

Contractor Guidance Note

Confined Space Entry

Purpose

To provide guidance on the management and control of Confined Space Entry works and outline the minimum acceptable controls.

Scope

Confined Space Entry Activities conducted by contactors (including 3rd party contractors) in confined spaces owned and controlled by Perth Airport.

Process

OSH Works Planning Meeting

An OSH Works Planning Meeting must be undertaken before any works commence. On completion of the OSH Works Planning Meeting the following must be understood:

- The location of the Confined Spaces
- The status of the Confined Space
- A detailed description of the Confined Space
- The frequency and duration of entry into the Confined Space
- Perth Airport's Confined Space Register

Confined Space Permit Request

Contractors **MUST** raise a Permit Request for all Confined Space Entry works in spaces owned and controlled by Perth Airport. Permits are raised using the Perth Airport Electronic Permit to Work System (PEMAC). Link to PEMAC available here: <https://hra.perthairport.com.au/PCARE/Security/SignIn.aspx>

NOTE: The Perth Airport Representative is responsible for issuing the Contractor with a PEMAC login.

Contractors must:

- Complete a Perth Airport HRA CONFINED SPACE ENTRY Request along with the required Supporting Documentation online at least three working days before the planned works.
- NOT enter a Confined Space until the Permit Request has been approved and signed by all parties.

Supporting Documentation

All Supporting Documentation must be submitted with the Confined Space Entry Request. The type of documents required must be agreed on in the OSH Works Planning Meeting:

**Process
(continued)**

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- Safe Work Method Statement and Methodology
 - Confined Space Risk Assessment
 - Emergency Procedures and Rescue Plan (and list of equipment)
 - Appropriate competency certificates of all personnel
 - A copy of the Confined Space Entry Log with the initial information and pre-entry atmospheric test results completed.
 - Map (or GIS print-out) showing location of the Confined Space

Review of Supporting Documentation

The Perth Airport Representative and Permit Issuer are responsible for reviewing the Confined Space Entry Request and Supporting Documentation within the allocated three-day period to ensure the request has adequately assessed the hazards and controls associated with work.

Site Inspection

When the Permit Issuer is satisfied the Confined Space Entry Request and Supporting Documentation is adequate, the Permit Issuer must conduct a site inspection to ensure that the agreed controls in the Supporting Documentation have been implemented on site.

Issue Permit

Once the Supporting Documentation has been reviewed and the site inspection completed the Permit Issuer must sign and issue the Confined Space Entry Permit to enable work to commence.

Monitoring

Spot Checks may be conducted to ensure the agreed conditions of the Confined Space Entry Permit are being implemented.

Completion of Work

On completion of the works the Permit Applicant is required to notify the Perth Airport Representative and Permit Issuer. The Perth Airport Representative will close the Confined Space Entry Permit on PEMAC.

Permit Cancellation

Should a non-compliance occur with the agreed controls in the Confined Space Entry Permit and Supporting Documentation, the Permit Issuer may cancel the Permit. If this happens the Permit Applicant must stop work immediately until further instruction from the Perth Airport Representative.

Confined Space Entry Safety Rules

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- A Confined Space Entry Permit is required before entering a Confined Space within a building or structure controlled by Perth Airport.
 - The Contractor must ensure all reasonably practical measures have been taken to eliminate the need to enter the Confined Space.
 - If it is not reasonably practicable to eliminate the need to enter the Confined Space, a competent person must risk assess the Confined Space, and this risk assessment must be included in the Supporting Documentation submitted with Confined Space Entry Permit Request.
 - The Contractor must ensure air monitoring is carried out from outside the Confined Space to determine the atmospheric conditions. The Perth Airport Confined Space Entry Log must be completed and submitted as part of the Confined Space Entry Permit Request.
 - The Contractor must ensure that if ventilation is by forced means, that the fresh air is not contaminated by either exhaust fumes or other pollutants.
 - Where Confined Space Entry requires respiratory protective equipment, the contractor must ensure that the type of equipment used is suitable and does not introduce additional hazards.
 - A standby person must be assigned to continuously monitor the wellbeing of those inside the Confined Space.
 - Communication method (between the standby person and the personnel in the confined space) must be detailed in the Confined Space Entry Permit Request. The Contractor must ensure communication is always maintained with the personnel in the Confined Space.
 - A safe means of access/egress must always be maintained whilst personnel are in the Confined Space.
 - Signs and hard barricades must be erected before any work in relation to a Confined Space commence to prevent entry of persons not involved in the work.
 - Detailed emergency procedures must be developed for the Confined Space Entry, including a detailed rescue plan.
 - Rescue equipment must be inspected and set up before any personnel enter a Confined Space.
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**Legislation
and Standards**

Regulation 3.82 of the Occupational Safety and Health Regulations 1996
Australian Standard AS2865
