



<b>Occupational Health &amp; Safety System</b>	
<b>OHS Standards</b>	<b>Number: WP-15</b>
<b>Confined Space Entry</b>	

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## PURPOSE

To protect employees from those hazards of entry into and work within confined spaces and to ensure that all activities requiring entry into a confined space are conducted in a manner consistent with Algonquin Colleges Confined Space Entry Program and the Occupational Health and Safety Act.

## Definition

Any enclosed space which is large enough and so configured that an employee can enter and perform work, has limited or restricted means for entry and exit, is not designed for continuous employee occupancy, and has one or more of the following characteristics:

- Contains or has a known potential to contain a hazardous atmosphere,
- Has unfavorable natural ventilation,
- Contains a material with the potential for engulfment of an entrant,
- Has an internal configuration such that an entrant could be trapped or asphyxiated by an inwardly converging wall or a floor which slopes downward and tapers to a smaller cross-section or,
- Contains any other recognized serious safety or health hazard.

## Procedures

1. Deans / Directors, Chairs / Managers, Coordinators / Supervisors shall assure compliance with the Confined Space Entry Program.
2. No person shall enter a confined space except in accordance with the Confined Space Entry Program.
3. An entry permit as specified in the Confined Space Entry Program is required for entry into all confined spaces.
4. All departments who may require send their employees to enter a confined spaces shall designate by name or title the individual who may authorize entry into a confined space.
5. All departments shall ensure that entrants, attendants and individuals authorizing or in charge of entry receive the appropriate training to perform their assigned duties.
6. All departments shall insure that all employees who may enter a confined space in the course of their employment have been trained and are aware of the appropriate procedures and controls for entry and are aware that unauthorized entry into such spaces is forbidden.
7. All departments shall make available all equipment and supplies necessary for compliance with the Confined Space Entry Program for their authorized employees.
8. Contractors are responsible to provide their own equipment shall be provided the following:
  - a. All available information for the confined space,
  - b. The Confined Space Entry Program, safety rules and emergency procedures that the contractor needs to be aware of,
  - c. Information on any other known workplace hazards