

Confined Space Register & Risk Assessment Report

AMP Capital



700 Bourke Street
Docklands VIC 3000

December 2020

Confined Space Register & Risk Assessment

Report For	AMP Capital
Address	700 Bourke Street, Docklands VIC
Site Inspection By	Matthew Hyde, Senior Consultant
Date of Inspection	30 November 2020
Conferred With	Darren Hynes, Facility Manager, AMP

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Document Revision Record

File Name	Prepared By	Reviewed By	Issue No.	Issue Date
AMP Confined Space 700 Bourke St, Docklands VIC Dec20	Matthew Hyde Senior Consultant	Bernard Day General Manager	1	8/12/20

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1. Executive Summary

Scope

RiskTech Compliance was commissioned by AMP Capital to undertake a confined space survey to identify potential confined spaces at 700 Bourke Street, Docklands VIC. Matthew Hyde, Senior Consultant of RiskTech Compliance conducted the site inspection on 30 November 2020.

Findings

The following is a summary of the types of confined spaces including the number of each type of confined space identified on site:

Confined Space Type	No. Present	Labelled?	Secured?
Fire Water Tank	1	Yes	Yes
Domestic Water Tank	1	Yes	Yes
Black Water - Water Tanks	7	Yes	Yes
Rain Water Harvesting Tanks	2	Yes	Yes
Diesel Fuel Tanks	2	No	Yes
Grease Traps	5	Yes	Yes
Storm Water Pits	13	Yes	Yes

- 31 confined spaces were identified on the site, which the majority of confined spaces were appropriately labelled or signposted. However, the Fuel Tanks in the Fuel Tank Room on Level P2 were not labelled as confined spaces.
- Confined spaces identified on site appeared to be generally appropriately locked or secured to prevent unauthorised access at the time of inspection.
- It is understood that the works within confined spaces are generally performed by contractors and that AMP Capital personnel are not required to enter any confined space.
- Appropriate confined space permits were completed by Fuse Tank Maintenance on 18/1/2019 & 25/7/2019 for the water tank cleans.
- Appropriate Safe Work Method Statements (SWMS) are provided for confined space entries carried out on site. Sighted appropriate SWMS completed by Fuse Tank Maintenance on 25/7/2019 for the water tank cleans.
- RiskTech Compliance understands that contractors will provide emergency response and rescue procedures and plans when confined space entries are undertaken on site. Limited information regarding the emergency rescue procedure and plan was provided in the Safe Work Method Statement provided by Fuse Tank Maintenance.

Recommendations

- Label all confined spaces identified on site that are not already labelled.
- Only confined space-trained contractors or employees should conduct work in identified Confined spaces on site.
- Ensure a risk assessment specific for the works that are being conducted is completed prior to entry into a confined space.
- Ensure that contractors' documentation (i.e. Safe Work Method Statements, Job Safety Analysis, etc.) includes emergency response and rescue procedures / plans for the site and obtain evidence prior to entry.
- Retain the Confined Space Register and Risk Assessment and all records on site and review/update.

2. Introduction

RiskTech Compliance was commissioned by AMP Capital to undertake a confined space survey to identify potential confined spaces at 700 Bourke Street, Docklands VIC. Matthew Hyde, Senior Consultant of RiskTech Compliance conducted the site inspection on 30 November 2020.

2.1 Site Description

Site Address	700 Bourke Street, Docklands VIC3000
Construction Date	2013
Current Use	Commercial
General Description	Level 15 – Plant Rooms Levels 1-14 Offices Ground and Mezzanine – NAB Branch & Cafe P1 and P2 – Basement Level Parking, Loading Dock and Plant Rooms



Site Location: 700 Bourke Street, Docklands VIC

Image courtesy Google Maps 2020

3. Scope/Methodology

3.1 Scope

The principle objectives of this assessment were to:

- Inspect specific and representative accessible areas of the site to identify confined spaces;
- Identify the potential hazards that workers may be exposed to when entering those confined spaces; and
- Prepare a confined space register and conduct a risk assessment on each type of confined space and document the findings.

The site was occupied at the time of assessment and the assessment was conducted during normal business hours.

3.2 Methodology

Confined spaces were identified and assessed in accordance with:

- VIC Occupational Health and Safety Regulations 2017, Division 3.4 Confined Spaces;
- Victorian Confined Spaces Compliance Code, 2019 (WorkSafe Victoria); &
- Australian Standard (AS) 2865:2009 – Confined Spaces.

A confined space register for the site is included in **Appendix 1**, which contains the following information:

- Type of confined space (eg; sewer, stormwater drain, grease arrestor pit)
- Location of the confined space
- Assigned confined space number
- Photograph of the confined space, in most instances
- Whether the confined space is labelled or signposted

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.

Risk assessments for each type of Confined Spaces are included in **Appendix 2**. It should be noted that these risk assessments are for guidance only and a job specific risk assessment must be undertaken prior to entering any confined space at the site.

A risk assessment of the types of confined space was undertaken, in which a risk rating of Low, Medium, High or Extreme was assigned to each hazard using the Risk Assessment Matrix located in **Appendix 3**. In addition, existing and recommended control measures are presented in the generic risk assessments.

The key hazards identified were assessed for each type of confined space, which were derived from the *Victorian Confined Spaces Compliance Code, 2019* and *AS 2865:2009 Confined Spaces*. The key hazards included restricted entry or exit, harmful airborne contaminants, unsafe oxygen level, fire and explosion, engulfment, uncontrolled introduction of substances, biological hazards, mechanical hazards, electrical hazards, skin contact with hazardous substances, manual tasks, radiation, environmental hazards, hazards outside the traffic hazards (e.g. traffic hazards).

In undertaking a determination whether a space is a 'confined space' on site, each item must meet the definition criteria listed in a, b, c & at least one item in section d to be classified a Confined Space (Refer to Section 3.2.1).

Typical examples of confined spaces include (but not limited to):

- Storage tanks, tank cars, process vessels, pressure vessels, silos and other tank-like compartments;
- Pits and degreasers; &
- Pipes, sewers, sewer pump stations, wet and dry wells, shafts and tunnels.

3.2.1 Definition

Confined Space: A space in any vat, tank, pit, pipe, duct, flue, oven, chimney, silo, reaction vessel, container, receptacle, underground sewer or well, or any shaft, trench or tunnel or other similar enclosed or partially enclosed structure, if the space –

- a. is, or is intended to be, or is likely to be, entered by any person; and
- 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 intended to be, at normal atmospheric pressure while any person is in the space; and
- d. contains, 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.

But does not include a shaft, trench or tunnel that is a mine or is part of the workings of a mine.

VIC Occupational Health & Safety Regulations 2017

3.2.2 What is not a confined space?

- 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.

3.3 Legislative Requirements

The following key issues are outlined in the *VIC Occupational Health and Safety Regulations 2017*.

3.3.1 Risk Assessment

A written risk assessment needs to be carried out to manage the risk related to a confined space including risks associated with entering, working in/in the close vicinity of a confined space. The risk assessment must be carried out in accordance with Part 3.3 of the *Victorian Confined Spaces Compliance Code, 2018*.

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. 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.

3.3.2 Permit to Work

Employers 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 2 years after the confined space work to which the permit relates is completed.

3.3.3 Working in Confined Spaces

Work in confined spaces must be carried out in accordance with *Part 4.3 of Division 3.4 of the VIC Occupational Health and Safety Regulations 2017, the Victorian Confined Spaces Compliance Code, 2019* and following the guidelines of *AS 2865:2009 Confined Spaces*.

Items to consider include:

- Isolation of potentially hazardous services prior to entry;
- Constant communication with workers entering the space;
- Monitoring of conditions within the space;
- Signage of spaces before and during entry to confined spaces;
- Purging of contaminants;
- Not introducing an ignition source; &
- Limiting the atmospheric concentrations of flammable gases and vapours.

3.3.4 Emergency Procedures

An employer must establish first aid and rescue procedures to be followed in an emergency and ensure those procedures are practiced as necessary to ensure that they are efficient and effective. 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 personnel protective equipment provided for first aid or emergency rescue are maintained in good working order.

3.4 Limitations

At the time of the assessment, RiskTech Compliance were unable to visually inspect within the potential confined spaces identified on the site and judgement was made based on the markings on the gatic covers, location of the space and surrounding area and relevant information. These spaces were deemed to be confined spaces unless proven otherwise.

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.

In addition, 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.

3.5 Discussion

The risks presented by the Confined Spaces at 700 Bourke Street, Docklands VIC 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
- Permit to Enter/Permit to Work

All employees and 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 head 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 are to be provided with accredited confined space training by a Registered Training Organisation (RTO).

3.5.1 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*.

It is noted, the majority of the confined spaces were labelled on site.



3.5.2 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 relocked after works are carried out to ensure the access remains restricted.

3.5.3 *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.

3.5.4 *Record Keeping*

- This report must be kept for a period of 5 years after the date of preparation.
- Entry Permits must be kept until the work is completed, or if a notifiable incident occurs, for at least 2 years after the confined space work to which the permit relates is completed.
- A risk assessment for a confined space must be kept for 28 days, or if a notifiable incident occurs in connection with the work to which the assessment relates, for 2 years after the incident occurs.


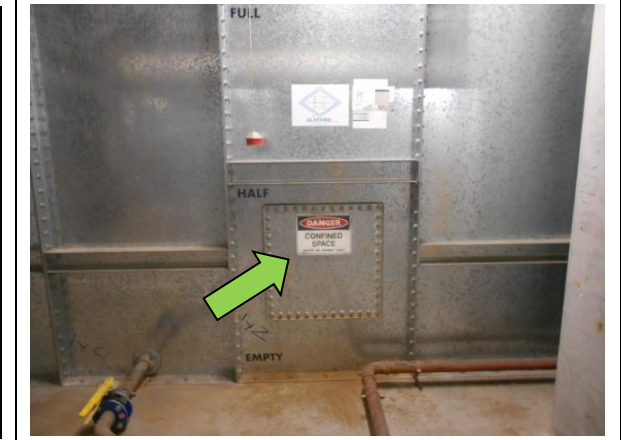

4. Findings

- A total of 31 confined spaces were identified on site and the details of each confined space identified is presented in the confined space register included in **Appendix 1**.
- The type of confined space and the number of each type of confined space identified on site are tabulated below:

Confined Space Type	No. Present	Labelled?	Secured?
Fire Water Tank	1	Yes	Yes
Domestic Water Tank	1	Yes	Yes
Black Water - Water Tanks	7	Yes	Yes
Rain Water Harvesting Tanks	2	Yes	Yes
Diesel Fuel Tanks	2	No	Yes
Grease Traps	5	Yes	Yes
Storm Water Pits	13	Yes	Yes

- The majority of confined spaces were appropriately labelled or signposted. However, the Fuel Tanks in the Fuel Tank Room on Level P2 were not labelled as confined spaces.
- Confined spaces identified on site appeared to be generally appropriately locked or secured to prevent unauthorised access at the time of inspection.
- It is understood that the works within confined spaces are generally performed by contractors and that AMP Capital personnel are not required to enter any confined space.
- The AMP Capital Confined Space Entry Permit system is utilised for the site. Sighted appropriate confined space permits completed by Fuse Tank Maintenance on 18/1/2019 & 25/7/2019 for the water tank cleans.
- Appropriate Safe Work method Statements are provided for confined space entries carried out on site. Sighted appropriate SWMS completed by Fuse Tank Maintenance on 25/7/2019 for the water tank cleans.
- RiskTech Compliance understands that contractors will provide emergency response and rescue procedures and plans when confined space entries are undertaken on site. Limited information regarding the emergency rescue procedure and plan was provided in the Safe Work Method Statement provided by Fuse Tank Maintenance.

Photographs

	
Domestic water tank on Level 15 with appropriate confined spaces signage installed	Fire hydrant & sprinkler water tank on Level P1 with appropriate confined spaces signage installed
	
Black water treatment tanks on Level P2 with appropriate confined spaces signage installed	Rain water harvesting tanks on Level P1 with appropriate confined spaces signage installed
	
No confined space signage was installed on fuel tanks on Level P2	Grease traps on Level P2 in loading dock with appropriate confined spaces signage installed



Storm water pit in on Level P1 is secured & appropriately signposted




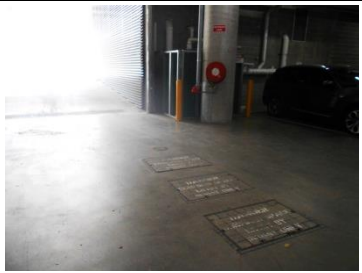
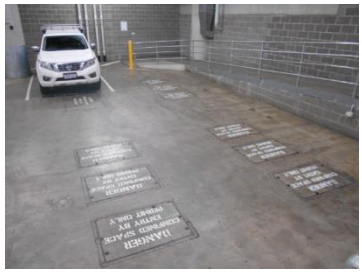


Storm water pit in on Level P2 is secured & appropriately signposted

5. Recommendations




- Label confined spaces (e.g. fuel tanks) identified on the site in accordance with the *VIC Occupational Health and Safety Regulations 2017*, the *Victorian Confined Spaces Compliance Code, 2019* and *AS 2865:2009 Confined Spaces*.
- Only Confined Space-trained contractors or employees should conduct work in the identified confined spaces.
- Ensure a site specific risk assessment for the works that are being conducted is completed prior to entry into a confined space. Records of training must be provided prior to entry and working in such a space.
- Ensure that contractors' documentation (i.e. Safe Work Method Statements, Job Safety Analysis, etc.) includes emergency response and rescue procedures and plans for the site in accordance with the *VIC Occupational Health and Safety Regulations 2017*, the *Victorian Confined Spaces Compliance Code, 2019* and *AS 2865:2009 Confined Spaces* and obtain evidence prior to entry.
- Retain the Confined Space Register and Risk Assessment and all records on site and review/update the Confined Space Register and Risk Assessment on a regular basis (e.g. every 5 years) or if any changes occur.

Refer to **Appendix 2** for specific recommendations for each type of confined space.




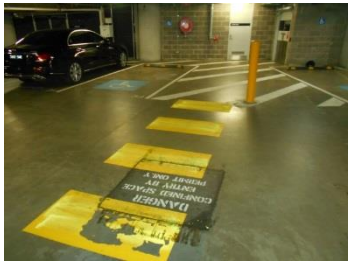

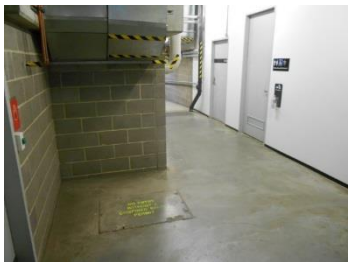
Appendix 1 Confined Space Register

Site: 700 Bourke Street, Docklands VIC				
Assessed by: Matthew Hyde (RiskTech Compliance) Date: 30 November 2020				
Confined Space Type	Location	Confined Space No.	Photo	Signage Present
Interior – Level 15				
Domestic Water Tank (100,000L)	Plant Room, Domestic Hot Water Room	1		Yes
Interior – Level P2				
Grease Trap (5,000L)	Loading Dock Adjacent Entrance Ramp	2		Yes
Grease Traps x4 (5,000L each)	Loading Dock Adjacent Pedestrian Ramp	3-6		Yes
Black Water Plastic Tank (5,000L)	Loading Dock Adjacent Entrance Ramp	7		Yes
Black Water Plastic Tanks x6 (100,000L)	Black Water Treatment Plant Room	8-13		Yes



Confined Space Register & Risk Assessment
700 Bourke Street, Docklands VIC

Confined Space Type	Location	Confined Space No.	Photo	Signage Present
Storm Water Pit	Loading Dock Adjacent Substation	14		Yes
Storm Water Pit	Corridor Adjacent Main Switch Room and opposite Pump Room	15		Yes
Storm Water Pit	Corridor Adjacent Cleaners Cage & Opposite Communications Cupboard	16		Yes
Diesel Tanks (2x 20,000L)	Fuel Tank Room Adjacent Car Park Entrance to Marvel Stadium (entrance off Wurundjeri Way)	17-18		No
Interior – Level P1				
Rain Water Harvesting Tanks x2 (66,000L)	Rain Water Harvesting Plant Area adjacent Car Parking bay No. 56	19-20		Yes

Confined Space Register & Risk Assessment
700 Bourke Street, Docklands VIC

Confined Space Type	Location	Confined Space No.	Photo	Signage Present
Storm Water Pit	Car Park Adjacent Car Parking Bay No. 55	21		Yes
Storm Water Pit	Car Park Adjacent Store No. 801	22		Yes
Storm Water Pit	Car Park Adjacent Car Parking Bay No. 35	23		Yes
Storm Water Pit	Car Park Adjacent Car Parking Bay No. 33	24		Yes
Storm Water Pit	Car Park Adjacent Car Parking Bay No. 23	25		Yes
Storm Water Pit	Corridor Adjacent Disabled Toilet & Entrance to Bike Cage Area	26		Yes

Confined Space Register & Risk Assessment
700 Bourke Street, Docklands VIC

Confined Space Type	Location	Confined Space No.	Photo	Signage Present
Storm Water Pit	Bike Cage Area, Top of Pedestrian Ramp	28		Yes
Storm Water Pit	Bike Cage Area, Adjacent Bike Racks	29		Yes
Storm Water Pit	Bike Cage Area, Adjacent Lockers	30		Yes
Storm Water Pit	Bike Cage Area, Adjacent Fire Sprinkler Pump Room	30		Yes
Hydrant & Sprinkler Tank (40,000L)	Bike Cage Area, Fire Hydrant & Sprinkler Pump Room	31		Yes

Appendix 3 Confined Space Risk Assessments

CONFINED SPACE RISK ASSESSMENT	
Site Location:	700 Bourke, Docklands VIC
Assessment by:	Matthew Hyde (RiskTech Compliance) Date: 30 November 2020
Type of Confined Space	Water Tanks
Confined Space Locations:	Level 15, Plant Room, Level P1 Car Park x2 & Level P1, Fire Pump Room

Does the Location meet the Requirements of a Confined Space?	Yes	No
• is, or is intended to be, or is likely to be, entered by any person; and	<input checked="" type="radio"/>	<input type="radio"/>
• 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	<input checked="" type="radio"/>	<input type="radio"/>
• is, or is intended to be, at normal atmospheric pressure while any person is in the space; and	<input checked="" type="radio"/>	<input type="radio"/>
• contains, or is intended to contain, or is likely to contain:		
▪ an atmosphere that has a harmful level of any contaminant; or	<input checked="" type="radio"/>	<input type="radio"/>
▪ an atmosphere that does not have a safe oxygen level, or	<input checked="" type="radio"/>	<input type="radio"/>
▪ any stored substance, except liquids, that could cause engulfment	<input checked="" type="radio"/>	<input type="radio"/>

Hazard	Risk Ranking
Restricted entry or exit	High
Harmful airborne contaminants	Medium
Unsafe oxygen level	Medium
Fire and explosion	Low
Engulfment	High
Uncontrolled introduction of substances	High
Biological hazard	Medium
Mechanical hazards	Low
Electrical hazards	Low
Skin contact with hazardous substances	Low
Manual tasks	Low
Radiation	Low
Environmental hazards	Low
Hazards outside confined space (eg; traffic hazards)	Low

Comments / Recommendations
The water tanks were suitably secured in plant rooms, the access hatches were locked to prevent unauthorised access. The water tanks were appropriately labelled as confined spaces. Ensure access to water tanks is restricted to authorised/trained personnel. Ensure the confined space entry permit is filled out prior to works commencing. Refer to Sections 3 and 5 of this report for further control information and recommendations.

CONFINED SPACE RISK ASSESSMENT	
Site Location:	700 Bourke, Docklands VIC
Assessment by:	Matthew Hyde (RiskTech Compliance) Date: 30 November 2020
Type of Confined Space	Black Water Pre-Cast Plastic Tanks
Confined Space Locations:	Level P2 Loading Dock & Level P2 Black Water Plant Room

Does the Location meet the Requirements of a Confined Space?	Yes	No
• is, or is intended to be, or is likely to be, entered by any person; and	<input checked="" type="radio"/>	<input type="radio"/>
• 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	<input checked="" type="radio"/>	<input type="radio"/>
• is, or is intended to be, at normal atmospheric pressure while any person is in the space; and	<input checked="" type="radio"/>	<input type="radio"/>
• contains, or is intended to contain, or is likely to contain:		
▪ an atmosphere that has a harmful level of any contaminant; or	<input checked="" type="radio"/>	<input type="radio"/>
▪ an atmosphere that does not have a safe oxygen level, or	<input checked="" type="radio"/>	<input type="radio"/>
▪ any stored substance, except liquids, that could cause engulfment	<input checked="" type="radio"/>	<input type="radio"/>

Hazard	Risk Ranking
Restricted entry or exit	High
Harmful airborne contaminants	Medium
Unsafe oxygen level	Medium
Fire and explosion	Medium
Engulfment	High
Uncontrolled introduction of substances	High
Biological hazard	Medium
Mechanical hazards	Low
Electrical hazards	Low
Skin contact with hazardous substances	Low
Manual tasks	Low
Radiation	Low
Environmental hazards	Low
Hazards outside confined space (eg; traffic hazards)	Low

Comments / Recommendations
<p>The tanks were in a suitably secured plant room, the access hatches were locked to prevent unauthorised access.</p> <p>The tanks were appropriately labelled as a confined spaces.</p> <p>Ensure access to tanks is restricted to authorised/trained personnel.</p> <p>Ensure the confined space entry permit is filled out prior to works commencing.</p> <p>Refer to Sections 3 and 5 of this report for further control information and recommendations.</p>

CONFINED SPACE RISK ASSESSMENT	
Site Location:	700 Bourke, Docklands VIC
Assessment by:	Matthew Hyde (RiskTech Compliance) Date: 30 November 2020
Type of Confined Space	Grease Traps x 5
Confined Space Locations:	Level P2 Loading Dock

Does the Location meet the Requirements of a Confined Space?	Yes	No
• is, or is intended to be, or is likely to be, entered by any person; and	<input checked="" type="radio"/>	<input type="radio"/>
• 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	<input checked="" type="radio"/>	<input type="radio"/>
• is, or is intended to be, at normal atmospheric pressure while any person is in the space; and	<input checked="" type="radio"/>	<input type="radio"/>
• contains, or is intended to contain, or is likely to contain:		
▪ an atmosphere that has a harmful level of any contaminant; or	<input checked="" type="radio"/>	<input type="radio"/>
▪ an atmosphere that does not have a safe oxygen level, or	<input checked="" type="radio"/>	<input type="radio"/>
▪ any stored substance, except liquids, that could cause engulfment	<input checked="" type="radio"/>	<input type="radio"/>

Hazard	Risk Ranking
Restricted entry or exit	Low
Harmful airborne contaminants	High
Unsafe oxygen level	High
Fire and explosion	Medium
Engulfment	High
Uncontrolled introduction of substances	Medium
Biological hazard	Medium
Mechanical hazards	Low
Electrical hazards	Low - Medium
Skin contact with hazardous substances	High
Manual tasks	Medium
Radiation	Low
Environmental hazards	Low
Hazards outside confined space (eg; traffic hazards)	High

Comments / Recommendations
<p>The grease traps were suitably secured to reduce the risk of unauthorised access.</p> <p>The grease traps were appropriately labelled as confined spaces.</p> <p>Ensure access to grease traps is restricted to authorised/trained personnel.</p> <p>Ensure the confined space entry permit is filled out prior to works commencing.</p> <p>Ensure appropriate traffic management systems (e.g. bollards) are in place prior to entry in to the grease traps</p> <p>Refer to Sections 3 and 5 of this report for further control information and recommendations.</p>

CONFINED SPACE RISK ASSESSMENT		
Site Location:	700 Bourke, Docklands VIC	
Assessment by:	Matthew Hyde (RiskTech Compliance)	Date: 30 November 2020
Type of Confined Space	Diesel Fuel Tanks x 2	
Confined Space Locations:	Level P2, Fuel Tank Room	

Does the Location meet the Requirements of a Confined Space?		Yes	No
• is, or is intended to be, or is likely to be, entered by any person; and		<input checked="" type="radio"/>	<input type="radio"/>
• 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		<input checked="" type="radio"/>	<input type="radio"/>
• is, or is intended to be, at normal atmospheric pressure while any person is in the space; and		<input checked="" type="radio"/>	<input type="radio"/>
• contains, or is intended to contain, or is likely to contain:			
▪ an atmosphere that has a harmful level of any contaminant; or		<input checked="" type="radio"/>	<input type="radio"/>
▪ an atmosphere that does not have a safe oxygen level, or		<input checked="" type="radio"/>	<input type="radio"/>
▪ any stored substance, except liquids, that could cause engulfment		<input checked="" type="radio"/>	<input type="radio"/>

Hazard	Risk Ranking
Restricted entry or exit	Medium
Harmful airborne contaminants	High
Unsafe oxygen level	Medium
Fire and explosion	High
Engulfment	Low - Medium
Uncontrolled introduction of substances	Low
Biological hazard	Medium
Mechanical hazards	Low - Medium
Electrical hazards	Medium - High
Skin contact with hazardous substances	Medium
Manual tasks	Medium
Radiation	Low
Environmental hazards	Low
Hazards outside confined space (eg; traffic hazards)	Low

Comments / Recommendations
<p>The fuel tanks were suitably secured to reduce the risk of unauthorised access.</p> <p>The fuel tanks were not appropriately labelled as confined spaces. It is recommended the fuel tanks are labelled as confined spaces.</p> <p>Ensure access to fuel tanks is restricted to authorised/trained personnel.</p> <p>Ensure the confined space entry permit is filled out prior to works commencing.</p> <p>Refer to Sections 3 and 5 of this report for further control information and recommendations.</p>

CONFINED SPACE RISK ASSESSMENT		
Site Location:	700 Bourke, Docklands VIC	
Assessment by:	Matthew Hyde (RiskTech Compliance)	Date: 30 November 2020
Type of Confined Space	Storm Water Pits x13	
Confined Space Locations:	Levels P1 & P2	

Does the Location meet the Requirements of a Confined Space?		Yes	No
• is, or is intended to be, or is likely to be, entered by any person; and		<input checked="" type="radio"/>	<input type="radio"/>
• 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		<input checked="" type="radio"/>	<input type="radio"/>
• is, or is intended to be, at normal atmospheric pressure while any person is in the space; and		<input checked="" type="radio"/>	<input type="radio"/>
• contains, or is intended to contain, or is likely to contain:		<input checked="" type="radio"/>	<input type="radio"/>
▪ an atmosphere that has a harmful level of any contaminant; or		<input checked="" type="radio"/>	<input type="radio"/>
▪ an atmosphere that does not have a safe oxygen level, or		<input checked="" type="radio"/>	<input type="radio"/>
▪ any stored substance, except liquids, that could cause engulfment		<input checked="" type="radio"/>	<input type="radio"/>

Hazard	Risk Ranking
Restricted entry or exit	Medium
Harmful airborne contaminants	Medium
Unsafe oxygen level	Medium
Fire and explosion	Low
Engulfment	Low
Uncontrolled introduction of substances	Medium
Biological hazard	Low
Mechanical hazards	Medium
Electrical hazards	Medium - High
Skin contact with hazardous substances	Low
Manual tasks	Medium
Radiation	Low
Environmental hazards	Low
Hazards outside confined space (eg; traffic hazards)	Medium - High

Comments / Recommendations
<p>The storm water pits were suitably secured to reduce the risk of unauthorised access</p> <p>The storm water pits were appropriately labelled as a confined space.</p> <p>Ensure access to the storm water pits is restricted to authorised/trained personnel.</p> <p>Ensure the confined space entry permit is filled out prior to works commencing.</p> <p>Refer to Sections 3 and 5 of this report for further control information and recommendations.</p>

Appendix 4 Risk Assessment Matrix

Step 1. Determine most likely <u>Consequence</u>	
Catastrophic	Fatality, traumatic injury, or property damage to the extent of \$100,000 or catastrophic environmental impact (immediate report to Regulator). Major public alarm, media involvement.
Major	Injury / illness resulting in multiple days incapacitation, or asset damage to \$50,000-\$100,000. Pollutant discharged - medium term impact. Public alarm. Environmental notice received from Regulator.
Moderate	Injury requiring medical treatment, property damage from \$20,000 to \$50,000. Moderate environmental impact. Discharge contained on site. No requirement to report to Regulator.
Minor	Injury resulting in first aid treatment, minimal environmental impact, property damage less than \$5,000 to \$20,000 Minimal environmental impact. Discharge contained in immediate vicinity. No requirement to report to Regulator.
Insignificant	No first aid treatment or medical treatment required, negligible property damage less than \$5,000. No or insignificant environmental impacts identified.

Step 2. Determine <u>Likelihood</u> of the Consequence occurring	
Almost Certain	The event is highly likely to occur in most circumstances
Likely	The event will probably occur in most circumstances
Possible	The event, whilst unlikely, may occur in some circumstances
Unlikely	The event is unlikely to occur but could occur at some time.
Rare	It is highly unlikely that the event occur, however it could in exceptional circumstances.

Step 3. Determine Level of Risk (Consequence x Likelihood)					
Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	High	High	Extreme	Extreme	Extreme
Likely	Medium	High	High	Extreme	Extreme
Possible	Low	Medium	High	High	Extreme
Unlikely	Low	Low	Medium	High	High
Rare	Low	Low	Medium	High	High

Appendix 5 Site Plans

