



COUNTY OF NORTHERN LIGHTS

POLICY

CONFINED SPACE

CREATED: 2/9/2025

REVISED:

TOTAL PAGES: 3

INTRODUCTION

A "Confined Space" means an enclosed space having restricted access and egress and which due to its design, construction, location, atmosphere, or the materials in it may become hazardous to a worker entering it. (e.g., Ventilation or exhaust ducts, sewers, underground utility tunnels, pipelines, storage tanks, trenches, excavated pits, sumps or vessels).

TRAINING REQUIREMENTS

When entering any confined space County of Northern Lights employees will follow all applicable regulations as per *Occupational Health and Safety Act and Regulations, Alberta General Safety Regulations Part 12, Item 1888 – 191*. All employees of County of Northern Lights must have reviewed this policy and signed off accordingly. County of Northern Lights must ensure that a worker assigned duties related to confined space or restricted space entry is trained by a competent person in:

- a) Recognizing hazards associated with working in confined spaces or restricted spaces, and
- b) Performing the worker's duties in a safe and healthy manner.

County of Northern Lights will keep records of all training provided associated with confined space including but not limited to:

- a) First aid;
- b) the use of appropriate emergency response equipment; and
- c) procedures appropriate to the confined space or restricted space

CONFINED SPACE PERMITS

When a confined space must be entered, a Confined Space Entry Permit shall be completed and authorized by a County of Northern Lights supervisor or manager. Prior to a worker entering a confined space, a permit, blind list, entrant and atmospheric testing log and tool list are properly completed, signed by a competent person and copies kept readily available.

A person must not enter a confined space at a work site without a valid entry permit. The entry permit system for a confined space includes:

- a) lists the name of each worker who enters the confined space and the reason for their entry,
- b) the location of the confined space,
- c) specifies the time during which an entry permit is valid,
- d) takes into account the work being done in the confined space, and
- e) takes into account the code of practice requirements for entering, being in, and leaving a confined space.

PRE-ENTRY REQUIREMENTS

As per *Part 15 – Managing the Control of Hazardous Energy of the OH & S Code*, all hazardous substances and energy are locked out prior to an employee entering a confined space. A worker must not perform work in a confined space until the energy source has been tested to verify that it is inoperative.

Atmospheric testing must be done prior to the entry, during the work if any change is expected, at stated intervals on the permit or after any break exceeding 30 minutes. Testing must be done by a competent individual while wearing the proper gear. Human senses (sight, smell, taste) cannot protect you from hazardous atmospheres as some gases have no taste or odour.



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Pre-entry atmospheric test of the confined space must be done to:

- a) verify that the oxygen content is between 19.5 percent and 23.0 percent by volume, and
- b) identify the amount of toxic, flammable, or explosive substance that may be present.

If there is a potential for the atmosphere to change unpredictably after a worker enters the confined space, the atmosphere is continuously monitored.

If atmospheric testing identifies that a hazardous atmosphere exists or is likely to exist in a confined space, ensure that the confined space is ventilated, purged, or both before a worker enters the confined space. If ventilating or purging a confined space is impractical or ineffective in eliminating a hazardous atmosphere, ensure that a worker who enters the confined space wears supplied air respiratory protective equipment.

Workers must not enter or remain in a confined space if more than 10% of the lower explosive limit (LEL) of an explosive substance is present in the atmosphere.

ENTRY SUPERVISORS

Entry supervisors check the atmospheric monitoring being done and make sure all hazards have been identified and mitigated. They also make sure help is available if a rescue is needed and keep the area free of unauthorized people.

ATTENDANTS

Prior to any worker entering a confined space, an attendant is stationed outside a confined space. The attendant must be qualified and trained and must have demonstrated their abilities as confined space entry is on our critical task list. They have the following responsibilities:

- a) Ensure that the permits, entrant and tool list are posted outside the confined space.
- b) Ensure all documentation has the same permit number.
- c) Understanding and be in compliance with all sections of safe work permit.
- d) Keeping track of everyone who enters or leaves the confined space.
- e) Only allowing authorized entrants to enter the space.
- f) Maintain continual contact with the attendant (visual, rope, voice)
- g) Remain at the post until every entrant is vacated.
- h) Not leaving the entrance unless relieved by a qualified attendant.
- i) Be able to immediately summon help without leaving post.
- j) Protecting the entrants from external hazards.
- k) Ensure that signs, No Entry barrier and perimeter ribbons are in place.
- l) Know the signs and symptoms of exposure to hazards (toxins, oxygen, heat)
- m) Never enter the space to perform a rescue.

PROCEDURE

The following steps are to be followed when preparing the confined space for entry:

1. A qualified person must be appointed to verify and supervise the confined space entry.
2. Identify the contents of the confined space.
3. Any liquid in which the person could drown has been removed from the confined space
4. Any free-flowing solid in which the person may become entrapped must be removed from the confined space
5. The entry of any liquid, free-flowing solid or hazardous substance into the confined space must be prevented by a secure means of disconnection or by the fitting of blank flanges
6. All electrical and mechanical equipment that may present a hazard to the person must be disconnected from its power source, real or residual, and has been locked out



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7. The opening for entry into and exit from the confined space is sufficient to allow the safe passage of a person using protection equipment
8. Determined the permissible Exposure Limits
9. Obtain and post any Safety Data Sheets for any chemicals in the Confined space.
10. Ensure that there is somebody available with first aid and CPR training
11. Identifying the Hazards and complete a Tailgate Meeting.
12. Prepare a Confined Space Entry Permit and complete all inspections or PPE, safety and Extraction equipment by a supervisor or a competent person.
13. Prepare a Rescue Plan.
14. Place warning signs or barriers around the confined space to prevent unauthorized entry as necessary.
15. Place all tools, safety equipment, monitoring equipment, etc., near the confined space and enter them onto the Tool List.
16. Isolate all mechanical and/or electrical hazards as necessary using our Blind List and tags.
17. Purge/ventilate the confined space as necessary.
18. Conduct atmospheric testing by a competent person and enter the results onto the Entrant & Atmosphere Testing Log.

EMERGENCY PREPAREDNESS

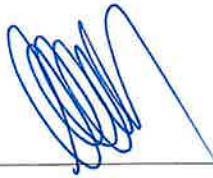
Prior to engaging in any confined space work, rescue personnel and equipment must be readily available to respond to a confined space emergency. Before any work is undertaken in a confined space employees must consider what the emergency response and rescue procedures will be. Rescuers and entrants must understand the importance of remaining calm in any situation, relying on their equipment and training and not to panic if things go wrong.

Emergency rescue procedures must be developed for each confined space and thoroughly communicated to all workers. Additional equipment (harnesses/lifelines, retrieval systems) may be needed to allow for better egress/access. If the potential exists for an emergency extraction, a minimum of two workers must be available. When in doubt, get them out!

IN THE EVENT THAT SOMETHING GOES WRONG, NEVER ATTEMPT TO RESCUE DOWNED PERSONS IF YOU ARE WITHOUT THE PROPER PROTECTIVE EQUIPMENT MORE PEOPLE ARE KILLED, AS WOULD BE RESCUERS THAN PEOPLE WHO ARE INITIALLY OVERCOME BY THE ATMOSPHERE.

COMMUNICATION

As per the company's Safety Management System Manual, and corporate communication policy, all applicable policies and procedures are reviewed with all new employees prior to engaging in any work activities (during orientation) and annually with seasonal/returning employees (refresher training).


Chief Elected Official
Chief Administrative Officer