GREENCAP
Going Further in Managing Risk

Level 2 / 11-17 Khartoum Road
North Ryde NSW 2113
Australia

CONFINED SPACE ASSESSMENT AND REGISTER

March 2019
J160529-01

Mirvac Retail
1-3 Smail Street, Ultimo NSW

C107721: NB

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Confined Space Assessment and Register

Mirvac Retail

1-3 Smail Street, Ultimo NSW

EXECUTIVE SUMMARY

Purpose

This report presents the findings of a confined space assessment conducted at 1-3 Smail Street, Ultimo NSW. The assessment was undertaken to identify any potential confined spaces located on site. Nick Blyth (Senior Consultant) of Greencap carried out the assessment on Monday 4th February 2019 at the request of Patrick Barnes (Facility Manager) of Mirvac Retail.

Scope

The Confined Space Risk Assessment involved a visual inspection of the site to identify confined spaces, identify the potential hazards associated with entering and working around those confined spaces, to conduct a risk assessment on each type of confined space and document the findings.

Findings

The following findings are a result of the site inspection and subsequent discussions with key site personnel:

- No confined spaces were identified at the site at the time of the inspection. Should suspected confined spaces be identified in future, a confined space specific risk assessment should be conducted.
- A copy of the Mirvac Confined Space Entry Permit was not available for review at the time of the inspection.

Recommendations

As a result of the confined spaces risk assessment at 1-3 Smail Street, Ultimo NSW the following recommendations are proposed:

- Ensure that the Confined Space Entry Permit addresses all the requirements specified in *WHS Regulation (NSW) 2017, Clause 67* and *Code of Practice: Confined Spaces (WorkCover NSW, 2011)*.
- Should suspected confined spaces be identified in future, supplementary risk assessments must be conducted prior to entry to verify the specific hazards and levels of risk, and to identify the need for any additional or alternative controls.
- All works and access in relation to confined spaces must be undertaken in accordance with *AS2865:2009 Confined Spaces*, *Code of Practice: Confined Spaces (WorkCover NSW, 2011)* and regulatory requirements.

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Confined Space Assessment and Register

Mirvac Retail

1-3 Smail Street, Ultimo NSW

Table of Contents

1. Introduction

This report presents the findings of a confined space assessment conducted at 1-3 Smail Street, Ultimo NSW. The assessment was undertaken to identify any potential confined spaces located on site. Nick Blyth (Senior Consultant) of Greencap carried out the assessment on Monday 4th February 2019 at the request of Patrick Barnes (Facility Manager) of Mirvac Retail.

2. Scope

The Confined Space Risk Assessment involved a visual inspection of the site to identify confined spaces, identify the potential hazards associated with entering and working around those confined spaces, to conduct a risk assessment on each type of confined space and to document the findings.

3. Methodology

3.1. Identification

Confined spaces were identified in accordance with Part 4.4 – Confined Spaces - of the *Work Health & Safety Regulation 2017 (NSW)* in consultation with *Code of Practice: Confined Spaces (WorkCover NSW, 2011)* and *Australian Standard AS2865:2009 – Confined Spaces*.

This assessment involved a site inspection and examination of the accessible locations that may be defined as potential confined spaces.

> *Work Health & Safety Regulation 2017 (NSW)* defines a confined space as an enclosed or partially enclosed space that:
>
> a. is not designed or intended primarily to be occupied by a person; and
> b. is, or is designed or intended to be, at normal atmospheric pressure while any person is in the space, and
> c. is or is likely to be a risk to health and safety from:
> i. an atmosphere that does not have a safe oxygen level; or
> ii. contaminants, including airborne gases, vapours and dusts, that may cause injury from fire or explosion, or
> iii. harmful concentrations of any airborne contaminants, or
> iv. engulfment
>
> but does not include a mine shaft or the workings of a mine.

Typical examples of confined spaces are:

- Sewer pits;
- Storm water drains
- Grease arrestors;
- Water tanks;
- Diesel tanks; and
- Silos.

During the site inspection, each confined space identified was recorded in the Confined Space Register included in **Appendix B**. This register is designed to facilitate the identification of those spaces that should be classified as a "confined space".

3.1.1. What is not a Confined Space?

The following kinds of workplace are generally not confined spaces for the purposes of the *WHS Regulation (NSW) 2017*:

- Places that are intended for human occupancy and have adequate ventilation, lighting and safe means of entry and exit, such as offices, plant / electrical switch rooms, and workshops;
- Some enclosed or partially enclosed spaces that at particular times have harmful airborne contaminants but are designed for a person to occupy, for example abrasive blasting or spray painting booths; and
- Enclosed or partially enclosed spaces that are designed to be occasionally occupied by a person if the space has a readily and conveniently accessible means of entry and exit via a doorway at ground level such as fumigated containers, cool store accessed by a forklift, etc.

3.1.2. Unknown Spaces

During an inspection certain spaces may be categorised onsite as "Unknown" as the dimensions and characteristics of theses spaces is unknown at the time of inspection. Greencap has documented the locations of the "Unknown" spaces throughout the site and these are listed in the Confined Space Register (**Appendix B**). Should access to one or more of the spaces categorised as "Unknown" be required, supplementary risk assessments must be conducted prior to entry to identify and assess specific hazards and levels of risk associated with the space, and to identify the need for any additional or alternative controls. No risk assessments will be conducted for the spaces categorised as "Unknown" due to the potential unknown hazards and risks within these spaces.

3.1.3. Restricted Spaces

A restricted space is a term that is not used in legislation but commonly used in industry to recognise a space that meets the first three requirements of a confined space being;

a. is not designed or intended primarily to be occupied by a person;
b. has a limited or restricted means for entry or exit that makes it physically difficult for a person to enter or exit the space; and
c. is, or is designed or intended to be, at normal atmospheric pressure while any person is in the space.

However, the space does not contain, or is intended to contain, or is likely to contain;

i. an atmosphere that has a harmful level of any contaminant; or
ii. an atmosphere that does not have a safe oxygen level; or
iii. any stored substance, except liquids, that could cause engulfment.

Restricted spaces were not identified as part of this assessment and report. These types of spaces generally will require works to be undertaken within them from time to time, so by having a space recognised as a restricted space it identifies that an additional risk assessment must be undertaken prior to works being started as the works within the space may produce similar risks to those of a confined space requiring additional controls to be implemented similar to those required during a confined space entry (e.g. air monitoring, rescue procedures, stand by personnel etc.). An example may be a restricted space that requires welding to be undertaken or chemicals to be used within it. With the introduction of these hazards, there is now likely to be a health risk from contaminants that may cause injury from fire or explosion and/or introduce harmful concentrations of airborne contaminants. Confined Spaces controls and processes would be required for these works.

3.2. Risk Assessment

Following the identification of each type of confined space, a risk assessment was conducted which considered the nature of the confined space including the location, frequency of entry, work performed, the nature of the hazards and controls currently in place. Each of these hazards was assigned a consequence and likelihood value in accordance with the risk assessment classification presented in **Appendix C**. An overall risk rating of Low, Medium, High or Extreme was then assigned to each hazard using the Risk Assessment matrix in **Appendix A**. In addition, existing and recommended control actions for each hazard were presented in the risk assessment.

The types of hazards assessed for each confined space were derived from the *Code of Practice: Confined Spaces (WorkCover NSW, 2011)* and *AS2865:2009 Confined Spaces* and included oxygen concentration, airborne contaminant concentrations, operation of mechanical equipment within the confined space, introduction of steam and water, engulfment, electrical hazards, combustible gases, access and egress, thermal extremes, noise, radiation, environmental hazards, traffic management and manual handling.

For the purposes of assessing similar or like confined spaces of the same type and risk, a generic risk assessment has been performed in accordance with *Code of Practice: Confined Spaces (WorkCover NSW, 2011)*.

3.3. Documentation

The confined spaces identified at the site are listed in a Confined Space Register contained in **Appendix B**. The register also contains a reference to the corresponding risk assessment, contained in **Appendix C**.

It is important that all workers working in a confined space are made aware of the hazards present. It would be prudent to refer them to the Confined Space Register (located in **Appendix B**) and Confined Space Risk Assessments (located in **Appendix C**) prior to commencing work in a confined space.

Records of training in Confined Space Entry must be validated and records maintained as part of workers (i.e. employee/contractor) induction documentation.

3.4. Legislative Requirements

3.4.1. Risk Assessment

Under the *Work Health & Safety Regulation (NSW) 2017*, a written risk assessment needs to be carried out to manage the risks related to a confined space including risks associated with entering, and working in, or in the close vicinity of, a confined space.

The risk assessment must be carried out in accordance with the *Code of Practice: Confined Spaces (WorkCover NSW, 2011)*.

A single or generic risk assessment may be carried out for a class of confined spaces in a number of different work areas or workplaces where the confined spaces are the same. This will be only appropriate if all of the hazards being covered are the same. A risk assessment must be carried out on individual confined spaces if there is any likelihood that a worker may be exposed to greater, additional or different risks.

3.4.2. Permit to Work

An Employer must not allow a worker to enter a confined space to carry out work unless the person has issued a confined space entry permit for the work.

The permit must be completed in writing by a competent person and:

- Specify the confined space to which the permit relates;
- Record the names of persons permitted to enter the confined space and the period of time that the work will be carried out;
- Set out risk control measures based on the risk assessment; and
- Contains a space for an acknowledgement that work in the confined space has been completed and all workers have left the space.

The permit must be kept until the work is completed or if a notifiable incident occurs, for at least two (2) years after the confined space work to which the permit relates is completed.

3.4.3. Working in Confined Spaces

Work in confined spaces must be carried out in accordance with the *Work Health & Safety Regulation (NSW) 2017,* the *Code of Practice: Confined Spaces (WorkCover NSW, 2011)* and following the guidelines of *AS2865:2009 Confined Spaces*.

3.4.4. Emergency Procedures

An Employer must ensure first aid and emergency and rescue procedures are established for entries into confined spaces. Procedures are to be practiced as necessary to ensure that they are efficient and effective. First aid and emergency rescue procedures must be initiated from outside the confined space as soon as practicable in an emergency.

The Employer must also ensure that openings for entry and exit are of a sufficient size to allow emergency access, openings are not obstructed and any plant, equipment and personal protective equipment provided for first aid or emergency rescue are maintained in good working order.

4. Limitations

The nature of the hazards in most confined spaces is variable, depending on the presence of water or sludge and consequently it is recommended that all such locations be approached with caution prior to entry. Warnings should be provided to all workers prior to commencing work on any pit located on the site.

At the time of the assessment, a number of spaces were inaccessible and of unknown function, contents and geometry. No risk assessments were conducted for the spaces categorised as “Unknown” due to the unknown hazards within these spaces. Should access to one or more of these spaces be required, supplementary risk assessments must be conducted prior to entry to verify the specific hazards and levels of risk, and to identify the need for any additional or alternative controls.

Should any further potential confined spaces be identified on site, a risk assessment should be conducted in accordance with the above methodology and, if it is classified as a confined space, added to the register and appropriate controls implemented.

5. Discussions

The risks presented by the Confined Spaces at 1-3 Smail Street, Ultimo NSW, may be reduced by a number of control mechanisms put in place. These include:

- ❑ Confined Spaces Training for relevant employees (if any) and contracted personnel;
- ❑ Gas Detectors available on site;
- ❑ Confined Spaces Policy/Procedures (including emergency rescue procedures/plans);
- ❑ Confined Spaces Entry Permit; and/or
- ❑ Permit to Enter/Permit to Work.

All workers (i.e. employees and/or contractors) who may enter a confined space are to be made aware of the following during induction/training:

- ❑ Do not enter the space unless absolutely necessary. That is, conduct work from outside the space wherever possible;
- ❑ Do not enter the space unless a Confined Space Entry Permit has been issued;
- ❑ Any task requiring the worker's breathing zone to enter the space should be conducted as confined space entry;
- ❑ Gas testing should occur in every confined space prior to entry, particularly where water or sludge is present; and
- ❑ Do not enter a confined space without an emergency/escape plan in place.

- ❑ All workers (i.e. employees and/or contractors) who are required to perform confined space entry, have been provided with accredited confined space training by a Registered Training Organisation (RTO) or equivalent prior to undertaking confined space work.

5.1. Labelling

It is best practice that all spaces identified as confined spaces are labelled in accordance with Section 3.2.2 of *AS2865:2009 Confined Spaces*.

The following are some examples of labelling options:

5.2. Security

All identified confined spaces should have the means of entry secured from unauthorised entry via the use of a secure locking mechanism, where practicable. It should be ensured that these locks are replaced after works are carried out to ensure the access remains restricted.

5.3. Training

Only specifically confined space entry trained workers should conduct work in confined spaces. All workers working near these spaces should be made aware of the nature of the risks, entry permit requirements and the need to refer all entry to properly trained personnel. This may occur via the employee / contractor induction programs that refer to the Confined Space Register.

Other workers that should be aware of the risks associated with confined spaces are (but not limited to):

- Workers issuing Confined Space Entry Permits;
- Workers procuring equipment for confined space entry;
- Workers conducting confined space entry risk assessments; and
- Workers designing lay out a work area that includes a confined space.

A refresher course should be conducted every two (2) years for all workers who are trained in Confined Space Entry. Those who are not trained must do so prior to entry and working in such a space.

5.4. Record Keeping

Greencap recommends that this report be kept for a period of five (5) years after the date of preparation. Therefore, the next re-assessment of confined spaces for 1-3 Smail Street, Ultimo NSW is due in March 2024.

The risk assessments in **Appendix C** should be reviewed prior to any works being undertaken and revised by a competent person to reflect any changes to risk control measures required for the works to progress.

Entry Permits must be kept until the work is completed or if a notifiable incident occurs for at least two (2) years after the confined space work to which the permit relates is completed.

In accordance with *WHS Regulation (NSW) 2017, Clause 50*, all air monitoring records (including any air monitoring results within a Confined Space Entry Permit) must be kept for a minimum thirty (30) years and are readily accessible to workers.

5.5. Gas Detection Equipment

Calibrated gas detection equipment must be available for personnel entering confined spaces. This may be supplied by a contractor, owned by the site or hired from a reputable equipment provider (current calibration certificates should be obtained). Personnel entering confined spaces must be competent in confined space entry. The gas detection equipment must be used at all times during confined space entry.

6. Findings

The following findings are a result of the site inspection and subsequent discussions with key site personnel:

- No confined spaces were identified at the site at the time of the inspection. Should suspected confined spaces be identified in future, a confined space specific risk assessment should be conducted.
- A copy of the Mirvac Confined Space Entry Permit was not available for review at the time of the inspection.

7. Recommendations

As a result of the confined spaces risk assessment at 1-3 Smail Street, Ultimo NSW the following recommendations are proposed:

- Ensure that the Confined Space Entry Permit addresses all the requirements specified in *WHS Regulation (NSW) 2017, Clause 67* and *Code of Practice: Confined Spaces (WorkCover NSW, 2011)*.
- Should suspected confined spaces be identified in future, supplementary risk assessments must be conducted prior to entry to verify the specific hazards and levels of risk, and to identify the need for any additional or alternative controls.
- All works and access in relation to confined spaces must be undertaken in accordance with *AS2865:2009 Confined Spaces*, *Code of Practice: Confined Spaces (WorkCover NSW, 2011)* and regulatory requirements.

March 2019

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Confined Space Assessment and Register

Mirvac Retail

1-3 Smail Street, Ultimo NSW

Appendix A: Risk Assessment Classification – Guide

Likelihood

The probability measures the likelihood of an event linked to the identified hazard occurring or being realised. The likelihood matrix uses five categories as detailed below.

Level	Descriptor	Description
A	Almost certain	Will occur in most circumstances
B	Likely	Expected to occur occasionally
C	Moderate	May be experienced sometime in a working life
D	Unlikely	Would only occur in unlikely circumstances
E	Rare	Not expected to occur but could

Consequence

The consequence is the physical outcome of the hazard and provides an indication of the severity of the risk in relation to the detrimental effects to humans, property and productivity. The consequence matrix uses five categories as detailed below.

Level	Descriptor	Description	Cost/Productivity
1	Catastrophic	Fatality	Loss of operation and huge financial loss
2	Major	Extensive injuries or long term serious illness and loss of time	Loss of some operation time and productivity and major financial loss
3	Moderate	Medical treatment required and up to a few days lost from workplace	Loss of productivity and high financial loss
4	Minor	First Aid required. No lost time from workplace	Medical treatment costs only
5	Insignificant	No injury but may impact on working productivity	Productivity not optimal, low or no financial loss

Risk Matrix

The risk score is based on the product of the two key factors, namely probability and consequence as detailed in the following matrix:

Likelihood	Consequence				
	1	2	3	4	5
A	Extreme	Extreme	Extreme	High	High
B	Extreme	Extreme	High	Medium	Medium
C	Extreme	High	Medium	Medium	Low
D	High	High	Medium	Low	Low
E	High	High	Medium	Low	Low

Extreme Risk: Plan controls for immediate intervention
High Risk: High priority for action
Medium Risk: Responsibility to be allocated and timeframe set for action
Low Risk: Implement appropriate management plans

Control of Risk

In order to determine possible control measures the hierarchy of control should be referenced. The hierarchy of controls provides a range of control measures from the most effective to the least effective. The preferred order is as follows:

- **Level 1 - Elimination** - removing the hazard from the workplace. This is the most effective control measure;
- **Level 2 - Substitution** - substituting or replacing a hazardous work practice with a less hazardous process;
- **Level 2 - Isolation** - isolating or separating the hazard from people involved in the work or people in the general work areas. This can be achieved by installing screens or marking off hazardous areas;
- **Level 2 - Engineering Control** - this may include modifications to hazardous areas, providing guarding, railing etc.;
- **Level 3 - Administrative Control** - includes introducing work practices that reduce the risk. This could include training, procedural control, access restrictions, signposting of a particular hazardous area; and
- **Level 3 - Personal Protective Equipment** - should be the last resort and only considered when other control measures are not practicable.

In some instances, a combination of control measures may be appropriate.

March 2019

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Confined Space Assessment and Register

Mirvac Retail

1-3 Smail Street, Ultimo NSW

Appendix B: Confined Space Register

Confined Space Register

Mirvac Retail – 1-3 Smail Street, Ultimo NSW

- **Ensure contractor safety documentation (e.g. Safe Work Method Statements, Risk Assessments, etc.) address Confined Spaces, Isolation of Services, Noise, Chemicals, Working at Heights and Traffic Management.**
- **Ensure contractors conduct works within this confined space in accordance with a site specific Confined Space Procedure and complete a Confined Space Entry Permit prior to entry into confined spaces.**
- **A confined space emergency rescue plan/procedure must be established and practiced prior to any confined space entry and evidence must be provided to site manager.**
- **Confined space safety equipment (e.g. gas detection, safety harnesses etc.) must be appropriately maintained in accordance with the manufactures recommendations and/or applicable Australian Standards.**

Note: Refer to individual confined space risk assessments and photographs.

Confined Space Number	Level	Room	Location	Type	Risk Level	Signage Present	Photo
No confined spaces were identified on site.							

Likelihood

Level	Descriptor	Description
A	Almost certain	Will occur in most circumstances
B	Likely	Expected to occur occasionally
C	Moderate	May be experienced sometime in a working life
D	Unlikely	Would only occur in unlikely circumstances
E	Rare	Not expected to occur but could

Consequence

Level	Descriptor	Description	Cost/Productivity
1	Catastrophic	Fatality	Loss of operation and huge financial loss
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5	Insignificant	No injury but may impact on working productivity	Productivity not optimal, low or no financial loss

RISK RANKING

	Consequence				
Likelihood	1	2	3	4	5
A	Extreme	Extreme	Extreme	High	High
B	Extreme	Extreme	High	Medium	Medium
C	Extreme	High	Medium	Medium	Low
D	High	High	Medium	Low	Low
E	High	High	Medium	Low	Low

Confined Space Assessment and Register

Mirvac Retail

1-3 Smail Street, Ultimo NSW

Appendix C: Confined Space Risk Assessments

Confined Space Risk Assessment - Template

1-3 Smail Street, Ultimo NSW

TO BE ASSESSED PRIOR TO ENTRY	
Does the Location meet the Requirements of a Confined Space?	
(Must answer YES to all of the 3 elements - A, B, C and D)	
A. Is the space enclosed or partially enclosed	
B. Is the space designed or intended primarily not to be occupied by a person; and	
C. Is the space designed or intended to be, at normal atmospheric pressure while any person is in the space, and	
D. Is the space likely to be a risk to health and safety from:	
i. an atmosphere that does not have a safe oxygen level; or	
ii. contaminants, including airborne gases, vapours and dusts, that may cause injury from fire or explosion, or	
iii. harmful concentrations of any airborne contaminants, or	
iv. engulfment.	
but does not include a mine shaft or the workings of a mine.	
Reference: Work Health and Safety Regulations 2017 (NSW) Part 4.3	
Dimensions of Space:	
Works to be conducted in space:	

Key Hazard	**Estimated Level of Risk**				**Risk Ranking**
	LOW	**MED**	**HIGH**	**EXT**	
Restricted (emergency) entry & exit access					
Oxygen deficiency whilst work in progress					
Build up or excess of vapours such as hydrogen sulphide (H2S) or carbon monoxide (CO) to concentrations above the OES					
Build up of organic vapours to within explosive limits					
Airborne dust concentrations above the OES					
Radiation (non ionising and ionising)					
Noise generated at levels above 85 dB(A)					
Uncontrolled introduction of substances (e.g. steam, water, gases, etc.)					
Engulfment					
Manual handling of covers, lowering equipment into pits					
Mechanical hazards (i.e. entanglement, crushing, cutting, etc.)					

Key Hazard	Estimated Level of Risk				Risk Ranking
	LOW	MED	HIGH	EXT	
Skin contact and hazardous chemicals and surface contaminants					
Environmental hazards: - Likelihood of slips, trips and falls; - Heat and cold stress; and - Lack of lighting.					
Biological hazards (e.g. E-coli)					
Electrical hazards					
				Confined Space Risk Level	

Applicable Legislation

WHS Act (NSW) 2011

WHS Regulation (NSW) 2017

AS2865:2009 Confined Spaces

Code of Practice: Confined Spaces (WorkCover NSW, 2011)

Recommendations

● Should access to one or more of the spaces categorised as "unknown" be required, supplementary risk assessments must be conducted prior to entry to verify the specific hazards and levels of risk, and to identify the need for any additional or alternative controls.

● All works and access in relation to confined spaces must be undertaken in accordance with *AS2865:2009 Confined Spaces, Code of Practice: Confined Spaces (WorkCover NSW, 2011)* and regulatory requirements.

● Ensure contractors conduct works within this confined space in accordance with a Confined Space Procedure and complete a Confined Space Entry Permit prior to entry into this confined space.

● Where deemed necessary, workers entering a confined space shall be required to wear an approved breathing apparatus at all times.

● Label/signpost, where reasonably practicable, the confined spaces in accordance with *Code of Practice: Confined Spaces (WorkCover NSW, 2011)* and Section 3.2.2 of *AS2865:2009 Confined Spaces*.

● Ensure access to these confined spaces is secured from unauthorised entry all times.

● Ensure contractor Safe Work Method Statement (SWMS) addresses Confined Spaces, Working at Height, Noise, Contact with Chemicals, Isolation of Services and Traffic Management.

● Consider using a two person lift when lifting/removing covers.

● Only authorised personnel to access confined spaces.

Additional Controls: