

RIIWH5401E

Learner Guide Instructions

Who is this document for?

The learner.

What is in this document?

- Course information that matches the PowerPoint presentation.
- Review questions.
- Practical assessment instructions for learners.

What do you need to do before you use it for the first time?

1. Rebrand the document.
2. Review the document as part of your validation process.
3. Set the reading and test time limits that are highlighted in pink at the end of the document.

See the 'Read Me First' document for a complete set of instructions on how to use these resources.



LEARNER GUIDE

RIIWH5401E Supervise Work in Confined Spaces

Learner Name:	
Learner ID:	
Learner Contact Number:	
Learner Email Address:	
Date Training Commenced:	

This Book Contains:

- Course Information.
- Review Questions.
- Practical Assessment overview and Instructions.

Evaluation Copy Only

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1.1 Introduction

These training materials are based on the national unit of competency **RIIWHS401E - Supervise work in confined spaces**.

You will learn about:

- ◆ Preparing for work and providing information.
- ◆ Providing training to personnel.
- ◆ Supervising confined space entry and ensuring that the safety and health of personnel is not affected.
- ◆ Implementing emergency and rescue systems.
- ◆ Withdrawing from confined spaces and facilitating return to service.



1.1.1 What is a Confined Space?



Working in confined or enclosed spaces can be extremely dangerous and can lead to serious injury, illness or death for individuals or whole groups of personnel.

A confined space can increase a person's risk of being overcome by fumes, gases or lack of oxygen, damage to hearing through increased noise or vibration, extreme temperatures and injury through falls and slips.

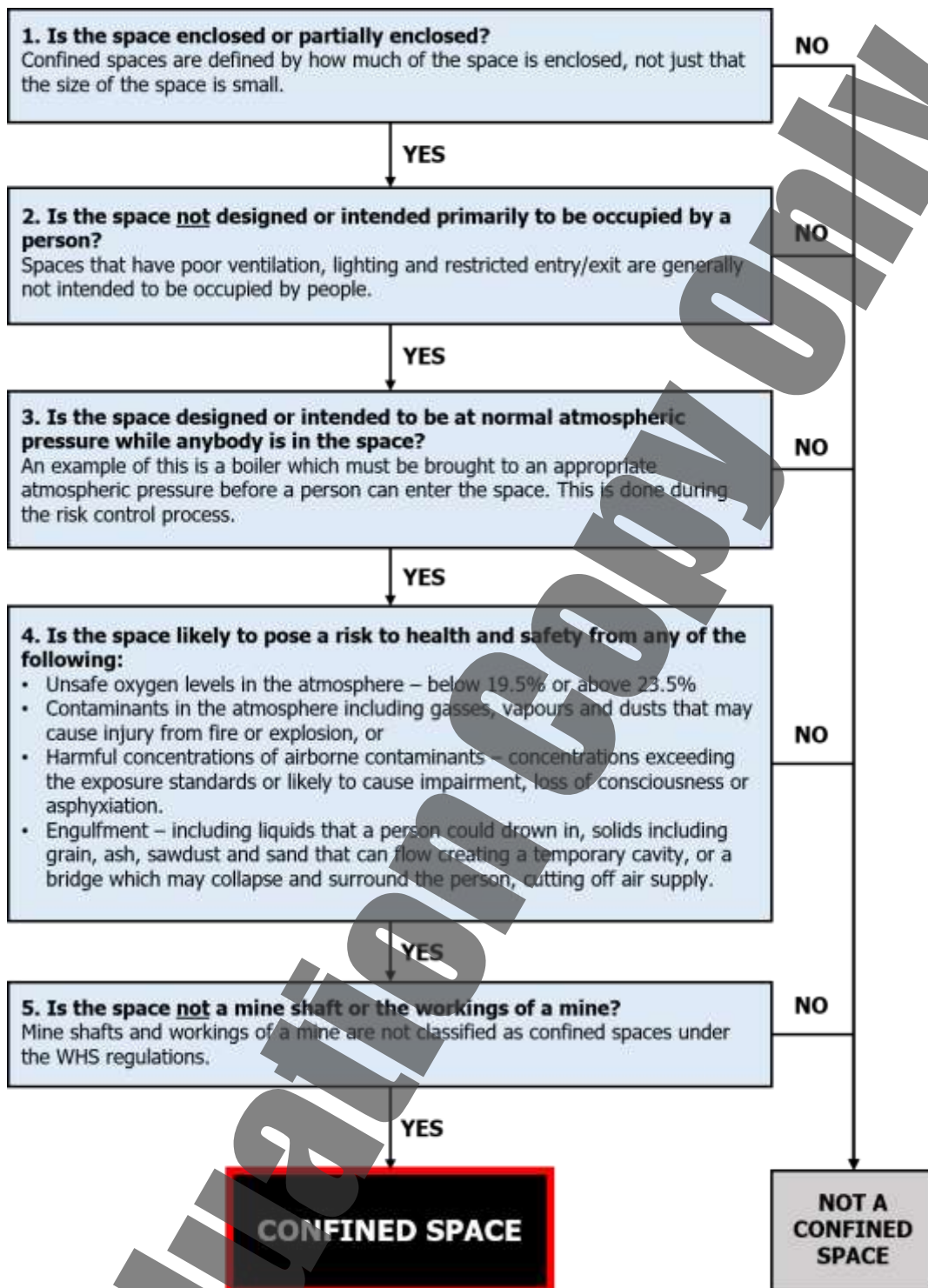
1.1.1.1 Determining if an Area is a Confined Space

The Code of Practice defines a confined space as an enclosed or partially enclosed space that:

- ◆ Is not designed or intended to be occupied by a person, and
- ◆ Is, or is designed or intended to be, at normal atmospheric pressure while any person is in the space; and
- ◆ Is, or is likely to be a risk to health and safety from:
 - ◇ An atmosphere that does not have a safe oxygen level, or
 - ◇ Contaminants, including airborne gases, vapours and dusts, that may cause injury from fire or explosion, or
 - ◇ Harmful concentrations of any airborne contaminants, or
 - ◇ Engulfment.



You can use a chart like the one shown below to work out if the area is a confined space.



NOTE: This chart reflects the definition of a confined space as it appears in the Work Health & Safety (WHS) regulations.

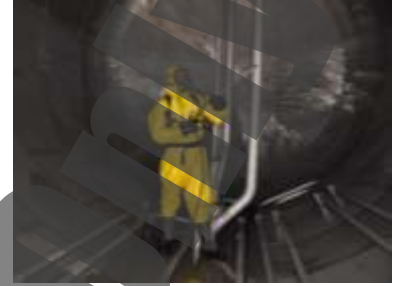
A person is deemed to have entered a confined space when their head (i.e. the breathing zone) or upper part of the body is within the boundary of the confined space.

(Note that inserting an arm for atmospheric testing is not considered an entry into a confined space).

1.1.1.2 Working in a Confined Space

There are many reasons why a worker may need to enter a confined space that you may be required to supervise. Some of these include:

- ◆ Cleaning and removing waste.
- ◆ Repair work, e.g. welding or cutting (hotwork).
- ◆ Installing pumps and motors.
- ◆ Painting, sand blasting or applying surface coatings.
- ◆ Reading of meters, gauges and dials.
- ◆ Installing, repairing or inspecting cables, e.g. telephone, electrical or fibre optic.
- ◆ Tapping, coating or testing of piping systems, e.g. steam, water or sewage.
- ◆ Inspection of plant or equipment.
- ◆ Constructing a confined space, e.g. industrial boiler.
- ◆ Rescuing people who are injured or overcome by fumes.



1.1.2 Supervisor Responsibilities

As a confined space entry supervisor your main responsibility is to determine if the acceptable entry conditions are present in the confined space. Other duties that you may need to perform include:



- ◆ Ensuring that the entry permit has been filled out correctly and in full.
- ◆ Ensuring that all tests specified by the permit have been carried out.
- ◆ Double checking that all procedures and equipment outlined in the permit are in place.
- ◆ Verifying that the methods of contacting rescue services and emergency personnel are available and working.
- ◆ Communicating with entry personnel and observers about the work to be completed and their requirements.
- ◆ Signing the permit indicating that entry may begin.
- ◆ Removal of unauthorised personnel who enter or who attempt to enter the confined space during entry operations.
- ◆ Determining that all operations in the space remain consistent with the terms of the entry permit.
- ◆ Terminating entry to the confined space when operations covered by the permit are completed and when a condition that is not allowed under the permit arises.

Your requirements and responsibilities may change depending on the worksite and your organisation. Always check your work requirements with authorised personnel and the site policies and procedures before carrying out your work.

Review Questions

1.	List five (5) examples of confined spaces.	<input type="checkbox"/>
1.		
2.		
3.		
4.		
5.		

1.2 Maintain Compliance

Compliance documentation is the name given to the documents that require you to undertake tasks in a particular way or to meet a given standard. Every worksite will have specific requirements, which will be outlined during your initial induction.

Every workplace has to follow laws and rules to keep everyone safe. Before starting any confined spaces work you will need to access, interpret and apply the compliance documentation relevant to the situation and apply the requirements.

Some states use OHS laws, and other states use WHS laws. They both talk about the same thing, but use different words or names for people. If you have any questions about safety rules you should talk to your boss or supervisor.



1.2.1 Compliance Documentation

Compliance documentation is the name given to the documents that require you to undertake tasks in a particular way or to meet a given standard.

Compliance documentation will detail every step in the process of supervising confined space work. Types of compliance documentation relevant to supervising work in confined spaces includes:



- ◆ Legislation.
- ◆ Regulations.
- ◆ Codes of Practice.
- ◆ Australian Standards.

1.2.1.1 Legislation

Legislation outlines the laws that you have to follow. These requirements are standard across every industry within all Australian states or territories.

In relation to supervising work in confined spaces, some of the main aspects of Australian legislation involve:

Environmental Requirements

Designed to protect and manage matters that are nationally significant and prevent damage to the environment.

WHS Roles and Responsibilities

Designed to protect anyone in the workplace against any risks to their health or safety by eliminating or reducing risks as far as practicably possible (duty of care)

1.2.1.2 Regulations

Regulations explain what the legislation means. They cover general requirements for hazard identification, risk assessment and risk controls for high risk areas.

Your workplace may be guided by regulations related to:

- ◆ WHS.
- ◆ Accident compensation.
- ◆ Workers compensation.
- ◆ Dangerous goods.
- ◆ Equipment.
- ◆ Mines.



1.2.1.3 Codes of Practice

Codes of Practice are instructions on how to follow the law, based on industry standards.

They recommend practical instructions on how to meet the terms of the law, for example:



- ◆ Managing work health and safety risks.
- ◆ Managing noise.
- ◆ Hazardous manual tasks.
- ◆ Working in confined spaces.
- ◆ Managing the risk of falls.
- ◆ First aid.

Every workplace should make the relevant codes of practice available to those working on-site. This could be digitally or in physical copies easily accessed.

1.2.1.4 Australian Standards

Australian Standards tell you what the minimum requirement is for a job, product or hazard. The national Australian Standard for confined spaces work is '**AS 2865: Confined Spaces**'.

Exposure standards are also used. These outline the maximum amount of exposure a person or environment can withstand hazardous substances while still remaining relatively healthy.

For example, to minimise exposure Personal Protective Equipment (PPE) should be used as much as possible and entry to the confined space should be restricted to small time intervals.



1.2.1.5 Site Operations Documentation



Before starting your work you need to make sure you have access to all operations documentation for the job.

This will help you to do your work in the safest way and make sure all work is compliant.

Operations documentation includes:

Site Details

The information and safety requirements of the workplace environment (where you will be working).

Hazard Details

Any hazards in the work area or related to the work. This could also include instructions on how to handle dangerous or hazardous materials.

Task Details

Instructions of what the work is or what you will be doing (this can include diagrams or plans). Also instructions on how to safely do the job.

Faulty Equipment Procedures

Isolation procedures to follow or forms to fill out.

Signage

Site signage tells you what equipment you need to have, or areas that are not safe to be in.

Emergency Procedures

Instructions on what to do in emergency situations, for example if there is a fire, accident or emergency where evacuation or first aid is needed.

Equipment and Work Instructions

Details of how to operate plant and equipment and the sequence of work to be done.

Your worksite will also have instructions for working safely including:

- ◆ Handling of hazardous materials.
- ◆ Safe operating procedures.
- ◆ Personal protective clothing and equipment.
- ◆ Safe use of tools and equipment.



Review Questions

2.

What is 'compliance documentation'?



3.

What is the Australian Standard for working in confined spaces?



1.3 Confined Spaces Safety Management Program

Your workplace will have a confined spaces safety management program. This program should explain how the workplace intends to manage the risks associated with the confined spaces in the workplace and comply with relevant legislation.



1.3.1 Contents of Confined Spaces Management Program

The program will outline:

- ◆ The confined spaces present in the workplace and their type.
- ◆ The responsibilities of all personnel.
- ◆ Hazard identification, risk management and labelling of confined spaces.
- ◆ Specific strategies to ensure that training and information are delivered appropriately.
- ◆ Procedures for obtaining entry and working safely in confined spaces.
- ◆ System for use of confined spaces entry and hot work permits.
- ◆ Rescue and emergency procedures.

Record keeping and reporting requirements.



1.3.2 Identify and Organise Resources

You will need to identify and obtain the resources needed to implement the safety management program. These resources should be outlined in the Safety Management Program for the site.



Resources you may need to obtain include:

- ◆ Safety equipment.
- ◆ Working at heights resources.
- ◆ Rescue equipment.
- ◆ Atmospheric testing equipment.
- ◆ Signs and barricades.
- ◆ Communication devices.
- ◆ Tools and equipment relevant to the work to be performed.
- ◆ Personnel resources, including spotters and confined space entrants.
- ◆ Entry permits and checklists.
- ◆ Emergency response resources.

The equipment and resources you need to organise will depend upon the tasks that are required to be done and the controls and strategies you are going to put in place.

You may be able to obtain most of your resources in the workplace or you may have to make arrangements for some resources to be brought in for the work activity, (i.e., qualified personnel who can work at heights, testing equipment).



1.3.2.1 Safety Equipment

Safety equipment is vital to the safety of all personnel when working in confined spaces. All equipment needs to be used correctly and checked to ensure it is functioning.

Common safety equipment includes the following:

- Personal Protective Equipment (PPE).
- Respiratory equipment.
- Lifting and lowering gear.
- Fire suppression equipment.
- Atmospheric testing and monitoring equipment.
- Tallies and guidelines.