
Overview

This national occupational standard focuses on planning, organising and managing work safely in confined spaces including legislative roles and responsibilities, health and safety considerations and equipment requirements.

This standard is designed for managers that are responsible for organising and planning work activities within a confined space. The manager may or may not supervise the actual job.

Manage Work in Confined Spaces

Performance criteria

You must be able to:

You show you are competent to

- P1 Apply the relevant legislative and industry confined spaces requirements for managing work in confined spaces
- P2 Develop risk assessments relevant to confined spaces work activities to be undertaken
- P3 Determine suitable control measures for work activities to be undertaken in confined spaces
- P4 Develop safe methods of work for confined spaces work activities to be undertaken
- P5 Establish effective procedures for using permits to work
- P6 Develop, effective emergency arrangements
- P7 Implement and maintain effective arrangements for document storage, review and audit

Apply the relevant legislative and industry confined spaces requirements for managing work in confined spaces

- P8 Identify work activities that involve confined spaces
- P9 Identify competences required to develop an effective safe system of work to safely control work activities in confined spaces
- P10 Determine the typical classification of a confined space from its description and work task where relevant
- P11 Ascertain legislative and organisational requirements for work activities being undertaken in confined spaces
- P12 Determine the minimum numbers of persons required to undertake work activities in confined spaces
- P13 Develop a suitable and sufficient safe system of work
- P14 Identify the competencies of personal required to work within each of the confined spaces identified
- P15 Determine when and how permits to work are to be used to control work in confined spaces
- P16 Confirm all relevant personnel understand their roles and responsibilities
- P17 Monitor, audit and review the safe system of work as and when required

Develop risk assessments relevant to confined spaces work activities to be undertaken

- P18 Identify the hazards associated with working in the confined space
- P19 Identify who might be harmed and how.
- P20 Evaluate the risks and identify the control measures required to mitigate them
- P21 Record the findings of risk assessments and implement control

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measures

- P22 Review and update risk assessments as required to maintain health and safety

Determine suitable control measures for work activities to be undertaken in confined spaces

- P23 Use risk assessments to determine the type and number of control measures for given hazards at confined spaces to ensure health and safety is maintained
- P24 Determine the necessary tests required to verify the effectiveness of the control measures for the hazards at a confined space
- P25 Identify the hygiene procedures required for safe working at confined spaces
- P26 Determine the records associated with the control measures and the frequency of their renewal

Develop safe methods of work for confined spaces work activities to be undertaken

- P27 Determine the composition, capabilities and numbers of work teams to accomplish work at confined spaces using the identified controls
- P28 Determine the need for specialised equipment to control found and anticipated hazards
- P29 Determine and communicate the order in which control of hazards is established, verified and maintained to the work team
- P30 Ensure that effective arrangements are made for dealing with emergency situations that may arise

Establish effective procedures for using permits to work

- P31 Determine the scope of work requiring the permit to work at the confined space
- P32 Identify the personnel necessary to operate the control provided by the permit to work
- P33 Complete the necessary records and documents required by the permit
- P34 Establish procedure to ensure work teams are briefed on their role(s) and duties under the permit to work

Develop effective emergency arrangements

- P35 Determine emergency responses to a given risk assessed tasks at confined spaces
- P36 Determine suitable and sufficient first aid arrangements
- P37 Ensure all personnel involved have the relevant competency for their role

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- P38 Ensure that the emergency response procedure and first aid arrangements are understood by the work team and any third party assistance

Implement and maintain effective arrangements for document storage, review and audit

- P39 Complete confined spaces documentation and retain according to legislative and organisational requirements
- P40 Review documents used for work activities in confined spaces to ensure accurate records are maintained
- P41 Undertake audits of the management system used to control work activities in confined spaces to ensure that health and safety is maintained

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Knowledge and understanding

You need to know and understand:

The relevant legislative and industry confined spaces requirements for

- K1 The principal requirements of legislation applying to confined spaces working
- K2 The approved codes of practice and guidance for working safely in confined spaces
- K3 The range of risk assessments that may need to be produced to comply with work activities being undertaken in a confined space
- K4 The legislative duty placed upon employer, manager / supervisor and operator associated with confined space work activities
- K5 Organisational requirements relevant to confined space work activities

How to develop risk assessments relevant to confined spaces work activities to be undertaken

- K6 The 5 step process to producing risk assessments
- K7 The hazards indigenous to confined space when undertaking work activities
- K8 The hazards imported to confined space when undertaking work activities
- K9 The Hierarchy of hazard control required by statutes
- K10 Classification schemes used to determine severity of hazards identified
- K11 Groups of people likely to be affected by work activities associated with confined spaces

Suitable control measures for work activities to be undertaken in confined spaces

- K12 The competencies required for personnel involved in confined space work activities including medical exclusions, human factors, ergonomic issues
- K13 Types of ventilation systems including circumstances in which their use would be most effective
- K14 Environmental monitoring equipment available for confined space work activities
- K15 Environmental monitoring regimes required to enable work to be undertaken safely
- K16 Equipment available for accessing confined spaces
- K17 The equipment and tools compatible for environment being worked in
- K18 How to check that equipment and tools are fit-for-purpose
- K19 The respiratory protective equipment available for confined space work activities
- K20 The personal Protective Equipment available for confined space work activities

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- K21 Relevant measures for effectively controlling “specified risks” associated with confined space work activities
- K22 How to evaluate effectiveness of existing and proposed control measures
- K23 Decontamination procedures

Safe methods of work for confined spaces work activities

- K24 The principle elements needed for a safe method of work
- K25 Information sources available to assist in developing a safe method of work
- K26 Sequence in which confined space work activities are to be carried out
- K27 Plant and equipment required to undertake work activities in confined spaces
- K28 Roles and responsibilities of those involved in confined space work activities
- K29 Communication methods suitable for confined space work activity

Procedures for using permits to work

- K30 When permits to work should be issued
- K31 How to issue a permit to work
- K32 Relevance of permits to work for confined space activities
- K33 The principle elements needed for a permit to work
- K34 Roles and responsibilities of personnel involved in confined space activities under a permit to work system

How to develop effective emergency arrangements

- K35 How emergency situations can arise in a confined space
- K36 Roles and responsibilities of personnel involved in confined space work activities should an emergency arise
- K37 Communications and reporting systems for emergency situations
- K38 Procedures for dealing with emergencies
- K39 The rescue equipment that may be used in confined spaces
- K40 The first aid measures that may be used in confined spaces
- K41 Procedures for dealing with the aftermath of an emergency

Arrangements for document storage review and audit

- K42 Reporting systems for routine work activities and resolving problems
- K43 Processes used to determine the frequency of reviewing risk assessments

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