

ADVANCED CONFINED SPACE

Incorporating

MSMWHS201 CONDUCT HAZARD ANALYSIS

- Element 1 Define the context for the hazard analysis**
- 1.1 Identify the scope and purpose of the hazard analysis
 - 1.2 Access the relevant forms or procedures for conducting a hazard analysis
 - 1.3 Identify specialised knowledge which may be required to conduct the hazard analysis
- Element 2 Identify Hazards**
- 2.1 Find out job steps to be undertaken
 - 2.2 Identify hazards of job site
 - 2.3 Obtain specialised knowledge required
 - 2.4 Identify hazards for each job step
 - 2.5 Enter information into appropriate forms in accordance with procedures
- Element 3 Assess Risks**
- 3.1 Estimate the potential severity/consequence of each identified hazard
 - 3.2 Consider how hazards may cause harm
 - 3.3 Estimate the likelihood / possible frequency of harm
 - 3.4 Use the organisation's risk matrix to prioritise each risk
 - 3.5 Enter information into appropriate forms in accordance with procedures

Element 4

Control Risks

- 4.1 Apply organisation's risk control procedures
- 4.2 Use the hierarchy of control so that risks are as low as reasonably practicable (ALARP)
- 4.3 Specify risk controls
- 4.4 Check the effectiveness of controls
- 4.5 Identify residual risk and implement any additional controls required
- 4.6 Enter information into appropriate forms in accordance with procedures

Element 5

Monitor and review risk controls

- 5.1 Monitor risk controls and review their effectiveness
- 5.2 Keep records in accordance with procedures

MSMPER300 ISSUE WORK PERMITS

Element 1 Identify need for work permit

- 1.1 Identify work permit needed from job scope
- 1.2 Confirm with appropriate personnel the need for work permit

Element 2 Ensure each job site is prepared for authorised work

- 2.1 Inspect the job site
- 2.2 Identify WHS and environmental requirements
- 2.3 Conduct hazard identification and risk assessment
- 2.4 Ensure job site is prepared in accordance with specified work permit conditions
- 2.5 Check permit conditions and report to appropriate personnel
- 2.6 Conduct job site testing in accordance with procedures

Element 3 Raise and Issue work permits

- 3.1 Ensure conditions are documented on permit
- 3.2 Ensure appropriate testing carried out and results documented in accordance with procedures
- 3.3 Determine an appropriate validity period
- 3.4 Check that permit conditions are met (i.e validate permit)
- 3.5 Complete and authorise permit
- 3.6 Ensure recipient is advised of and agrees to abide by the requirements of the permit
- 3.7 Ensure recipient signs permit

- Element 4** **Monitor work for compliance**
- 4.1 Ensure regular job site inspections are done
 - 4.2 Monitor conditions and work progress and respond appropriately to
Changing conditions and circumstances
 - 4.3 Ensure permit currency and revalidate as required
 - 4.4 Ensure permit is displayed in accordance with procedures
 - 4.5 Identify and act on incidences of non-compliance and report promptly to
relevant personnel
 - 4.6 Withdraw / cancel permit if conditions warrant
 - 4.7 Report any issues which arise with regard to work under the permit in
accordance with procedures
- Element 5** **Receive end of day report**
- 5.1 Receive end of day report from permit recipients
 - 5.2 Confirm job progress and status
 - 5.3 Revalidate/arrange for revalidation of permit as required
 - 5.4 Confirm work area has been left safe
 - 5.5 Handover ongoing permits and status of suspended permits to oncoming shift
- Element 6** **Close work permit**
- 6.1 Inspect job status
 - 6.2 Check that work undertaken satisfies permit conditions

- 6.3 Ensure that work site is ready for a safe return to working conditions
- 6.4 Check required returns to work status have been completed
- 6.5 Sign off documentation and close permit in accordance with standard operating procedures
- 6.6 Communicate work site and process status to relevant personnel

HLTAID001 PROVIDE CARDIOPULMONARY RESUSCITATION

Element 1 Respond to an emergency situation

- 1.1 Recognise an emergency situation
- 1.2 Identify, assess and minimise immediate hazards to health and safety of self and others
- 1.3 Assess the casualty and recognise the need for CPR
- 1.4 Seek assistance from emergency response services

Element 2 Perform CPR Procedures

- 2.1 Perform cardiopulmonary resuscitation in accordance with ARC Guidelines
- 2.2 Display respectful behaviour towards casualty
- 2.3 Operate automated external defibrillator (AED) according to manufacturer's instructions

Element 3 Communicate details of the incident

- 3.1 Accurately convey incident details to emergency response services
- 3.2 Report details of incident to workplace supervisor as appropriate
- 3.3 Maintain confidentiality of records and information in line with statutory and / or organisational policies

MSMWHS216 OPERATE BREATHING APPARATUS

Element 1 Conduct Pre Donning Checks and Tests on Breathing Apparatus

- 1.1 Inspect breathing apparatus for immediate use in accordance with procedures
- 1.2 Report/Record faulty or damaged equipment in accordance with procedures

Element 2 Operate Breathing Apparatus

- 2.1 Identify, monitor and control hazards in accordance with procedures
- 2.2 Establish and maintain communication with appropriate personnel throughout the activity
- 2.3 Use breathing apparatus for the required activities in accordance with procedures
- 2.4 Monitor remaining working time available and return to a respirable atmosphere as required
- 2.5 Implement entrapment procedures in accordance with procedures
- 2.6 Maintain personal safety at all times

Element 3 Conclude Operations

- 3.1 Close down breathing apparatus set
- 3.2 Remove breathing apparatus set
- 3.3 Undertake after use cleaning and maintenance of breathing apparatus
- 3.4 Make Equipment ready for operational use

MSMWHS217 GAS TEST ATMOSPHERES

Element 1 Prepare for Gas Testing

- 1.1 Find out type of gas/atmosphere to be tested
- 1.2 Select and calibrate equipment in accordance with procedures
- 1.3 Find out gas testing regime/sample pattern required
- 1.4 Identify hazards from possible atmospheric contaminants
- 1.5 Implement hazard control measures, including use of appropriate personal protective equipment

Element 2 Test Gas

- 2.1 Use gas testing equipment to test gas as required
- 2.2 Interpret and report readings
- 2.3 Monitor gas on an ongoing basis as required
- 2.4 Take required actions if readings are unacceptable
- 2.5 Communicate required actions to be taken to appropriate personnel

Element 3 Maintain Equipment

- 3.1 Clean and maintain gas testing equipment in accordance with procedures.
- 3.2 Inspect and fault find monitoring equipment in accordance with procedures
- 3.3 Return gas testing equipment to required location and in required condition
- 3.4 Maintain records of tests and results in accordance with procedures

MSMPER202 OBSERVE PERMIT WORK

Element 1 Prepare for the job

- 1.1** Check the permit issued is appropriate and sufficient for the work to be done
- 1.2** Prepare a rescue/incident response plan in accordance with procedures
- 1.3** Check plan is workable within the approved job procedures and issued permit
- 1.4** Request revision of job procedures and/or permit to ensure rescue/incident response plan is practical

Element 2 Control the permit site

- 2.1** Interpret the hazard controls required by the permit
- 2.2** Check all hazard controls are complied with all the time
- 2.3** Maintain constant communication with workers
- 2.4** Control entry to and exit from the work site in accordance with the requirements of the permit
- 2.5** Monitor the environment of the work site and adjacent areas
- 2.6** Monitor scope and location of work as defined by the permit
- 2.7** Withdraw permit and shut down work site if conditions vary from those required by the permit

Element 3 Take appropriate action for potential incident

- 3.1** Ensure all required first response equipment is in the location specified by the permit and is in working condition
- 3.2** Ensure all required monitoring is carried out as required by permit
- 3.3** Withdraw permit and shut down work site in the event of an alarm or monitoring failure
- 3.4** Raise the alarm in the event of an incident
- 3.5** Implement rescue/incident response plan as required by procedures

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| Element 4 | Complete safety observer role |
| 4.1 | Hand over to oncoming safety observer before leaving role |
| 4.2 | Complete all required documentation and reports |

MSMPER200 WORK IN ACCORDANCE WITH AN ISSUED PERMIT

Element 1 Apply for permits

- 1.1 Confirm the scope and location of the work to be done
- 1.2 Identify the need for a work permit for the work to be carried out
- 1.3 Identify the type of work permit required
- 1.4 Collate information required for the issue of the permit
- 1.5 Apply for the permit following the organisations requirements

Element 2 Identify the scope of the permit

- 2.1 Check that work to be done complies with the permit type
- 2.2 Check that the scope and location of work comply with the permit issued
- 2.3 Check that the hazard controls specified on the permit are consistent with the hazard analysis
- 2.4 Check that preparations specified on the permit have been completed
- 2.5 Sign onto/receive the permit

Element 3 Prepare for permitted work

- 3.1 Maintain safe working conditions and environment by using available isolation procedures, safety equipment and emergency procedures
- 3.2 Monitor plant conditions and hazards to ensure work under the permit remains safe

- 3.3 Ensure that appropriate personal protective equipment (PPE) and clothing are selected and worn, and emergency equipment available, as required by the permit and relevant procedures
- 3.4 Inspect work area to ensure safety and compliance with permit requirements and procedures

Element 4 Work in accordance with an issued permit

- 4.1 Use required hazard reduction/control measures
- 4.2 Comply with requirements of the permit including safety observer if required
- 4.3 Display issued permit on work site as required
- 4.4 Ensure compliance with scope, location and timeframe specified in the permit
- 4.5 Seek variation to permit / new permit if job or work environment vary from that specified in the permit
- 4.6 Suspend job and make work site safe before leaving job
- 4.7 Formally seek and receive authorised extensions to the permit when required
- 4.8 Give end of day status report to permit issuer

Element 5 Complete permit to work

- 5.1 Obtain new permit or have existing permit revalidated before work is recommenced
- 5.2 Check the work conducted against the issued permit to ensure that all the nominated work requirements have been satisfied
- 5.3 Monitor general housekeeping to ensure that the site has been left in a clean and safe condition

- 5.4 Ensure personal lockouts/tag outs/isolations are removed in accordance with procedures
- 5.5 Communicate status of the work conducted and the results of the permit to relevant personnel
- 5.6 Complete documentation as required and have permit signed off when job is completed

RIIWHS202D ENTER/WORK IN CONFINED SPACES

Element 1 Plan and Prepare

- 1.1 Access, interpret and apply procedures for confined space entry and the environmental management plan and ensure the work activity is complaint
- 1.2 Obtain, confirm, clarify and apply work instructions and agreed procedure
- 1.3 Obtain, confirm, clarify and apply safety requirements
- 1.4 Obtain and confirm authorization (entry permit) meets regulatory requirements
- 1.5 Confirm the emergency response procedure is with the stand by person and understood
- 1.6 Identify, obtain and implement signage and barrier requirements
- 1.7 Select tools and equipment to carry out task/s, check for serviceability and rectify or report any faults
- 1.8 Identify, confirm and apply environmental protection requirements
- 1.9 Position rescue equipment by the entry permit

Element 2 Enter and Work in the Confined Space

- 2.1 Gain access to the confined space
- 2.2 Ensure that the atmosphere is tested and monitored for harmful elements
- 2.3 Isolation procedures – Correctly apply tagging and lock out procedures
- 2.4 Enter confined space correctly

- 2.5 Maintain ongoing communication with the stand by person
- 2.6 Comply with confined space permit
- 2.7 Monitor and adhere to allocated entry time

Element 3 Exit Confined Space

- 3.1 Exit confined space correctly as per procedure
- 3.2 Remove all tools, equipment and materials
- 3.3 Inspect confined space
- 3.4 Secure the access
- 3.5 Remove isolations
- 3.6 Accurately complete confined space entry permit

Element 4 Clean up

- 4.1 Clear work area
- 4.2 Clean, check, maintain and store all tools and equipment
- 4.3 Remove, clean and store signs and barriers

PUASAR025A UNDERTAKE CONFINED SPACE RESCUE

Element 1 Prepare for Confined Space Rescue Operation

- 1.1** Operation and task information is obtained from a variety of sources and analysed, and team roles are confirmed.
- 1.2** Appropriate rescue equipment is identified and selected based on incident information as directed by supervisor.
- 1.3** Personal Protective Equipment is selected relevant to the nature of the confined space rescue operation
- 1.4** Any further details of the nature of the rescue are received en route
- 1.5** Anticipated hazards and associated risks are discussed with rescue team members whilst en route

Element 2 Assess and manage confined space/trench rescue

- 2.1** Confined Space is assessed, hazards and risks are identified and appropriate control and ongoing monitoring processes are put in place
- 2.2** Physical features of confined space rescue scene are assessed before deploying rescue resources
- 2.3** Rescue is managed to control access and to maintain a safe and effective operational environment
- 2.4** Situational and environmental hazards are assessed, minimised and controlled
- 2.5** Communication with other personnel onsite is established and maintained

- Element 3 Determine location and condition of casualties**
- 3.1 Assessment of incident scene is undertaken to determine possible location of casualties
 - 3.2 Appropriate equipment is used to assist in the location of casualties
 - 3.3 Evidence of location of casualties within confined space is collected and reported
 - 3.4 Condition of casualties and nature of entrapment is ascertained where possible
 - 3.5 Hygiene procedures are applied in accordance with organizational procedures
- Element 4 Gain entry to confined space**
- 4.1 Entry permit is located and relevant information obtained if available
 - 4.2 Atmosphere is monitored in accordance with AS2865:2009 Confined Spaces
 - 4.3 Appropriate ventilation procedures are implemented where required
 - 4.4 Appropriate respiratory protection is used in irrespirable atmospheres where required
 - 4.5 Techniques and equipment are employed to access the casualty
 - 4.6 Located casualties are treated in consultation with medical personnel and in accordance with organizational policies
- Element 5 Remove Casualties**
- 5.1 Casualties are removed in accordance with organizational policies
 - 5.2 Appropriate actions are taken to preserve the incident scene and to collect evidence

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| Element 6 | Conclude rescue operations |
| 6.1 | Equipment is recovered, cleaned and serviced according to organisational standards and manufacturer's guidelines. |
| 6.2 | Signs and symptoms of operational stress are recognised and promptly reported |
| 6.3 | Operational documentation is completed to organisational standards |