Confined Space Register & Risk Assessment Report

AMP Capital

558 & 577 Little Bourke Street, Melbourne VIC

October 2019

RISKTECH Compliance

Confined Space Register & Risk Assessment

Report For	AMP Capital
Address	558 & 577 Little Bourke Street, Melbourne VIC
Prepared By	Matthew Hyde, Consultant (RiskTech Compliance)
Date of Inspection	1 October 2019
Conferred With	Darren Hynes, Senior Facilities Managers

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Document Revision Record

File Name	Prepared By	Reviewed By	Issue No.	Issue Date
AMP Confined Space 558 & 577 Little Bourke Street Melbourne VIC Oct19	Matthew Hyde Senior Consultant	Greg Harradine General Manager	1	18/10/19

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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 558 & 577 Little Bourke Street, Melbourne VIC. Matthew Hyde, Senior Consultant of RiskTech Compliance conducted the site inspection on 1 October 2019.

Findings

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

Confined Space Type	No. Present	Labelled?	Secured?
577 Little Bourke Street			
Grease Trap	1	No	Yes
Service Pit	1	Yes	Yes
Sewer Sump Pit	3	No	Yes
Stormwater Drains	2	No	Yes
558 Little Bourke Street			
Service Pit	1	No	Yes
Sump Pit	1	No	Yes

- A total of 9 confined spaces were identified throughout the sites, which the majority of spaces were not appropriately labelled or signposted. The service pit in the Basement Level Sprinkler Valve Room was appropriately labelled. It is noted the sewer pump pits in the night club bar area are unlikely to be labelled, based upon the location. Signposting would occur during any entry undertaken.
- The majority of 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. RiskTech Compliance was advised that no confined space entries have occurred in the past 12 months therefore no completed documentation (such as permits or SWMS) was available for review.
- Emergency response and rescue procedures and plans have not been developed. RiskTech Compliance understands that contractors will provide emergency response and rescue procedures and plans for confined space entries on site.

Recommendations

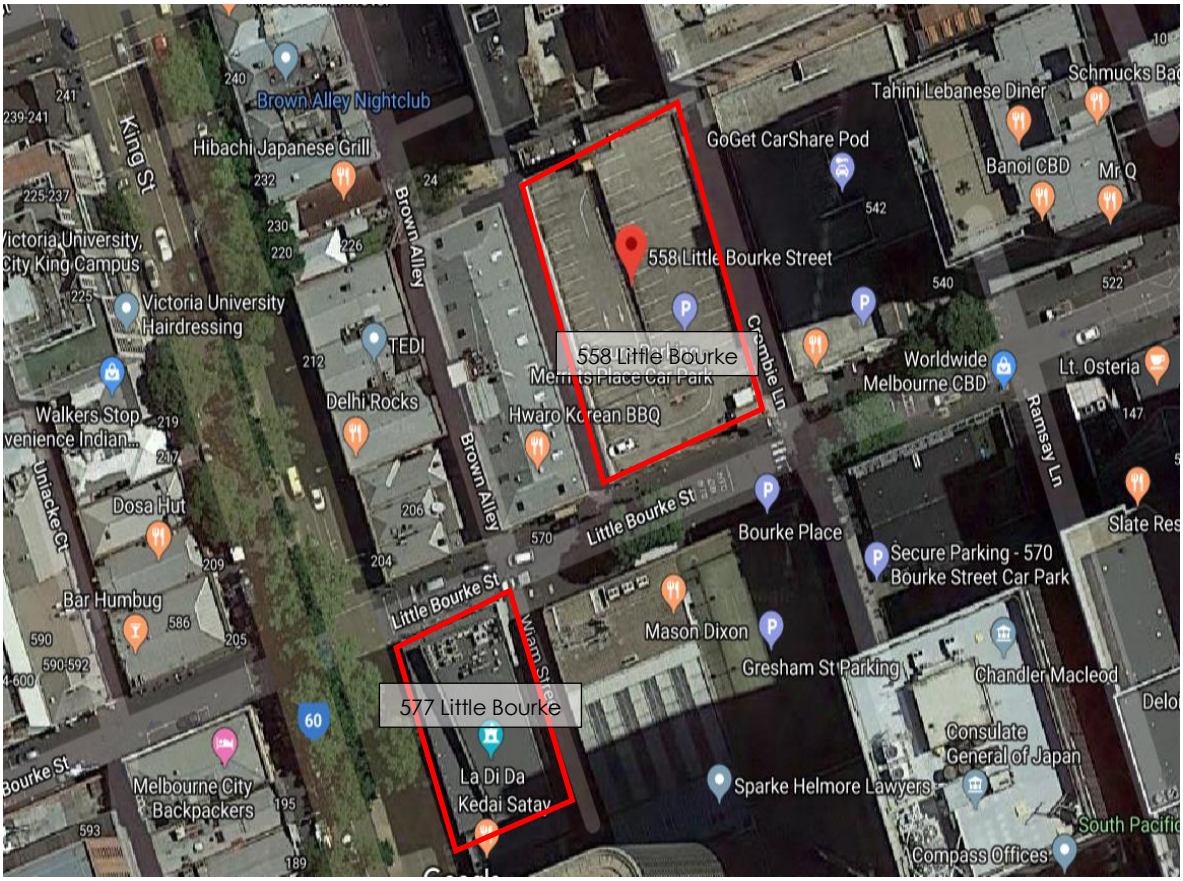
- Label all confined spaces identified on site.
- Ensure the Confined Space Entry Procedure and Permit system is utilised on site.
- Ensure that contractors' documentation (i.e. Safe Work Method Statements, Job Safety Analysis, etc.) includes emergency response and rescue procedures / plans for the site and obtain evidence prior to entry.
- 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.
- 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 558 & 577 Little Bourke Street, Melbourne VIC. Matthew Hyde, Senior Consultant of RiskTech Compliance conducted the site inspection on 1 October 2019.

2.1 Site Description

Site Address	558 & 577 Little Bourke Street, Melbourne VIC
Construction Date	558 Little Bourke – 1887 577 Little Bourke – Original Façade – 1940's / Refurbished 2005
Site Type	558 Little Bourke – Carpark 577 Little Bourke – Commercial
Levels	558 Little Bourke – 7 Levels 577 Little Bourke – 3 Levels + Roof Level/Plant Rooms + 1 Basement
Description	558 - The site consists of a 7 Level car park located on Little Bourke Street in Melbourne's CBD. The car park is located adjacent Bourke Place and access to the car park is via Crombie Lane. The rear wall is heritage listed, constructed in 1887. 557 - The site consists of a 3 level commercial building located in Melbourne CBD. Plant rooms are located on Level 4 and the roof level. A Basement Level is provided for services such electricity, gas and fire sprinkler valve room. No car parking is provided for the building.



Site Location: 577 Little Bourke Street, Melbourne VIC — Image courtesy Google Maps 2019

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, 2018 (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, 2018* 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 (eg; 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, 2018* 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 558 & 577 Little Bourke Street, Melbourne 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 and/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, not all 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.

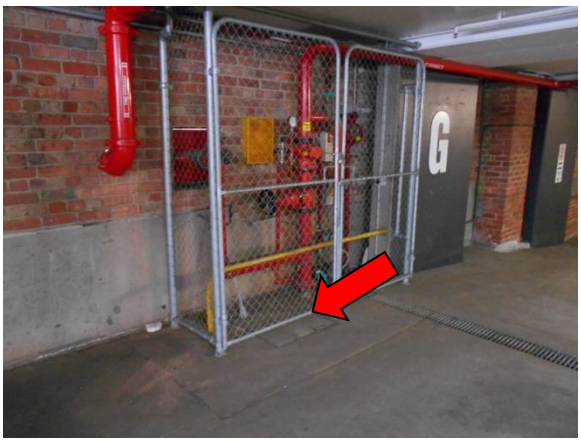
4. Findings

- A total of 9 confined spaces were identified on the sites 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:

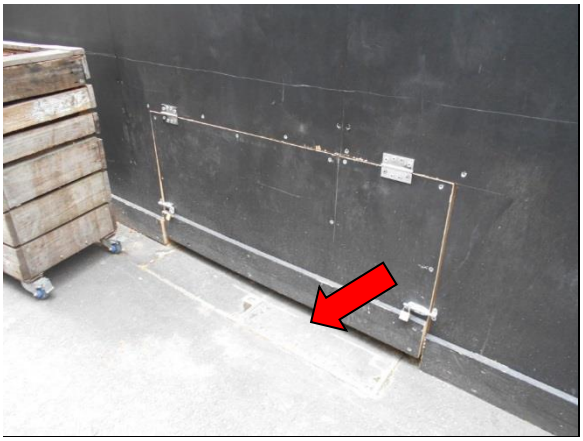
Confined Space Type	No. Present	Labelled?	Secured?
577 Little Bourke Street			
Grease Trap	1	No	Yes
Service Pit	1	Yes	Yes
Sewer Sump Pit	3	No	Yes
Stormwater Drains	2	No	Yes
558 Little Bourke Street			
Service Pit	1	No	Yes
Sump Pit	1	No	Yes

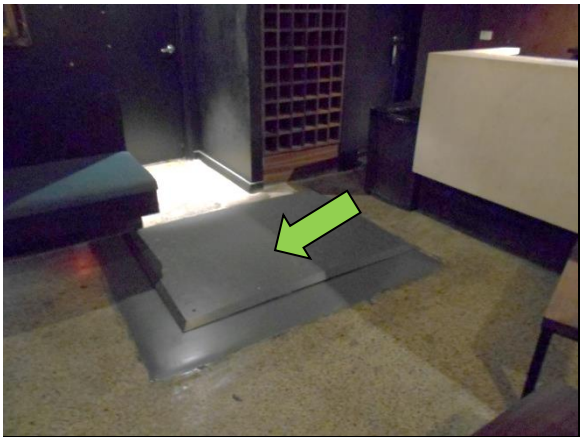
- The majority of confined spaces were not appropriately labelled or signposted. The Service pit in the Basement Level Sprinkler Valve Room was appropriately labelled. It is noted the sewer pump pits in the night club bar area are unlikely to be labelled, based upon the location. Signposting would occur during any entry undertaken.
- The majority of 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. RiskTech Compliance was advised that no confined space entries have occurred in the past 12 months therefore no completed documentation (such as permits or SWMS) was available for review.
- Emergency response and rescue procedures and plans have not been developed. RiskTech Compliance understands that contractors will provide emergency response and rescue procedures and plans for confined space entries on site.
- On the day of the inspection it was not possible to access the 9 confined spaces. It is highly likely these are confined spaces and should be treated as such.

Photographs – 558 Little Bourke

	
Service Pit in the Ground Level Sprinkler Valve cage not appropriately labelled	Sump Pump Pit in the Basement Level not appropriately labelled

Photographs – 577 Little Bourke

	
Service Pit in the Basement Level Sprinkler Valve Room appropriately labelled	Sewer Pump Pit in the Basement Level not appropriately labelled
	
Grease trap in the laneway not appropriately labelled	Stormwater drains in the laneway not appropriately labelled

	
Sewer Pump Pit in the Basement Level bar area of the night club (La Di Da) – Labelling not practical	Sewer Pump Pit in the Basement Level bar area of the night club (La Di Da) – Labelling not practical

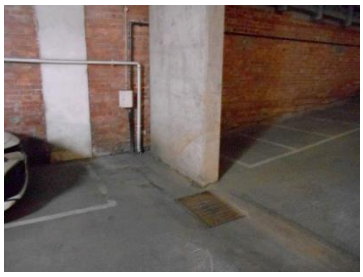
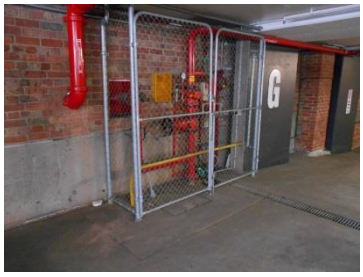
5. Recommendations

- Label confined spaces identified on the sites in accordance with the *VIC Occupational Health and Safety Regulations 2017, the Victorian Confined Spaces Compliance Code, 2018* 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 the Confined Space Entry Procedure and Permit system is utilised on site in accordance with the *VIC Occupational Health and Safety Regulations 2017, the Victorian Confined Spaces Compliance Code, 2018* and *AS 2865:2009 Confined Spaces.*
- 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, 2018* 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:	**558 Little Bourke Street, Melbourne VIC**
Assessed by:	**Matthew Hyde (RiskTech Compliance) Date1 October 2019**

Confined Space Type	Location	Confined Space No.	Photo	Signage Present
Interior – Basement Level				
Sump Pump Pit	Basement Level Car Park Area	1		No
Interior – Ground Level				
Service Pit	Sprinkler Valve Cage Area	2		No

Site:	**577 Little Bourke Street, Melbourne VIC**
Assessed by:	**Matthew Hyde (RiskTech Compliance) Date 1 October 2019**

Confined Space Type	Location	Confined Space No.	Photo	Signage Present
Interior – Basement Level				
Service Pit	Sprinkler Valve Room	3		Yes
Sewer Pump Pit	La Di Da Night Club, Eastern Basement Area (Bar Area)	4		Not Practical

Confined Space Type	Location	Confined Space No.	Photo	Signage Present
Sewer Pump Pit	La Di Da Night Club, Eastern Basement Area (bar area)	5		Not Practical
Sewer Pump Pit	La Di Da Night Club, Western Basement Area (adjacent cool room)	6		No
Interior – Exterior				
Grease Trap	Lane Way adjacent La Di Da External Area, Under Temporary Hoarding	7		No
Stormwater Drains x2	Lane Way adjacent La Di Da External Area	8-9		No

Appendix 2 Confined Space Risk Assessments

CONFINED SPACE RISK ASSESSMENT

Site Location:	558 & 577 Little Bourke, Melbourne VIC		
Assessment by:	Matthew Hyde (RiskTech Compliance)	**Date:**	1 October 2019
Type of Confined Space	Grease Trap		
Confined Space Locations:	External Lane Way		

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	Yes	No
• 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	Yes	No
• is, or is intended to be, at normal atmospheric pressure while any person is in the space; and	Yes	No
• contains, or is intended to contain, or is likely to contain:		
▪ an atmosphere that has a harmful level of any contaminant; or	Yes	No
▪ an atmosphere that does not have a safe oxygen level, or	Yes	No
▪ any stored substance, except liquids, that could cause engulfment	Yes	No

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)	**Low**

Comments / Recommendations

The grease trap was suitably secured to reduce the risk of unauthorised access.

The grease trap was not appropriately labelled as confined space. It is recommended this space be labelled as a confined space where practical.

Ensure access to grease trap 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:	558 & 577 Little Bourke, Melbourne VIC		
Assessment by:	Matthew Hyde (RiskTech Compliance)	**Date:**	1 October 2019
Type of Confined Space	Service Pit		
Confined Space Locations:	558 - Ground Level, Sprinkler Valve Cage 577 - Basement Level, Sprinkler Valve 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	Yes	No
• 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	Yes	No
• is, or is intended to be, at normal atmospheric pressure while any person is in the space; and	Yes	No
• contains, or is intended to contain, or is likely to contain:		
▪ an atmosphere that has a harmful level of any contaminant; or	Yes	No
▪ an atmosphere that does not have a safe oxygen level, or	Yes	No
▪ any stored substance, except liquids, that could cause engulfment	Yes	No

Hazard	**Risk Ranking**
Restricted entry or exit	**Medium**
Harmful airborne contaminants	**High**
Unsafe oxygen level	**Medium**
Fire and explosion	**Medium**
Engulfment	**Low**
Uncontrolled introduction of substances	**Low**
Biological hazard	**Medium**
Mechanical hazards	**Low**
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)	**Low**

Comments / Recommendations

The service pit was suitably secured to reduce the risk of unauthorised access.
The service pit was appropriately labelled as a confined space.
Ensure access to the service pit 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:	558 & 577 Little Bourke, Melbourne VIC		
Assessment by:	Matthew Hyde (RiskTech Compliance)	**Date:**	1 October 2019
Type of Confined Space	Sewer Pump Pits		
Confined Space Locations:	Basement Level – La Di Da Night Club		

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	Yes	No
• 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	Yes	No
• is, or is intended to be, at normal atmospheric pressure while any person is in the space; and	Yes	No
• contains, or is intended to contain, or is likely to contain:		
▪ an atmosphere that has a harmful level of any contaminant; or	Yes	No
▪ an atmosphere that does not have a safe oxygen level, or	Yes	No
▪ any stored substance, except liquids, that could cause engulfment	Yes	No

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

Comments / Recommendations

The sewer pump pits were suitably secured to reduce the risk of unauthorised access.
The sewer pump pits were no appropriately labelled as confined spaces. It is recommended that these spaces be labelled where practical.
Ensure access to sewer pump pits 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:	558 & 577 Little Bourke, Melbourne VIC		
Assessment by:	Matthew Hyde (RiskTech Compliance)	**Date:**	1 October 2019
Type of Confined Space	Stormwater Drains & Sump Pump		
Confined Space Locations:	558 – Basement Level Car Park 577 - External Lane Way		

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	Yes	No
• 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	Yes	No
• is, or is intended to be, at normal atmospheric pressure while any person is in the space; and	Yes	No
• contains, or is intended to contain, or is likely to contain:		
▪ an atmosphere that has a harmful level of any contaminant; or	Yes	No
▪ an atmosphere that does not have a safe oxygen level, or	Yes	No
▪ any stored substance, except liquids, that could cause engulfment	Yes	No

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

Comments / Recommendations

Stormwater drains & sump pump pit were suitably secured to reduce the risk of unauthorised access however, these drains were not labelled as a confined space. It is recommended that these spaces are labelled as a confined space where practicable.

Ensure access to stormwater drains & sump pump pit 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.

Appendix 3 Risk Assessment Matrix

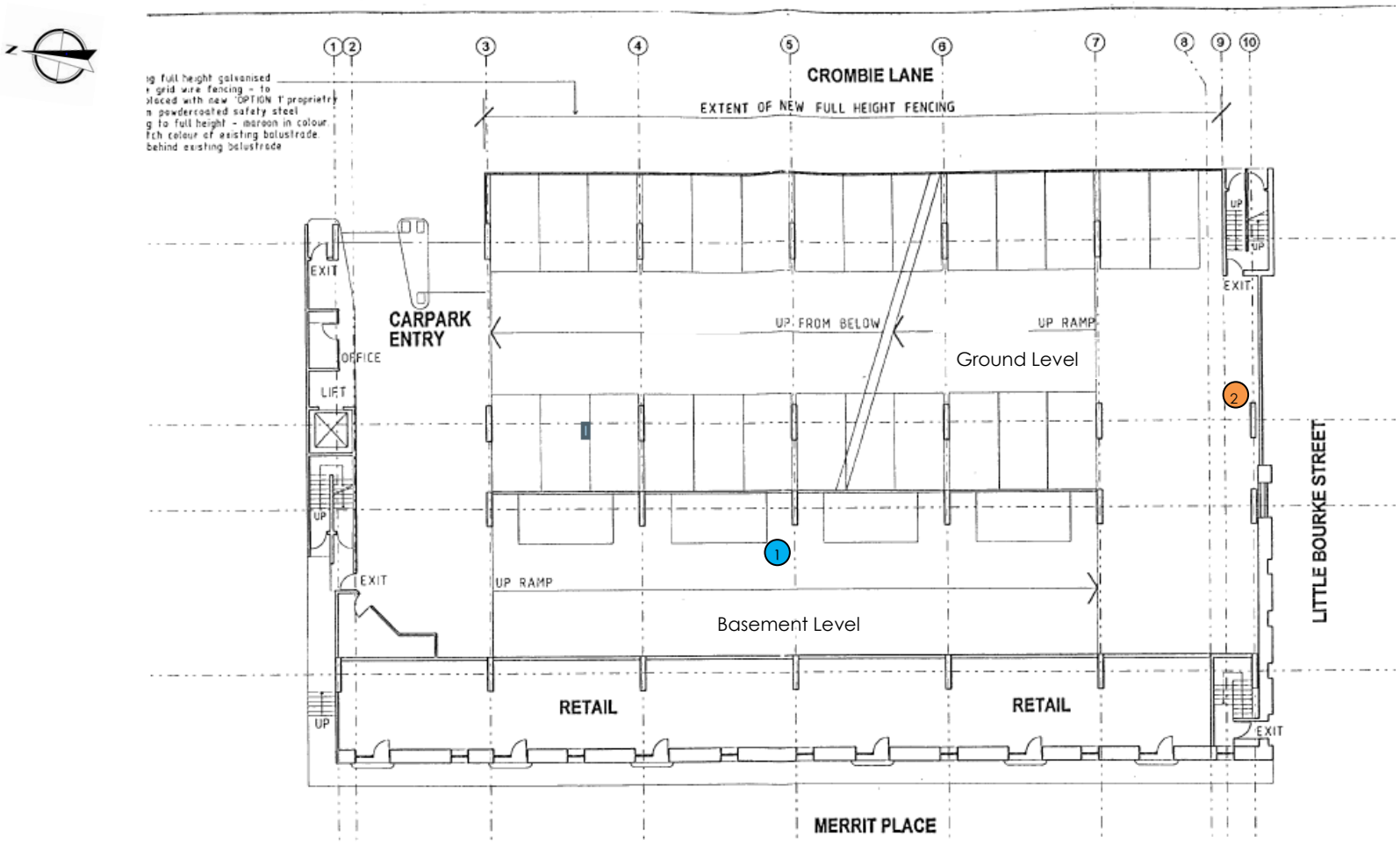
Step 1. Determine most likely Consequence	
Catastrophic	Fatality, traumatic injury, or property damage to the extent of $100,000 or catastrophic environmental impact (immediate report to Regulator). Major public alarm, media involvement.
Major	Injury / illness resulting in multiple days incapacitation, 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 Likelihood 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 cold occur at some time.
Rare	It is highly unlikely that the event occur, however it could in exceptional circumstances.

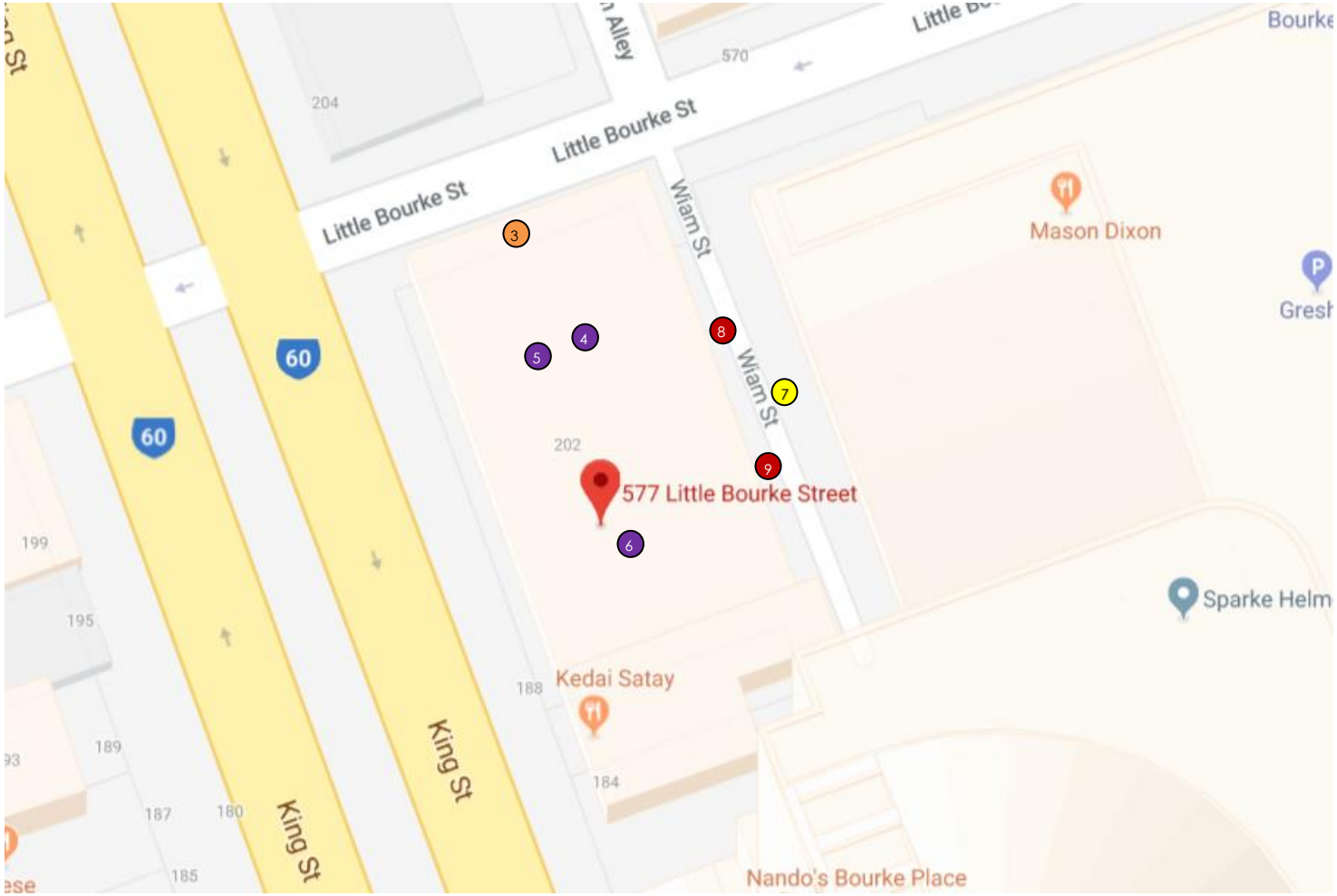
Step 3. Determine Level of Risk (Consequence x Likelihood)

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 4 Site Maps



RISKTECH	**Legend** Service Pit Sump Pit	Consultant: Matthew Hyde Date: 1/10/2019 Note: plan not to scale	**Confined Space Location Plan** 558 Little Bourke Street, Melbourne VIC **Basement Level** — Plan 1 of 2



RISKTECH	**Legend** Storm Water Drains — Sewer Sump Pit Grease Trap — Service Pit	Consultant: Matthew Hyde Date: 1/10/2019 Note: plan not to scale	**Confined Space Location Plan** 577 Little Bourke Street, Melbourne VIC **Exterior & Basement Level** — Plan 2 of 2