

Working in Confined Spaces Policy

Adopted date: Dec 13, 2023	Amended date:	Next Review: 2026
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OBJECTIVE

Van Anda Improvement District (VAID) cares about the safety and well-being of employees and recognizes the risks inherent in confined spaces. This policy is in place to protect employees from serious injury or loss of life and describes the responsibilities and actions to be taken to protect employees when they work in these conditions.

A Working in Confined Spaces Policy is used to help try to limit the number of injuries or illnesses that result in a lost time accident suffered by a worker or other person(s) in/around the workplace.

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.

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.

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.

POLICY

- 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.

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