

CONFINED SPACE – Code of Practice Checklist

What is a code of practice for confined space?

A code of practice for confined space is a written record of regulatory requirements needed before working in a confined space.

Developing the code of practice

- An employer must consult with the joint health and safety committee or health and safety representative, if any, or with employees if there is no committee or representative, in developing the code of practice.

The code of practice must contain the following:

- the date and authorized duration of the code of practice
- the location of the confined space to which the code of practice applies.
- the name(s) of the supervisor
- the emergency response team leader
- the attendant
- the supply system attendant (if applicable)
- the entrant
- a description of the work to be performed
- a description of any possible hazards that may affect the employee's health or safety
- the procedures to be followed and the equipment to be used to perform the work
- the procedures to be followed and the equipment to be used in an emergency

Regulated requirements under the code of practice

- An employer must ensure all employees involved in confined space work are adequately instructed and trained in the code of practice and the procedures identified in the code of practice.

<ul style="list-style-type: none"> • An employee must comply with, and an employer must ensure the employee complies with the code of practice. 	
<ul style="list-style-type: none"> • An employee who will enter a confined space or who may undertake a rescue operation in a confined space must read the code of practice and acknowledge that they have read and understood the instructions by signing and dating a copy of the code of practice. 	
<ul style="list-style-type: none"> • An employer must ensure the code of practice and any associated records, including equipment calibration and maintenance log, are kept for two years after the entry supervisor signed and dated the code of practice. 	
<ul style="list-style-type: none"> • The code of practice must be posted conspicuously near the entrance of the confined space. 	
<ul style="list-style-type: none"> • An employer must ensure a copy of the code of practice is readily available to an officer upon request. 	