

Working in Confined Spaces Policy

Adopted date: Dec 13, 2023	Amended date: May 13, 2026	Next Review: 2029
----------------------------	----------------------------	-------------------

OBJECTIVE

The Van Anda Improvement District (VAID) is committed to the safety and well-being of its employees and recognizes the hazards associated with working in confined spaces. This policy establishes responsibilities and procedures to reduce the risk of injury or loss of life and to promote safe work practices when confined space entry is required.

POLICY

VAID shall take all reasonably practicable steps to reduce, eliminate, or control identified and potential risks to workers who do work in confined spaces.

A hazard assessment must be completed before each entry into a confined space and reviewed with all workers involved.

Rescue procedures must be specific to the confined space being entered and equipment must be readily available prior to entry.

RESPONSIBILITIES

VAID:

- Identify confined space hazards in the workplace and take the necessary steps to protect workers.
- Develop and implement safe work procedures to eliminate or reduce the identified risks to workers working in confined spaces.
- Train workers in the safe work procedures.
- Ensure that workers comply with the safe work procedures.
- Review and revise the procedures not less than every three years or sooner if circumstances at a workplace change in a way that poses a risk to the safety or health of a worker working in confined spaces.

Supervisors:

- Ensure employees follow the safe work procedures set out by the employer.
- Prior to entry into a confined space, a Confined Space Entry Checklist must be completed. The completed checklist serves as the authorization for entry and must document that hazards have been assessed, controls are in place, and rescue provisions are available, in accordance with

POLICY P-36

WorkSafeBC OHS Regulation Part 9. This checklist is required only when physical entry into a confined space occurs and does not apply to work performed external to the confined space.

- Where the person completing the checklist is also the worker entering the confined space, that person is deemed to be acting in a supervisory capacity and must ensure all required checks are completed prior to entry. A standby person must be present and aware of the checklist and rescue procedures.

Employees:

- You have been trained to enter and work in confined spaces.
- Your employer has a confined spaces program and a rescue plan specific to your workplace.
- Equipment is available to safely enter the space and rescue injured workers in an emergency.
- Machinery has been locked out and pipes have been isolated, where necessary.
- The atmosphere in the confined space has been tested to ensure it's safe to enter.
- The space is properly ventilated.
- A designated standby person is stationed at or near the entrance to the confined space.
- Take reasonable care/precautions to look after their own health and safety.
- Safeguard the health and safety of other people affected by their work.
- Cooperate and comply with the health and safety procedures set out by the employer.
- Use tools and other equipment properly in accordance with relevant safety instructions and any training received.
- Evaluate risk and apply appropriate actions.
- Report any accidents, injuries, near misses, and other dangerous occurrences.

Contractors:

- Contractors must comply with VAID's confined space procedures and provide documentation upon request.

SCOPE

This policy applies to all VAID employees and contractors doing work for VAID that do work in confined spaces, including but not limited to, the well and the water storage tank.

RELATED DOCUMENTS

- Policy P-21 Occupational Health and Safety
- Worksafe BC OHS Regulation Part 9: Confined Spaces

FORMS

- Policy Agreement Form