Working Alone	Confined space work must not be performed alone; a safety watch/standby person must be present when entry is permitted.
Emergency Situations	Prohibit entry rescue; evacuate immediately in an emergency; initiate established emergency response procedures.

RECORDS/VERIFICATION OF UNDERSTANDING

Records related to confined space training, authorization, permits, and hazard assessments must be maintained in accordance with institutional requirements.

This may include:

- Confined space training records
 - Atmospheric testing certification (where applicable)
 - Entry permits
- Records are retained by the responsible department for the required retention period.

WORKING ALONE

Students are strictly prohibited from working alone in any lab or shop.

Working alone is permitted in accordance with institutional working-alone procedures.

Confined space work is not permitted while working alone.

ANNUAL REVIEW

Risk and Safety Services (RSS) will complete a review of this Safe Work Procedure annually to ensure it remains current and effective. The Joint Occupational Health and Safety Committee (JOHSC) may be consulted during this review.

A review will also occur if:

- Regulatory requirements change.
- The procedure is reported to be ineffective.
- An incident occurs involving operation.

APPLICABLE OCCUPATIONAL HEALTH AND SAFETY REGULATION (OHSR)

SWP Section	Requirement Met	WorkSafeBC Regulation Reference
Purpose	Identification of confined space hazards and establishment of minimum safety requirements	OHSR 9.1, 9.2
Training Requirements	Workers trained appropriate to confined space hazards and assigned duties	OHSR 3.23–3.24, 9.8
Hazard Identification – Visual Summary	Identification of hazardous atmosphere, engulfment, restricted entry/exit, and energy hazards	OHSR 9.9, 9.10
Pre-Use Requirements	Completion of hazard assessment, isolation of energy sources, atmospheric testing prior to entry	OHSR 9.11, 9.12, 9.13
Safety Rules	Prohibition of unauthorized entry, requirement to evacuate when conditions become unsafe, no entry rescue	OHSR 9.14, 9.15
Housekeeping	Maintaining clear access points and safe entry/exit conditions	OHSR 4.1, 4.13
Hazard Controls – Detailed Table	Implementation of engineering, administrative, and PPE controls to eliminate or reduce confined space hazards	OHSR 9.16, 9.17, 9.18
Working Alone	Requirement for standby person during confined space entry; prohibition of working alone	OHSR 4.21, 9.19
PPE Requirements	Selection and use of PPE based on hazard assessment	OHSR 8.10–8.11
Records and Verification of Understanding	Maintenance of training records, permits, and hazard assessments	OHSR 3.24, 9.6
Emergency Situations	Procedures for evacuation and emergency response without entry rescue	OHSR 9.20

SUMMARY OF CHANGES

Rev#	Date	Change	Issued By
1	29 SEP 2014	NEW	OHS Officer
2	12 APR 2019	Review, Revisions and New Format	Safety Officer
3	22 AUG 2024	RSS update	Safety Advisor
4	31 MAR 2026	Revision to align with current RSS SWP format; updates include hazard identification (visual summary), hazard controls (detailed table), safety rules, pre-use requirements, working-alone restrictions, records/verification language, and applicable OHSR references.	Safety Technician