

Confined Spaces Contractor Review Checklist



ENGAGING A CONTRACTOR TO UNDERTAKE A CONFINED SPACE ENTRY

This checklist can assist to verify that a contractor who is engaged to undertake a confined space entry, and/or standby for emergency rescue, complies with legislative and departmental WHS requirements. This checklist does not include WHS requirements that are not specifically related to confined space entry and should not be interpreted as representing all considerations for ensuring a safe workplace and safe systems of work.

This checklist will not be required for contractors engaged as a Principal Contractor or to review subcontractors on-boarded by a third party, however, the Department for Infrastructure and Transport will ensure that where third parties engage subcontractors on the department's behalf, they do so utilising a process that is similar to and at least as rigorous as the department's process.

Date: Location:

Responsible Manager:

Contractor name / representative:

Description of task:

1. Administrative Requirements			
1.1	Confined Space Entry Team is able to produce evidence of training and competency.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
1.2	A risk assessment is conducted and documented by a competent person that takes into account at least the following: <ul style="list-style-type: none"> The hazards of the confined space The tasks required to be conducted, including the need to enter the confined space The range of methods by which the task can be conducted The hazards involved and associated risks involved with the actual methods selected and equipment proposed to be used Emergency response procedures The competence of the persons to conduct the tasks 	Yes <input type="checkbox"/>	No <input type="checkbox"/>
1.3	All identified risks are eliminated or minimised by the implementation of appropriate risk control measures that are documented.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
1.4	A written authority (i.e. entry permit) is provided to, or completed by, the person responsible for direct control of the tasks in the confined space.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
1.5	Appropriate emergency response and first aid procedures and provisions have been documented, communicated and rehearsed. Emergency procedures must give consideration to: <ul style="list-style-type: none"> The nature and location of confined spaces Communications between workers and to local emergency services Rescue and resuscitation equipment The physical capabilities of rescuers Environmental conditions First aid equipment and availability of trained workers 	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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2. Pre-Entry Activities			
2.1	Confined space signage and barriers are erected as required to prevent entry of persons not involved in the task.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.2	All potentially hazardous services normally connected to the confined space are identified and isolated where possible. <i>Where it is not possible to isolate all potentially hazardous services, appropriate risk control measures must be in place.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.3	All required atmospheric testing/monitoring equipment is appropriate for the hazards identified in the confined space risk assessment, and is inspected prior to use including: <ul style="list-style-type: none"> • Verification of calibration date • Battery check • Bump test (i.e. a functional test to ensure that sensors will respond to a known concentration of test gas that is sufficient to activate alarm settings) 	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.4	Atmospheric testing and monitoring is conducted in accordance with the hazards identified in the confined space risk assessment, and results of testing documented on the written authority. <i>No person shall enter the confined space to conduct atmospheric testing without a written authority.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.5	Confined space entrants and standby persons are advised of, understand and comply with the requirements of the written authority.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.6	Appropriate communication equipment is selected to ensure continuous communication can be maintained between entrants and standby persons.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.7	All plant, equipment and personal protective equipment required for confined space entry, communication, first aid or emergency rescue are maintained in accordance with manufacturer's requirements and in good working order.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

3. Required amendments (add rows as necessary)	Implemented?
	Yes <input type="checkbox"/>
	Yes <input type="checkbox"/>
	Yes <input type="checkbox"/>

4. Additional requirements	
4.1	All incidents and near-misses are reported to departmental personnel and recorded in MySAFETY.
4.2	Written authorities and risk assessments are retained by the department for at least 28 days following completion of tasks, and for two years where a notifiable incident has occurred.
4.3	Where initial hazard identification indicates the potential for unknown atmospheric contaminants, the hazard assessment team may require additional specialist expertise to ensure appropriate atmospheric testing.

5. Approval to proceed with task	
Departmental Representative	Contractor Representative
Name:	Name:
Role:	Role:
Signature:	Signature: