



POLICY & PROCEDURE

SECTION: HUMAN RESOURCES

NO: HR-HS-35

REFERENCE: Health and Safety

Date: July 27, 2026

**Next Review Date: July
2028**

TITLE: Confined Space Entry and Rescue

1.0 POLICY

- 1.1 It is the policy of the City of Dryden to protect the health, safety and well-being of its employees, contractors, and visitors. The City of Dryden will ensure that any person required to enter a confined space at any of the City of Dryden facilities follows this program and applicable procedures through the assessment, equipment, training, and emergency measures in place.
- 1.2 This program must be reviewed when a change in circumstance becomes apparent or, as a minimum, on a biennial basis to ensure any new processes, equipment, or procedures related to confined space entries are captured and included in this program.
- 1.3 The purpose of this procedure is to define the responsibilities and required actions for spaces within the facilities that are classified as confined spaces as per Ontario Regulation 632/05 Confined Spaces and outlines the essential components and procedures that must be followed when entering a confined space. The program establishes adequate measures for the protection of City of Dryden staff and other persons granted access to City of Dryden facilities, and who are assigned duties either within, or in relation to these spaces. Per Ontario Regulation 632/05 Confined Spaces, "confined space" means a fully or partially enclosed space,
 - (a) that is not both designed and constructed for continuous human occupancy; and,
 - (b) in which atmospheric hazards may occur because of its construction, location, or contents or because of work that is done in it.

2.0 SCOPE

- 2.1 This program applies to confined spaces operated by the City of Dryden premises and facilities.
- a) All City of Dryden employees who have authority over a confined space, or those City of Dryden employees who may grant access to a confined space or perform works related to a confined space entry, by another person.
 - b) All City of Dryden employees whose workplace duties include the control of, supervision of, or entry into a confined space, owned by or under the jurisdiction of the City of Dryden.
 - c) Where a confined space entry is deemed to be too hazardous for the City of Dryden employees to enter, efforts shall be made to eliminate the space or reduce the hazards associated with the space by incorporating reasonable substitution and/or engineering hazard control practices. Should entry be required, the management team may also deem it necessary to procure the services of competent contractors following Section 5.2 of this program.
- 2.2 The following are exempted from the requirements of this program:
- a) Emergency works conducted by employees working as Firefighter(s) or under the direction of a fire department as defined in the Fire Protection and Prevention Act; or
 - b) a person who,
 - (i) holds a certificate under the Technical Standards and Safety Act, 2000 designating him or her as a gas technician, and
 - (ii) is working under the direction of a fire department, as defined in the Fire Protection and Prevention Act, 1997. O. Reg. 632/05, s. 3 (2); O. Reg. 23/09, s. 1.

3.0 DEFINITIONS

- 3.1 As used in this policy, the following terms shall have the meaning as indicated:

Adequate: when used in relation to a procedure, plan, material, device, object, or thing, means that it is,

- (a) sufficient for both its intended and its actual use, and
- (b) sufficient to protect a worker from occupational illness or injury.

Atmospheric Hazards: are defined as;

- (a) the accumulation of flammable, combustible, or explosive agents,
- (b) an oxygen content in the atmosphere that is less than 19.5% or more than 23% by volume, or
- (c) the accumulation of atmospheric contaminants, including gases, vapors, fumes, dust, or mists, that could,

- (i) result in acute health effects that pose an immediate threat to life, or
- (ii) interfere with a person's ability to escape unaided from a confined space.

Biological Hazards: Living organisms, or products of living organisms, that can be toxic, resulting in illness or disease to humans. Examples include anything contaminated with body fluids, (may contain bacteria or virus), insects, plants, and animals.

Chemical Hazards: Potential contact with hazardous chemicals in any form including solid, liquid, gaseous, vapour, dust, or fume.

Competent Person: shall be deemed qualified because they have adequate knowledge, training and experience required to organize the work and its performance, be familiar with applicable occupational health and safety legislation that applies to the work and have knowledge of any potential or actual danger to health and safety in the workplace. The required level of competency will vary depending on the nature of the confined space, the complexity of the tasks to be undertaken and the rescue procedures required.

Confined Space: as defined in the Occupational Health and Safety Act, means a fully or partially enclosed space,

- a) that is not both designed and constructed for continuous human occupancy, and
- b) in which atmospheric hazards may occur because of its construction, location, or contents or because of work that is done in it.

CSA: Canadian Standards Association.

Employer: The City of Dryden.

Entry: The action by which a person passes through an opening into a confined space. Entry has occurred as soon as any part of the entrant's body breaks the plane of an opening into a confined space.

Flammable/Explosive Atmosphere: An atmosphere that contains a concentration of flammable vapour, gas, or combustible dusts that presents a fire or explosion hazard in relation to the type of work to be performed.

Immediately Dangerous to Life or Health (IDLH) atmosphere: An atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a dangerous atmosphere.

Lead Employer: means an employer who contracts for the services of one or more other employers or independent contractors in relation to one or more confined spaces that are located,

- (a) in the lead employer's own workplace, or
- (b) in another employer's workplace.

Musculoskeletal Disorder (MSD) Hazards: Awkward postures, excessive force requirements and/or repetitive work that can result in injury to any part of the musculoskeletal system (muscle, tendons, ligaments, nerves, joints, etc.).

OHSA: Occupational Health and Safety Act.

Oxygen Deficient Atmosphere: An atmosphere with oxygen content of less than 19.5% by volume.

Oxygen Enriched Atmosphere: An atmosphere with oxygen content of greater than 23% by volume.

Physical Hazards: Forms of environmental energy that can harm the body when not controlled. Examples include lighting, extreme temperatures, excessive noise, vibration, and radiation.

PPE: Personal Protective Equipment.

Related Work: Work that is performed near a confined space in direct support of work inside the confined space. Examples of related work may include, and not be limited to, emergency response/rescue, control of hazardous energy sources, hot works, and attendant works.

Safety Hazards: Any condition or action that is not otherwise categorized that may cause injury or illness. Examples include working at heights, operation of lifting devices, and inadequate machine guarding.

Supervisor: Any person who has charge of the workplace or authority over another worker, regardless of title.

4.0 RESPONSIBILITIES

4.1 The Employer shall:

- a) Provide the necessary resources and equipment to implement and support the program.
- b) Facilitate this program through consultation with the Joint Health and Safety Committee (JHSC), and other affected stakeholders, and operating departments.
- c) Develop and maintain the inventory of confined spaces in accordance with Section 5.3.
- d) Ensure training is developed and delivered in accordance with Section 7.0.
- e) Ensure a qualified person conducts and documents a confined space hazard assessment in accordance with Section 5.4 of this program prior to a confined space entry commencing.

4.2 Department Managers shall:

- a) Ensure that contractors that are hired to support or complete confined space entry are competent and trained and have all required

equipment. Also ensure that all contractors required to enter confined spaces have been fully trained in all internal procedures.

- b) Attend appropriate training on confined spaces. Training shall be corresponding with duties that they are overseeing as they relate to confined space entry and related work.
- c) Ensure employees, assigned the task of confined space entry, emergency response/rescue and related works, have received adequate training and deemed competent to perform the tasks in accordance with Section 7.0.
- d) Ensure that confined space entries are planned and organized by an Entry Supervisor in accordance with the procedures outlined for each space.
- e) Ensure entry Supervisors, attendants, entrants, and rescue workers are identified to all staff involved in an entry.
- f) Ensure workers are adequately trained to implement the provisions of this program.
- g) Ensure that contractors and the City of Dryden staff entering confined spaces comply with the requirements specified in Section 5.2, where applicable.
- h) Identify to affected staff the manager(s) that will prepare and implement multiple employer coordination documents (when applicable) in accordance with Section 5.2.
- i) Ensure all equipment, materials and protective devices required to protect workers when performing confined space entry and related work is available, maintained and in good working order.
- j) Ensure all equipment, materials and protective devices that no longer provide the desired protection are immediately removed from service, and thoroughly investigate defective equipment, materials or devices brought to their attention.
- k) Address issues of non-compliance to legislation, policy, procedures, or work instructions promptly.
- l) Monitor compliance with this program and any related procedures. Any identified non-compliance shall be investigated, and corrective actions implemented.

4.3 Entry Supervisors shall meet all the requirements in Section 4.2, and in addition shall:

- a) Successfully complete the applicable training as per Section 7.0.
- b) Ensure workers use and/or wear the equipment, materials and protective devices as required.
- c) Ensure compliance to procedures developed for each confined space.
- d) Review applicable City of Dryden confined space hazard assessments prior to a confined space entry and perform a pre-entry re-evaluation to identify any new hazards.

- e) Communicate to employees and/or contractors under their direction the actual or potential hazards associated with specific confined spaces and provide instruction on specific hazard controls as specified in the Confined Space Entry Plan, as per Section 6.0.
- f) Follow and communicate the applicable duties and responsibilities.
- g) Initiate and complete Confined Space Entry Permits as required by Section 8.0 of this program.
- h) Act as the attendant or ensure a competent attendant has been assigned to the entry as per Section 10.0.
- i) Ensure the development and implementation of a confined space rescue procedure in accordance with Section 10.0.
- j) Confirm all equipment, materials and protective devices required to protect workers when performing confined space entry, emergency response/rescue and related work is available, maintained and in good working order.
- k) Ensure all equipment, materials and protective devices that no longer provide the desired protection are immediately removed from service and reported for repair or destruction.
- l) Respond immediately to any report of an unsafe condition or act.
- m) Report issues of non-compliance to their manager/supervisor.
- n) Report without delay to their manager/supervisor and assist in the investigation of an incident or accident. This includes any people, property, environment, and or process loss event or non-loss incident that occurs in or near a confined space to determine causal factors and ensure adequate controls are put in place.

4.4 Entrants shall:

- a) Successfully complete training on the measures and procedures to be taken when performing confined space entry work.
- b) Report to the entry Supervisor any lack of understanding with regards to information concerning specific hazard exposures or instruction on specific hazard controls contained within a specific hazard assessment or entry plan.
- c) Use the equipment, materials and protective devices required for their protection when performing confined space entry work.
- d) Report to the entry Supervisor any known uncontrolled hazard or the absence of equipment, materials and protective devices required for their protection.
- e) Follow the confined space program and applicable duties and responsibilities outlined by Management or the designated entry Supervisor.

- f) Report to the entry Supervisor any known defects that will impact the effectiveness of equipment, materials or protective devices required for confined space entry.
- g) Immediately report any accident or injury to the entry Supervisor.
- h) Immediately report to the entry Supervisor any accident which involves a loss to people, property, environment, and or incident (non-loss event) that occurs in or near a confined space.
- i) Be fit for work at all times.

4.5 Attendants shall meet the requirements outlined in Section 4.4, and in addition:

- a) Understand the nature of the hazards that may be found inside the confined space and can recognize signs, symptoms, and behavioural effects that workers in the confined space could experience.
- b) Follow the confined space procedures and applicable duties and responsibilities outlined by the Entry Supervisor or Management.
- c) Monitor the confined space and surrounding area and look out for dangerous conditions.
- d) Remain alert and report to Entry Supervisor conditions that can lead to unauthorized entry, such as missing signage or barricades.
- e) Remain outside the confined space and not perform other work, which may interfere with their primary duty of monitoring the workers inside the confined space.
- f) Order the immediate evacuation of the space if a potential hazard, not already identified and controlled, is detected.
- g) Monitor and record all persons entering, leaving, or working in the confined space.
- h) Monitor and record Atmospheric Hazard detection (gas detection) results.
- i) Maintain constant communication with the person(s) in the confined space.
- j) Initiate emergency response measures and call for emergency assistance immediately if an emergency develops.
- k) Be equipped with a device to summon assistance in the event of an emergency.
- l) Have all required rescue equipment immediately available and be trained in its use, to perform non-entry rescue, as per the on-site rescue procedures.
- m) Be qualified to perform first aid and/or CPR as required.
- n) Provide first aid and/or CPR as required.
- o) Immediately report any people, property, environment, and or process loss event or non-loss incident that occurs in or near a confined space to the Entry Supervisor.

- p) Be fit for work at all times.
- q) At no time will the designated attendant enter the confined space for any reason. Any rescue attempt will be non-entry rescue.

4.6 The Joint Health and Safety Committee / Health and Safety Representative shall:

- a) On an annual basis, review the confined space procedure in consultation with the Department Manager and Health and Safety Coordinator and make recommendations as required.

4.7 Workers shall:

- a) Ensure the confined space policies and procedures are always followed.
- b) Not enter or participate in the confined space program unless they have been fully trained (theory and practical) on the program and expectations.

4.8 Other Specified Parties (Contractors) shall:

- a) Fully comply with the confined space program and expectations at all times.
- b) Participate in all required internal confined space training that the City of Dryden requires.

4.9 Health and Safety Coordinator shall:

- a) Thoroughly and promptly investigate and report as applicable all incidents and accidents related to confined spaces. This includes the investigation into any people, property, environment, and or process loss event or non-loss incident that occurs in or near a space to determine causal factors and ensure adequate controls are put in place.
- b) Ensure copies of any incident related to a confined space entry are provided to the JHSC.
- c) On a biennial basis, review the confined space program with the JHSC/HSR and Department Managers to provide updates/changes as required.

5.0 Procedure

The following program elements shall be considered as part of all confined space entries:

- a) Workspace Design;
- b) Contractors and Coordination of Multiple Employers;
- c) Identification of Confined Spaces;
- d) Hazard Assessment;
- e) Entry Plans;
- f) Training;

- g) Confined Space Entry Permits;
- h) Confined Space Emergency Rescue Procedures;
- i) Isolation of Hazardous Energy and Control of Materials Movement;
- j) Atmospheric Hazards;
- k) Measurement and Controls; and,
- l) Record Retention.

5.1 **Workspace Design**

When a workspace is designed, the priority should be to prevent the creation of areas that will be or could become a confined space. When a workspace is modified, the priority should be to ensure it does not become a confined space because of the modifications. If modifications are made to a confined space, efforts shall be made to eliminate or reduce the hazards associated with the space and to incorporate appropriate controls within the space to mitigate any remaining hazards. Whenever new workspaces are designed, existing workspaces are modified, or equipment is installed in workspaces, the following efforts should be made:

- a) efforts to eliminate existing confined spaces; and
- b) if existing confined spaces cannot be eliminated, efforts to
 - (i) modify such spaces to reduce the number of factors that make them confined spaces; and
 - (ii) implement controls that minimize the risk of worker injury or illness associated with the confined spaces.

Note: Where there is a choice between the efforts described in items (i) and (ii), the efforts described in (i) should be considered preferable.

The design of confined spaces should attempt to eliminate the need to enter such spaces for maintenance, inspection, cleaning, or other purposes. Where possible, modifications to an existing space shall not increase the risk to workers who might enter the space, and as far as practicable shall decrease the risk.

5.2 **Contractors and Coordination of Multiple Employers**

- a) Contracting out for services or approving a contractor to enter upon a confined space under the City of Dryden jurisdiction, places the City of Dryden into the role of a Lead Employer.
- b) The City of Dryden managers/supervisors must ensure contractors comply with applicable legislative provisions for confined space entry. The only instance where this Lead Employer relationship may be reduced will be in instances whereby the City of Dryden has successfully relinquished control of a "construction project" (workplace), to a "Constructor" as defined within Ontario Regulation 213/91.

- c) In either circumstance the applicable City of Dryden employees(s) must work to ensure that contractors are qualified to carry out all specified works within confined spaces or perform related works, as a minimum.
- d) A multiple employer confined space entry is conducted whenever employees of more than one employer share in the works required to enter, work within, or perform related work required to facilitate a specific confined space entry.
- e) Examples of a multiple employer entry may include, and not be limited to, City of Dryden employees preparing a confined space (lockout/tagout) for another employer (contractor) to enter.
- f) Where the City of Dryden approves contractors to enter, or perform works related to, a confined space, the City of Dryden will take on the role of lead employer and must ensure the completion of a Multiple Employer Coordination Document. In this instance the City of Dryden Project Manager shall complete a Multiple Employer Coordination Document, prior to allowing any worker to enter.
- g) Where the City of Dryden has chosen to engage the expertise of a competent contractor to perform the entry, they shall disclose to the contractor any hazard assessment and knowledge they have with regards to the confined space in question. The contractor may consider this knowledge in concert with their competency to complete their required confined space hazard assessment and entry control plan. The multiple coordination document will be used to confirm this delegation of responsibility to the contractor in a clear and concise manner.
- h) Where the City of Dryden has entered into a contract for a construction project and the contractor is deemed the constructor, the constructor will be responsible for the development and/or completion of a "Multiple Employer Coordination Document" for subcontractors under their authority and will be governed under the Ontario Occupational Health and Safety Act and applicable regulations.

5.3 Identification of Confined Spaces

The employer is responsible for ensuring that all confined spaces are identified and inventoried. Where entry to a confined space is deemed possible, the confined space shall be adequately secured against such an entry, and/or be clearly identified as a confined space using permanent signage, appropriate to the environment, at the entrances. Where practical, confined spaces shall be identified by a sign located at access entry points to the space. The signage shall

- a) identify the space as a confined space; and
- b) identify access restrictions.

5.4 Preventive and Protective Measures

The City of Dryden will apply hazard controls for assessed confined spaces in accordance with the following priority:

This policy is subject to any specific provisions of the Municipal Act, or other relevant legislation or Union agreement.

- a) elimination of the hazard (e.g., pre-construction design considerations and modifications to the existing structure);
- b) substitution of other materials, processes, or equipment;
- c) use of engineering controls;
- d) provision of administrative controls (e.g., training and procedures); and
- e) provision of personal protective equipment (PPE), including measures to ensure its appropriate use and maintenance.

5.5 Monitoring and Review

To ensure that the hazard assessment remains current, it shall be reviewed by one or more competent persons:

- a) as part of the planning process prior to entry into a confined space;
- b) when there is a change in the physical characteristics of, environment inside or near, or activities inside the confined space that could adversely affect workers inside or near the confined space; and
- c) when risks not previously identified are discovered.

5.6 Pre-Entry Re-Evaluation of Hazard Assessments

- a) Prior to any confined space entry commencing, the entry Supervisor will review the "Confined Space Hazard Assessment" for the space to be entered. The entry Supervisor will conduct a pre-entry re-evaluation of the space to identify any new hazards due to changes in the work activity, work environment, or nearby /adjacent work processes. Pre entry re-evaluation of a confined space and additional findings shall be documented on the "Confined Space Entry Permit".
- b) Where new hazards are identified, appropriate controls must be established and communicated to the entry team. A validation of any additional hazard(s) arising from the pre-entry re-evaluation, and their means of control, shall be made on the "Confined Space Entry Permit".
- c) Records shall be maintained as described in Section 17.0.

6.0 Confined Space Entry Plans

- 6.1 Based on the results of the hazard assessment, and after elimination, substitution, or engineering controls have been evaluated and implemented where reasonably practicable, a written entry plan shall be developed. The plan shall clearly outline the procedures and control measures required to effectively manage the identified hazards. The plan shall contain provisions for:
 - a) Duties of all workers involved with the entry,
 - b) Atmospheric testing requirements,
 - c) Means of entering and exiting the Confined Space,
 - d) Coordination multiple employers,

- e) Listing of required personal protective equipment, clothing, and devices,
- f) On site rescue procedures,
- g) Rescue equipment and communication methods,
- h) Means for isolating hazardous energy sources and controlling materials movement,
- i) Attendants' duties and responsibilities,
- j) Procedures for working in the presence of flammable or explosive substances or atmospheres, and,
- k) Ventilation and/or purging means and methods.

7.0 Training

- a) All staff controlling, supervising, or performing entry or related confined or space works, shall receive adequate training commensurate with their duties. The competency of employees for the purposes of confined space entry shall be based, as a minimum, upon the successful completion of a formal training program developed or accepted by the management team in consultation with the JHSC.
- b) All equipment and devices used in support of a confined space entry shall be used in accordance with manufacturer instructions. Further equipment and procedure specific training shall be commensurate with the hazard assessment and entry control plan. Additional training for specific hazards may need to be considered including, but not limited to: WHMIS, fall protection, respiratory protection, control of hazardous energy sources, hot work, fire extinguishment, emergency and rescue provisions. Additional training to address safe work practices for tasks undertaken in confined spaces may also be required. Managers of applicable departments will determine who has achieved and maintained the required competency.
- c) Training must be successfully completed prior to any confined space duties being assigned.
- d) All confined space training must be supplemented with a practical training component to enable competency with the applicable entry, rescue, and personal protective equipment.

7.1 Confined Space Entry Training

- a) Objective: To provide participants with the knowledge and practical understanding required to safely enter and work in confined spaces, and to perform duties that support safe entry operations. This includes fulfilling the responsibilities of an entry Supervisor, attendant, entrant, and conducting non-entry rescue procedures.
- b) Target Audience: City of Dryden employees who may be required to enter a confined space or perform work associated with confined space entry operations.

- c) Curriculum: This training shall include, as a minimum, reference to:
- i. Applicable health and safety legislation,
 - ii. City of Dryden Confined Spaces Program requirements,
 - iii. Recognition and identification of Confined Spaces,
 - iv. Confined space inventory and hazard assessments,
 - v. Hazard control and confined space entry plans,
 - vi. Introduction to atmospheric testing, monitoring, evaluation, and interpretation,
 - vii. Pre-entry space preparation procedures (lock out/tag-out, isolation, hot works, etc.).
 - viii. Selection, care, use and maintenance of entry equipment (tripod/davit arms, winch, harness, ventilation equipment, gas detection equipment, non-entry rescue gear, etc.),
 - ix. Entry permit system,
 - x. Selection, care, use and maintenance of personal protective equipment,
 - xi. Workers required to enter and perform work in an Immediately Dangerous to Life or Health (IDLH) or other hazardous atmosphere must be trained in the use of supplied air respirators (SAR) and/or self-contained breathing apparatus (SCBA). All such workers shall maintain valid, current, and documented respirator fit testing in accordance with applicable standards, and,
 - xii. Emergency entry and exit procedures and communication.
 - Emergency response and non-entry rescue planning
 - Communications with entrant(s) and emergency responders,
 - Selection, care, use, inspection, and maintenance of non-entry rescue equipment.

8.0 Confined Space Entry Permits

- 8.1 Prior to any entry into a confined space, the Entry Supervisor shall complete a Confined Space Entry Permit. The Permit shall be completed prior to each work shift, and the permit shall confirm that all known hazards are identified and controlled.
- 8.2 Prior to initiating an entry, the contents of the permit shall be communicated to all workers involved in the entry or responsible to perform related works. The permit shall remain readily available, to every person who is involved in the entry.

9.0 Confined Space On-Site Rescue Procedures

- 9.1 Prior to a confined space entry commencing, the entry Supervisor must ensure that an appropriate on-site rescue procedure is in place. The

rescue procedure must be in place and communicated to affected workers.

- 9.2 On-site rescue personnel shall possess the necessary knowledge, training, established procedures, and appropriate tools and equipment required to safely and effectively perform rescues from confined spaces located on site.
- 9.3 Advance notification of any confined space entry shall be provided to on-site rescue personnel by the Entry Supervisor. All personnel and equipment required to perform a rescue must be readily available on site for the full duration of the entry.
- 9.4 Where entry involves a known hazardous atmosphere (with appropriate controls in place), or where an untethered worker is entering the space, the number of on-site rescue personnel specified in the rescue procedure shall be present and identified at the point of entry, along with all equipment necessary to carry out a rescue for the duration of the entry.
- 9.5 For every confined space entry, an Attendant shall be stationed outside and in close proximity to the entrance. The Attendant is responsible for preventing unauthorized entry, continuously monitoring the safety of entrant(s), maintaining communication, providing assistance as required, and initiating rescue or emergency response procedures if necessary. Where multiple access points exist, Attendants shall be positioned in locations that enable them to effectively carry out these responsibilities.

10.0 Isolation of Hazardous Energy and Control of Material Movement

- 10.1 The presence of hazardous energy sources, the potential for material movements and/or engulfment by materials, will be identified as part of the confined / restricted space hazard assessment.
- 10.2 All control of hazardous energy sources shall be performed in accordance with the City of Dryden Lock Out Procedure and other applicable facility Safe Operating Procedures related to the controls of hazardous energy sources. Control measures will be documented on the Confined Space Entry Permit.

11.0 Atmospheric Hazards, Measurements, and Controls

- 11.1 Potential hazards related to confined space atmospheres shall be identified as part of the hazard assessment process. The entry Supervisor shall be responsible for verifying that air-monitoring devices are thoroughly inspected and calibrated using the appropriate calibration gases prior to use. Monitoring equipment shall be calibrated and maintained in compliance with the manufacturer's specifications. Pre-use functional testing shall be conducted and recorded on the confined space entry permit as per the manufacturer's requirements. Calibration and bump test records should also be maintained.

- 11.2 Confined space atmospheres must be tested prior to every entry or re-entry. If entrants exit the space, and atmospheric monitoring/testing is discontinued for any reason, atmospheric testing must be conducted prior to re-entry. All atmospheric testing must be performed in a manner that does not endanger the person conducting the tests. In the case of a confined space, the entry Supervisor or qualified designate (e.g. attendant) will perform initial atmospheric testing, considering the potential atmospheric hazards identified within the hazard assessment. All measurements shall be documented on the confined space entry permit and communicated to affected workers.

12.0 Continuous Air Monitoring

- 12.1 Continuous atmospheric monitoring of a confined space should be utilized when a worker is in a space. This is best achieved by affixing an appropriate gas detector to the chest strap of the harness worn by an entrant.

13.0 Work Limitations within Toxic, Oxygen Enriched or Oxygen Deficient Atmospheres

- 13.1 A hazardous atmosphere condition arises whenever measurements are taken inside the confined space that indicate an atmosphere is outside allowable limits. If the confined space atmosphere is outside allowable limits, in relation to toxic contaminants or oxygen concentration, the entry shall not proceed until the entry Supervisor makes the appropriate selection of hazard control equipment/methods and, wherever possible, adequately purges or ventilates the space to ensure the provision and maintenance of a safe atmosphere.
- 13.2 If these actions do not result in a safe atmosphere, prior to continuing the work the entry Supervisor shall report the atmospheric testing results to their immediate Supervisor/Manager to discuss whether to proceed with entry. If the entry Supervisor's immediate Supervisor/Manager deems it necessary to proceed with the entry to prevent a more hazardous situation from developing, or to prevent serious property or environmental damage from occurring, all legislated precautions must be adhered to and documented.

14.0 Work Limitations within Flammable/Explosive Atmospheres

- 14.1 A hazardous atmosphere condition arises whenever measurements are taken that indicate an atmosphere is outside allowable limits. In relation to flammable/explosive atmospheres, no worker shall enter, or continue an entry in, a confined space where:
- a) dust or mist are present in concentrations that can create a hazard of explosion;
 - b) hot work** is required/performed and the LEL* reading is greater than 0%;

- c) hot work** is required/performed and an oxygen level is in excess of 23% by volume; or
- d) cold work or inspection is required/performed and an LEL* reading is in excess of 10%;

*LEL: Lower Explosive Limit

** Hot work: Work that could produce a source of ignition, such as a spark or open flame. Examples of hot work may include, and not be limited to welding, cutting, grinding, and the use of non-explosion proof (non-intrinsically safe) electrical equipment.

15.0 Allowable Atmospheric Conditions

15.1 Allowable Atmospheric Conditions

- a) Oxygen (O₂) percentage is between 19.5% and 23%
- b) LEL is 0% for hot work
- c) LEL is between 0 to 10% for cold work
- d) Carbon monoxide (CO) reading is between 0 to 25 ppm
- e) Hydrogen sulphide (H₂S) reading is between 0 to 10 ppm
- f) For other atmospheric contaminants, as based on Time Weighted Average limits

15.2 Atmospheric monitors used in conjunction with a confined space entry, shall have calibrated alarm set points based on the time weighted average (TWA) limit, where established under Ontario Regulation 833, "Control of Exposure to Biological or Chemical Agents", as amended from time to time. Further the following alarm set points will be as specified below. In the absence of TWA limits established under O. Reg. 833, alarm set points should be based on the Threshold Limit Value (TLV) for that chemical agent adopted by the American Conference of Governmental Industrial Hygienists (ACGIH) in its publication entitled Threshold Limit Values and Biological Exposure Indices (TLVs and BEIs), as amended from time to time.

16.0 Records Retention

16.1 All records related to confined space entries will be kept on file for a minimum of 10 years.

17.0 Training Specifications

- a) Confined Space Safety; administered to Supervisor, attendant, entrants; every 3 years;
- b) Practical Confined Space Entry training; administered to Supervisor, attendant, entrants, every 3 years. Competency verified by employer;
- c) Confined Space Management; Senior Management; every 3 years; and,

- d) Confined Space Rescue; administered to Supervisor, Attendant, Entrants; annually. Competency verified by employer.

18.0 Legislation and Other Requirements

- a) Ontario Occupational Health and Safety Act R.S.O 1990. c.0.1 (S. 25, 26, 27, 28)
- b) Ontario Regulation 632/05 Confined Spaces (S. 1 – 22)
- c) Ontario Regulation 833 Control of Exposure to Biological or Chemical Agents (S. 1, 3, 4, 6, 7.1, 7.2, 9, 10, 11, Table 1)
- d) CSA Z1006 – Management of Work in Confined Spaces

19.0 Associated Internal Documents, Forms, Records

- a) Confined Space Rescue Plan – Appendix A
- b) Confined Space Multiple Employer Coordination Document – Appendix B
- c) Confined Space Entry Permit – Appendix C
- d) Confined Space Hazard Assessment Tool
- e) Confined Spaces Inventory; containing Confined Space Entry Plans

History			
Approval Date:	May 16/2011	Approved by:	By-law 3876-2011
Review/Amendment Date:	February 9/2017	Approved by:	CAO E. Remillard
Review/Amendment Date:	July 27, 2026	Approved by:	By-law 2026-53



Appendix A : CONFINED SPACE RESCUE PLAN

This plan establishes procedures and responsibilities for rescuing workers from confined spaces in the event of an emergency to ensure a safe and timely response.

Confined Space Location: _____ Nature of Work: _____ Confined Space Description/Inventory#: _____		
Entry Supervisor: - Confirms permit completion, hazards assessed, rescue plan in place. - Initiates rescue and contacts emergency services if needed. Attendant: - Monitors entrants at all times. - Maintains continuous communication. - Initiates alarm and activates rescue procedures. Rescue Team: - Trained in confined space rescue, use of equipment, and first aid/CPR. - Executes rescue in accordance with this plan.		
Action Required	Rescue Method	Additional Comments
Non-Entry Rescue (Preferred) - Attendant attempts to retrieve worker using pre-installed retrieval system (tripod, winch, lifeline). - Monitor atmosphere during retrieval. - Provide first aid once worker is out.		
Entry Rescue - Rescue team required PPE (respiratory protection, harness, etc.). - Continuous air monitoring conducted. - Rescuer enters using retrieval lifeline attached. - Entrant is secured and removed via retrieval system. - First aid provided as necessary.		

External Emergency Services - If in-house rescue is unsafe or not possible, immediately call 911. - Provide dispatcher with: - Exact location of confined space. - Hazards present. - Number of workers inside. - Access details. - Maintain continuous ventilation and monitoring until responders arrive.		
Rescue Equipment		
Full body harness		
Lifelines and Retrieval Systems (tripod/winch)		
Gas detection/ Monitoring Equipment		
Ventilation Equipment (fans/blowers)		
Self containing breathing apparatus (SCBA) or airline respirators		
Communication devices (radios)		
First aid kit and AED (if available)		

Training

- All rescue team members are trained in confined space hazards, equipment use, CPR, and first aid.
- Rescue drills conducted at least once annually (or more frequently if required).
- Records of training and drills maintained.

 Name

 Date
Communication Plan
Emergency Contact Number: _____

Radio/Phone Channels to Use: _____

Alarm/Signal Method: _____
Reviewed By

 Name

 Title

 Signature

 Date

This policy is subject to any specific provisions of the Municipal Act, or other relevant legislation or Union agreement.



Appendix B : MULTIPLE EMPLOYER COORDINATION DOCUMENT

Manager/ Designated Authority: _____

Contract Agreement # _____

Nature of Work: _____

Confined Space Description/ Inventory#: _____

Employer A: _____

Employer B: _____

Employer C: _____

Action Required	City of Dryden	Employer A	Employer B	Employer C	Additional Comments
Identify Lead Employer (for non-construction projects which include maintenance and inspection)					
Identify Constructor (where a construction project is being contracted)					
The City of Dryden or Constructor Manager or designate is required to identify competent party responsible to:					
Confirm there is a confined space program (O. Reg. 632/05, s. 5)					
Conduct confined space hazard assessment (O. Reg. 632/05, s. 6)					
Develop confined space entry plan (O. Reg. 632/05, s. 7)					
Deliver plan specific training (O. Reg. 632/05, s. 9)					
Complete confined space entry permit (O. Reg. 632/05, s. 10)					
Provide emergency response/rescue procedures (O. Reg. 632/05, s. 11)					
Provide adequate emergency response/rescue and communication equipment (O. Reg. 632/05, s. 12)					
Ensure adequate protection from hazardous energy sources (O. Reg. 632/05, s. 14)					

This policy is subject to any specific provisions of the Municipal Act, or other relevant legislation or Union agreement.

Ensure Attendant is assigned (O. Reg. 632/05, s. 15)					
Ensure means of adequate access/egress (O. Reg. 632.05, s. 16)					
Implement methods to prevent unauthorized entry (O. Reg. 632/05, s. 17)					
Ensure adequate atmospheric monitoring (O. Reg. 632/05, s. 18)					
Ensure adequate monitoring and protection for explosive and flammable atmospheres (O. Reg. 632/05, s. 19)					
Ensure adequate ventilation and/or purging, as needed (O. Reg. 632/05, s. 20)					
Ensure circulation of coordination document to each employer and their JHSC (O. Reg. 632/05, s. 4)					

On behalf of the City of Dryden

_____	_____
Name	Title
_____	_____
Signature	Date

On behalf of Employer A

_____	_____
Name	Title
_____	_____
Signature	Date

On behalf of Employer B

Name

Title

Signature

Date**On behalf of Employer C**

Name

Title

Signature

Date



Appendix C - CONFINED SPACE ENTRY PERMIT

CONFINED SPACE INFORMATION		
Confined Space Description / #: _____		
Confined Space Location: _____		
Permit Opened (Date and Time): _____		
Permit Closed (Date and Time): _____		
Anticipated Duration of Entry: _____		
Multiple employer coordination document has been completed reviewed and attached to the permit ☐ Yes ☐ No ☐ Not applicable		
REVIEW OF HAZARD ASSESSMENT (check all that apply)		
☐ Confined space hazard assessment has been reviewed. ☐ Re-evaluation of hazards has been conducted to identify any new hazards due to the work activity and changes to the work environment or nearby /adjacent work processes.		
DESCRIPTION OF WORK (check all that apply)		
☐ Inspection ☐ Cleaning ☐ Preventative maintenance ☐ Repair ☐ Hot work ☐ Other	Task Details: (to be completed for all tasks other than visual inspection) _____ _____ _____ _____	
TASK HAZARD IDENTIFICATION (check off which hazards are present or may be present and describe)		
☐ Atmospheric hazards (O ₂ , LEL, CO, H ₂ S, other):		
☐ Physical hazards (heat/cold, noise, energy, other):		
☐ Biological hazards (viruses, bacteria, mould, other):		
☐ Ergonomic hazards (force, posture, repetition, other):		
☐ Psychosocial hazards (claustrophobia, other):		
☐ Safety hazards (slip/trip/fall, entanglement, visibility, other):		
☐ Configuration hazards (slope, layout, obstacles, other):		
☐ Content hazards (residual, engulfment, entrapment, other):		
☐ External hazards (traffic, weather, terrain, other):		
☐ Other hazards:		
HAZARD CONTROLS (check which hazard controls apply)		
Site Control	Space Preparation	Control of Hazardous Energy
☐ Barricades/guardrail	☐ Empty	LOTO reference document reviewed? ☐ Yes ☐ No
☐ Warning Signs	☐ Clean	Entry team locks/tags applied? ☐ Yes ☐ No
☐ Rope/Warning Tape	☐ Purge or Inert	Verification of zero energy (test-bumped) ☐ Yes ☐ No

☐ Secure access door /hatch ☐ Other		☐ Depressurise ☐ Ventilate	
Hot Work Precautions ☐ Yes ☐ No (required for hot work – check all hazard controls)			
☐ Fire watch assigned ☐ Continuous atmospheric monitoring ☐ Continuous ventilation		☐ LEL < 5% ☐ Portable fire extinguisher available at space	
Ventilation Controls ☐ Yes ☐ No (if yes check R for which hazard controls apply)			
☐ Natural ☐ Mechanical supply ☐ Mechanical exhaust ☐ Other:		Must ventilation be explosion proof? ☐ Yes ☐ No Must ventilation continue during worker entry? ☐ Yes ☐ No Is ventilation adequately alarmed should it fail? ☐ Yes ☐ No	
Electrical Equipment and Lighting ☐ Yes ☐ No (if yes check which hazard controls apply)			
Energy Source		Electrical Tool/Equipment Protection	
☐ Generator ☐ Standard outlet ☐ Battery powered ☐ Other:		☐ GFCI ☐ Positive grounded tools /equipment ☐ Insulated tools ☐ Explosion proof equipment ☐ Other:	
		Illumination	
		☐ Natural only ☐ Portable lamp ☐ Headlamp ☐ Flashlight ☐ Other:	
Personal Protective Equipment ☐ Yes ☐ No (if yes check which PPE is required)			
☐ Hardhat ☐ Hearing protection ☐ Steel toe boots ☐ Rubber/PVC steel toe boots ☐ Gloves (specify): ☐ Respiratory protection (specify):		☐ Safety glasses ☐ Goggles ☐ Face shield ☐ Coveralls / Long sleeve/pants ☐ Disposable protective coveralls (e.g. Tyvek or similar)	
METHOD OF ACCESS/EGRESS (check all that apply)			
☐ Horizontal ☐ Ladder (fixed access) ☐ Stairwell		☐ Vertical ☐ Ladder (portable) ☐ Other (specify):	
		☐ Above grade entry point ☐ Ramp or walkway	
		☐ Lower/haul required ☐ Scaffold	
Fall Protection and Retrieval Devices (check all that apply)			
☐ Guardrail ☐ Davit arm ☐ Tripod ☐ Self retracting lifeline with retrieval		☐ Full body harness ☐ Lifeline ☐ Lanyard ☐ Winch ☐ Self retracting lifeline ☐ Approved connectors	
		Other (specify):	
COMMUNICATION (check all that apply)		NOTIFICATION (Check all that apply)	
Communication With Entrant		Means to Summon Rescue	
☐ Visual ☐ Verbal ☐ Radio ☐ Lifeline signals ☐ Light/noise signals ☐ Other:		☐ Phone ☐ Cell phone ☐ Radio ☐ Intercom ☐ Air horn	
		☐ Rescue personnel notified and available? ☐ First aider notified and available? ☐ Affected personnel notified? ☐ Contractors employees notified?	

RESCUE PROVISIONS (check all that apply)									
Method			Equipment						
☐ Self evacuation ☐ Non-entry rescue ☐ Entry rescue			☐ First aid ☐ Immobilization/extrication ☐ Communication systems			☐ Mechanical advantage systems ☐ Rescuer PPE ☐ Other (specify):			
PRE-ENTRY AND ENTRY INTERVAL ATMOSPHERIC TESTING									
Instrumentation		Accessories Used (specify)		Instrument Verification (required – check upon completion)					
Make: Model: Serial Number:				☐ Calibrated as per manufacturer? ☐ Functional (bump) test completed? ☐ Inspected and in good working condition?					
Testing Methods:									
Atmospheric Monitoring Results									
	Pre-entry Time	Result	Interval Time	Result	Interval Time	Result	Interval Time	Result	Peak Value
Oxygen O ₂ = 19.5 – 23%									
Flammability < 10% LEL cold work 0% LEL hot work									
Carbon Monoxide CO = 25 ppm									
Hydrogen Sulphide H ₂ S = 10 ppm									
Other Toxic (specify):									
Other Toxic (specify):									
AUTHORIZATION FOR ENTRY (to be completed by Entry Supervisor – check upon completion)									
I hereby certify that: ☐ The hazards have been reassessed ☐ The hazard controls have been successfully implemented ☐ All necessary equipment has been provided, inspected and is in good working condition ☐ The scope of work, hazards and controls has been explained to the entry team ☐ The entry team members have successfully completed confined space training, have attended a pre-entry briefing, and are authorized to enter the space									
Entry Supervisor Authorization ☐ Yes ☐ No				Printed Name					
Date am / pm				Signature					

ENTRANT LOG

Authorized Attendant(s) _____

(Name and signature) _____

Name of Entrant(s)	Entrant Initials		Attendant - indicate time individuals enter or exit the space							
	Trained	Briefed	In	Out	In	Out	In	Out	In	Out
1.										
2.										
3.										
4.										

Name(s) of Rescue Team Member(s) – (a) available at the point of entry where there is a hazardous atmosphere present or the worker is not using a retrieval line, or (b) activated to perform an entry rescue

1.	
2.	
3.	
4.	

Notes: