

SCU Confined Spaces – Field Guide

This field guide summarises the essential requirements for safe work in confined spaces at Southern Cross University. It must be used with HRP19 Confined Spaces Procedure, WHS legislation, and the Confined Spaces Code of Practice.

Before Entry

- Confirm if the space is a confined space under WHS Regulation.
- Obtain a Confined Space Entry Permit – issued by an authorised person.
- Conduct a task-specific risk assessment – generic assessments only where hazards and conditions are identical.
- Isolate all connected plant, services, and energy sources (LOTO).
- Test and monitor the atmosphere (oxygen, flammable gases, contaminants).
- Ensure trained standby person is present outside the space.

During Work

- Maintain continuous communication between entrants and standby.
- Ensure ventilation is in place to maintain safe atmosphere.
- Use only intrinsically safe lighting/equipment where flammable risk exists.
- Wear required PPE (respiratory, harness, protective clothing).
- Follow permit conditions strictly – no unauthorised changes.

Emergency Preparedness

- Have a documented rescue plan in place before entry.
- Ensure rescue equipment is available and operable (e.g., tripod, winch).
- Conduct emergency drills at least annually – records must be kept.
- First aiders trained in confined space rescue and resuscitation must be on site.

After Work

- Sign out of the entry log and close the permit.
- Remove isolation locks/tags only when safe to do so.
- Ventilate and secure the space to prevent unauthorised entry.
- Submit all risk assessments, permits, and monitoring records for retention (28 days or 2 years if notifiable).

⚠ *Confined spaces present high risk of serious injury or fatality. Entry is prohibited unless all controls, permits, and rescue arrangements are in place.*