JER-8000-MGT-PRO-0026 Confined Space

(AS/NZS, ISO 45001:2018, Clause 8.1.2)

1. SCOPE

The procedure applies to all KGL Resources Workers who are required to work in confined spaces.

2. PURPOSE OF DOCUMENT

The purpose of this procedure is to provide guidelines for KGL Resource workers who are required to undertake confined space entries under the management of the relevant client's confined space management system.

3. RELEVANT LEGAL & OTHER REQUIREMENTS

It is the responsibility of all personnel to comply with this procedure and seek guidance from the Project Director where clarification is required.

- Work Health and Safety Act 2011 (NT)
- Work Health and Safety Regulation 2011 (NT)'
- Code of Practice Confined Spaces 2018 (Safe Work Australia)
- AS 2865:2009- Confined Spaces)

4. DEFINITIONS

Confined Space	A Confined Space is an enclosed or partially enclosed space that: a. is not designed or intended primarily to be occupied by a person; b. is, or is designed or intended to be, at normal atmospheric pressure while any person is in the space; and c. is or is likely to be a risk to health and safety from: • an atmosphere that does not have a safe oxygen level, or • contaminants, including airborne gases, vapours and dusts, that may cause injury from fire or explosion, or • harmful concentrations of any airborne contaminants, or • engulfment.
Confined Space Entry	A person whose whole body, upper body or head is within a Confined Space is considered to have entered the Confined Space. However, this is not intended to prevent a person from inserting their hand or arm while holding a test instrument or probe into the Confined Space as part of the evaluation prior to entry.
Confined Spaces Emergency Response and Rescue Plan	A written record of the first aid and rescue procedures to be used when responding to emergency situations in Confined Spaces. Emergency situations include, but are not limited to: a. fire or explosion; b. dangerous chemical release;

	c. chemical, medical emergence; and/or d. natural disasters.
Confined Space Work	Work performed in a Confined Space by workers.
Competent Person	A person who: a. has been trained in this procedure; b. has completed an annual Confined Space medical assessment; and c. holds qualifications with respect to Confined Space Work from a registered training organisation that would typically include the following competency units: MSMWHS201 Conduct hazard analysis RIIWHS202D Enter and work in confined spaces MSMPER205 Enter confined space MSMPER200 Work in accordance with an issued permit SMWHS201 Conduct hazard analysis RIIWHS202D Enter and work in confined spaces MSMPER205 Enter confined space MSMPER200 Work in accordance with an issued permit MSMWHS217 Gas test atmospheres CPPFES2005A Demonstrate first attack firefighting equipment MSMPER300 Issue work permit HLTAID001 Provide Cardiopulmonary Resuscitation *Competencies are subject to change due to legislation and best practice. A Competent Person must complete mandatory re-fresher training every two years.
Contaminant	Any dust, fume, mist, vapour, gas or other substance in liquid or solid form, the presence of which may be harmful to a worker's health and safety.
Entry Approver	A person who: a. is deemed to be a Competent Person; b. is present at a KGL RESOURCE work site where Confined Space Work is being performed; c. ensures that all necessary controls have been established before work commences in the Confined Space; d. ensure that atmospheric testing is performed prior to and during entry; e. issues workers with Entry Permits prior to entry into the Confined Space; and f. ensures that all workers have been withdrawn from the Confined Space and all controls have been removed (if appropriate) before closing the Entry Permit.
Entry Leader	A person who: a. is deemed to be a Competent Person; and b. oversees Confined Space Work being performed workers;

	c. verifies the information on the Entry Permit (such as control measures and atmospheric testing); and d. verifies that rescue equipment and resources are available and that the means for utilising them are operable.
Entry Permit	Work must not be performed in a Confined Space until workers are provided with an Entry Permit from the Entry Approver. An Entry Permit must: a. specify the Confined Space to which the Entry Permit relates; b. record the names of persons permitted to enter the Confined Space and the period of time that the work will be carried out; c. set out the risk control measures based on the risk assessment conducted; and d. contain space for an acknowledgement that work in the Confined Space has been completed and all persons have left the Confined Space.
Hazardous Atmosphere	A Hazardous Atmosphere is present when: a. the atmosphere does not have a safe oxygen level; b. the concentration of oxygen in the atmosphere increases the fire risk; c. the concentration of flammable gas, vapour, mist of fumes exceeds 5% of the LEL for the gas, vapour must or fumes; d. a hazardous chemical in the form of a combustible dust is present in a quantity and form that would result in a hazardous area.
High Risk Construction Work	Has the same meaning under the WHS Regulation, namely construction work involving: a. a risk of a person falling more than 2 metres; b. demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure; c. or is likely to involve, the disturbance of asbestos; d. structural alterations or repairs that require temporary support to prevent collapse; e. work that is carried out in or near a confined space' f. work that is carried out in or near: i. a shaft or trench with an excavated depth greater than 1.5 metres, or ii. a tunnel; g. the use of explosives; h. work that is carried out on or near pressurised gas distribution mains or piping; i. work that is carried out on or near chemical, fuel or refrigerant lines; j. work that is carried out on or near energised electrical installations or services; k. work that is carried out in an area that may have a contaminated or flammable atmosphere; l. tilt-up or precast concrete; m. work that is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians; n. work that is carried out in an area at a workplace in which there is any movement of powered mobile plant;

	o. work that is carried out in an area in which there are artificial extremes of temperature; p. work that is carried out in or near water or other liquid that involves a risk of drowning; or q. diving work.
Isolation	The process by which a Confined Space is removed from service and completely protected against the release of energy and material into the Confined Space by such means as blanking or blinding, misaligning or removing sections of lines, pipes or ducts, a double block systems, lockout and tag out of all sources of energy, or blocking or disconnecting all mechanical linkages.
Reasonably Practicable	Reasonably able to be done to ensure health and safety, taking into consideration: a. likelihood of the hazard or the risk occurring, b. degree of harm that might result from the hazard or the risk occurring; c. what the person concerned knows or ought to know about the hazard and the risks and the way to eliminate or minimise; d. the availability and suitability of ways to eliminate or minimise the risk; and after assessing the extent of the risk and the available ways of eliminating/minimising, the cost associated with eliminating or minimising the risk, including if cost is grossly disproportionate to the risk.
Safe Atmosphere	A Safe Atmosphere is achieved when a. it contains less than 5% of the LEL for flammable gases, mists and vapours; b. it has an oxygen level between 19.5% and 23.5%; and the concentration of any other atmospheric contaminant is no greater than the TLV-TWA for toxic gases and other airborne contaminants.
Safe Oxygen Level	Where the oxygen content is between 19.5% and 23.5%.
SWMS	A SWMS is a pre-start risk assessment that is undertaken prior to commencing any high-risk construction work or as otherwise required by a supervisor or manager. A SWMS must be completed in accordance with the KGL Resource Risk Management Procedure.
Standby Person	A Standby Person is a Competent Person that has been assigned to remain on the outside of, and in close proximity to the Confined Space. The Standby Person must be capable of observing (if practicable) and being in continuous communication with workers inside the Confined Space. Where necessary, a Standby Person must initiate appropriate emergency procedures.
Take 5	A pre-start risk assessment that is undertaken by all workers prior to commencing work. A Take 5 must be completed in accordance with the KGL Resource Risk Management Procedure.
Threshold Limit Value – Time Weighed Average (TLV-TWA)	The TLV-TWA of a chemical substance is a level to which it is believed a worker can be exposed to per day for a working lifetime without adverse health effects.

Workers	Workers include employees, contractors, sub-contractors, volunteers, visitors and consultants who conduct work for KGL Resources.

5. RESPONSIBILITIES

Senior Leadership Team	1. Ensure that workers operate within a safe system of work that mitigate Confined Space risks. 2. Ensure adequate resources are provided so that managers and/or supervisors and workers can comply with this procedure. 3. Review and act on reported organisational risk management performance.
Safety Manager	1. Ensures this procedure is fit for purpose and meets all legislative requirements. 2. Ensures that this procedure is implemented and is regularly reviewed and monitored for ongoing effectiveness. 3. Supports managers and supervisors in the implementation and operation of this procedure. 4. Recommends change or improvement to this procedure as required. 5. Provides advice on Confined Space competency requirements. 6. Reviews and monitors Confined Space competency requirements by managers and supervisors.
Managers and Supervisors	1. Managers and supervisors are responsible for ensuring this procedure is implemented in their area and this may include ensuring that: a. all workers are aware of and understand this procedure; b. workers are provided with appropriate training in relation to the risks arising from Confined Space Work and the appropriate control measures; c. workers receive appropriate instruction in the correct use and maintenance of personal protective equipment (**PPE**) and respiratory protective equipment (**RPE**); d. workers use the required PPE and RPE; and e. workers are briefed on the client's confined space procedures before work entering a Confined Space.
Worker	1. Complies with all requirements in this procedure when working in a Confined Space, including: participating in risk assessments for Confined Space Work; implementing all identified control measures, including using all required PPE and RPE; and ensuring they only enter a Confined Space if they have been provided with an Entry Permit and hold the requisite competencies.

6. GUIDING PRINCIPLES

At KGL RESOURCES we:

- Apply higher order controls in the hierarchy of controls
- Only use administrative controls (such as procedures) and personal protective equipment (**PPE**) in conjunction with other risk controls or where there are no other risk controls available. Further information is available in specific procedures that relate to these risks.

- Comply with all procedures and instructions
- STOP work if it seems unsafe
- Do not carry out work unless we are competent and trained to perform the task
- Check the plant, equipment and PPE each time we perform a task
- Report all hazards, incidents and near hits
- Wear and use appropriate PPE.
- When in doubt, escalate the concern.

7. CONFINED SPACE RISK MANAGEMENT

KGL Resource manages risk associated with confined space entry through a risk management approach. The key elements of KGL Resource's systematic approach to risk management include:

a. hazard identification;
b. risk assessment;
c. controlling risks; and
d. reviewing control measures to ensure they remain effective.

This is to be undertaken in line with the **KGL Resource Risk Management procedure.**

Before undertaking any work involving hazardous substances, workers:

a. Must complete a **Take 5**; and
b. If applicable, complete a SWMS.
c. Any decisions and reasons for the decisions about risk management must be documented in accordance with this procedure.

7.1 Hazard Identification

Before workers undertake any work in a Confined Space, managers and supervisors must identify hazards to which any worker could be expose to as a result of the work. These hazards must be identified in the Entry Permit where Confined Space Work is performed (and SWMS where applicable).

The purpose of identifying hazards associated with Confined Space Work is to eliminate or, if it is not reasonably practicable to eliminate the risk, to minimise it so far as is reasonably practicable.

Hazards arising from Confined Space Work may include:

a. restricted entry or exit;
b. harmful airborne contaminants;
c. unsafe oxygen level;
d. fires and explosions;
e. engulfment;
f. introduction of substances (such as steam, water, liquids and gases);
g. biological hazards;
h. mechanical hazards associated with the use of plant inside or outside the Confined Space;
i. skin contact with hazardous chemicals/substances;

j. manual tasks inside the Confined Space;

k. radiation;

l. environmental hazards including heat/cold stress, uneven surfaces, open edges presenting risks of a fall, and inadequate lighting;

m. hazards outside the Confined Space (including hot work being performed near the Confined Space); and

n. psychological demands associated with working in a Confined Space.

7.2 Risk Assessment

When assessing the risks arising from Confined Space Work, workers must consider the following:

a. the nature of the Confined Space

b. whether the atmosphere inside the Confined Space is hazardous;

c. whether the Confined Space must be cleaned, purged and/or ventilated prior to and during entry;

d. the nature of substances previously occupying the Confined Space;

e. the work activities to be undertaken within the Confined Space;

f. the number and movement of people inside the Confined space;

g. the adequacy of lighting for clear vision;

h. weather conditions—the presence of rain, wind, extreme heat or cold can cause slippery or unstable conditions;

i. the suitability of PPE and RPE for the conditions;

j. the adequacy of current knowledge and training to perform the task safely (for example, young, new or inexperienced workers may be unfamiliar with a task); and

k. the adequacy of procedures for emergency situations.

Risk assessments prepared for a Confined Space at the workplace may be used again for the same Confined Space provided it is reviewed on each occasion Confined Space Entry is required. This is to identify any differences in the condition or location of the Confined Space or the work performed in it, which could result in a change to the risk factors.

a.

7.3 Mandatory requirements prior to confined space entry

Due to the nature of Confined Spaces, there are a number of mandatory requirements that must be complied with prior to any Confined Space Entry. Entry into a Confined Space is strictly prohibited unless the following requirements are met.

7.4 Atmospheric testing

Prior to any work being performed, atmospheric testing must be conducted. The atmospheric testing must take into account the:

a. oxygen concentration;

b. flammability level (% LEL);

c. presence of other airborne contaminants (including carbon dioxide, carbon monoxide and dusts); and

d. presence of thermal extremes.

Work in Confined Spaces is prohibited where a Safe Atmosphere is not present.

Where practicable, atmospheric testing must be conducted outside the Confined Space from as many openings as possible. Atmospheric testing of more remote regions within the Confined Space may be conducted once the area adjacent to the point of entry has been determined to be safe for entry.

When monitoring Confined Space Entries involving a descent into atmospheres that may be stratified (where the presence of gases at different levels due to specific gravity of gases), the atmospheric should be tested a distance of approximately 1.2 metres vertically on each side of the Confined Space. If a sampling probe is used, the entrant's rate of progress shall be slowed to accommodate the sampling speed and detector response.

If the atmospheric testing determines that the Confined Space has a Hazardous Atmosphere, the Entry Approver must consider whether the Confined Space must be cleaned, purged and/or ventilated prior to entry as part of the risk assessment.

The details of the atmospheric testing must be recorded on the Entry Permit.

Depending on the nature of the results of the atmospheric testing, it may be necessary to verify the atmospheric results by conducting regular atmospheric testing at specified intervals during Confined Space Entry. These intervals must be decided by the Entry Approver and noted in the Entry Permit. Any updated atmospheric testing must also be recorded on the Entry Permit.

7.5 Entry Permit

Prior to any worker entering a Confined Space, the Entry Approver must prepare Part 1 of an Entry Permit and provide it to the worker/s entering the Confined Space. Set out in **JER-8000-MGT-FRM-0009** is the template Entry Permit for Entry Approvers to complete.

The Entry Approver must identify the means, procedures and practices necessary for safe Confined Space Entry, including, but not limited to the following:

a. specify acceptable entry conditions;

b. define any cleaning, purging and ventilation requirements as necessary to eliminate or control specific atmospheric hazards;

c. detail the pedestrian, vehicle or other barriers as necessary to protect workers from external hazards;

d. define the atmospheric assessment requirements necessary to ensure that atmospheric conditions in the Entry Permit are acceptable for entry throughout the duration of a Confined Space Entry;

e. define the isolation requirements;

f. the rescue and emergency response that can be initiated and the means (such as the equipment to use and the numbers to call) in which the response will be initiated;

g. the communication procedures to be used by entrants and Stand-by Person to maintain contact during the Confined Space Entry;

h. PPE and/or RPE to be used; and

i. atmospheric monitoring equipment (such as alarms) and rescue equipment to be provided.

Once satisfied that all the requirements of Part 1 of the Entry Permit have been completed, the Entry Leader must acknowledge the conditions on the Entry Permit and ensure that all precautions in the Entry Permit are adhered to.

The Entry Permit must be posted in a prominent location as near to the Confined Space entry as reasonably practicable.

The Entry Approver must terminate entry and cancel the Entry Permit when entry operations covered by the Entry Permit have been completed, or when a condition that is not allowed under the Entry Permit arises in or near the Confined Space.

When the work inside the Confined Space is completed, the Entry Approver must perform a final check to ensure that all workers and equipment have been withdrawn from the Confined space and indicate whether services can be returned to the Confined Space.

The Entry Permit does not cover the work activities to be performed inside the Confined Space. Guidelines in relation to the safe performance of these activities must be set out in the SWMS.

The Entry Permit is only valid for a maximum period of one shift.

7.6 Standby Person

Workers must not enter a Confined Space unless a Standby Person(s) is on duty, directly outside the Confined Space at the time of entry and at all times when the space is occupied.

The Standby Person(s) is to:

a. understand the Entry Permit;
b. have undertaken formal training in Confined Space Entry and rescue;
c. be assessed on an ongoing basis to be a Competent Person;
d. be located immediately adjacent to the Confined Space opening;
e. be in contact with each worker in the Confined Space at all times;
f. be able to initiate rescue procedures for workers in the Confined Space;
g. where appropriate, be equipped with an emergency alarm, which is to be tested and understood by all worker, prior to each Confined Space Entry, and annotated on the Entry Permit;
h. be provided with and trained in the use of readily accessible equipment appropriate to any hazard likely to be encountered in the Confined Space;
i. maintain communication (in English), by voice, portable radio, hand signal, rope signal or other appropriate means, with the workers(s) in the Confined Space;
j. regularly monitor workers(s) inside the Confined Space for:
    i. collapse;
    ii. breathing difficulties;
    iii. disorientation;
    iv. distress; and
    v. duration of entry;
k. regularly monitor oxygen level and percentage LEL, and the contaminant concentration;
l. in the event of an emergency, be able to initiate the rescue response (the standby person shall not enter the confined space to affect a rescue unless another nominated Standby Person is present and adopted the role of Standby Person; and
m. be aware of emergency notification procedures.

7.7 Risk Control Measures

As set out in KGL Resource's Risk Management Procedure, control measures should always be considered in the order of the hierarchy of controls starting with elimination. In some circumstances, two or more control measures will be required to minimise so far as is reasonably practicable the risk(s).

KGL Resource applies the Hierarchy of controls to eliminating, so far as is reasonably practicable, or minimising the risks arising from confined spaces. Set out in **Table 1** below are some examples of risk control measures to eliminate or minimise these risks according to the hierarchy of control.

Table 1: Risk Control Measures

Risk Control Hierarchy		**Example of risk control measures for Confined Space Work**
Level 1	Eliminate the hazards	• Eliminate the need to work at in a Confined Space; and • Undertake work using devices that can enter the Confined o Space without Confined Space Entry.
Level 2	Substitute the hazard with something safer	Create a Safe Atmosphere via cleaning, purging and ventilation
	Isolate the hazard from people	Using Isolation methods to prevent materials entering, or energy affecting the Confined Space while occupied.
	Reduce the risks through engineering controls	
Level 3	Reduce exposure to the hazard using administrative actions	• specific procedures (such as the SWMS and Entry Permit) and specific prohibitions and restrictions; • use of signage and barricades; • first aid & emergency response, including rescue planning; and • workforce training.
	Use PPE and RPE	Supply and use of appropriate PPE and RPE when required.

8. GUIDELINES FOR CONFINED SPACE WORK

If workers are required to perform Confined Space Work and the risk cannot be eliminated through an alternate work plan, other control measures must be implemented in accordance with the hierarchy of controls. Some examples are set out in the table below:

Level 1	
Eliminate the hazards	
Elimination	Eliminate the need to work in Confined Spaces. Entry Leaders must consider whether it is reasonably practicable to: • use remote mechanical CCTV devices to inspect pipes or tunnels; • use a hook, long-handled clasp or magnet on a string to retrieve an object dropped into a Confined space; and/or

	• perform automating activities using technology as an alternative to entry.
Level 2	
Substitute, Isolate or Engineer	
Isolation from moving parts on machinery	If the Confined Space can move, or if there is machinery inside the Confined Space, Entry Leaders must ensure isolation methods are implemented as follows: • de-energise any equipment or devices stored with energy (including hydraulic, pneumatic, electrical, chemical, mechanical, thermal or other types of energy); • place a lock or tag, or both on an open circuit breaker, or, open the isolating switch supplying electricity power to equipment with hazardous moving parts; • where a power source cannot be controlled readily or effectively, a belt or other mechanical linkage should be disconnected and tagged to indicate that a worker is in the Confined Space; • if locking, tagging or disconnecting belts is not practicable, moveable components should be locked, and switches, clutches or other controls should be tagged to indicate that a worker is the Confined Space. The implementation of Isolation measures must be supervised by the Entry Approver, or if that is not practicable, the Entry Approver must check each isolation point. Entry Approvers must ensure that all Confined Space Work has ceased and all workers have vacated prior to any locks and tags being removed.
Isolation from hazardous service (such as material, contaminants and other substances)	Entry Approvers must ensure that hazardous material, contaminants and other substances are isolated from entry in to the Confined Space. Isolation methods include: • removing a valve, spool piece of expansion joint in piping leading to the Confined Space and blanking of capping the open end of the piping; • inserting a suitable full-pressure spade or blank in piping between the flanges as close as practicable to the Confined Space; and • closing, locking and tagging at least two valves in the piping leading to the Confined Space. Any drain valve between the two closed valves should also be locked open or tagged open. The implementation of Isolation measures must be supervised by the Entry Approver, or if that is not practicable, the Entry Approver must check each Isolation point. Entry Approvers must ensure that all tasks inside the Confined Space have ceased and all workers have vacated prior to any locks and tags being removed.
Atmospheric testing (including purging and ventilation)	Atmospheric testing must be performed in line with clause 2.3.1 of this procedure during the period in which the Confined Space is occupied if determined necessary when initial atmospheric testing was performed. The Entry Approver must ensure that purging and/or ventilation is performed during the entire occupancy (if deemed necessary) or at various intervals during occupancy.

Level 3	
Administrative or PPE Where level 3 controls are required as the primary control for working in confined spaces, the SWMS must be approved by the Site Manager's Manager.	
Signage and barricades	Entry Leaders must ensure that appropriate warning signs are in place at each entrance to the Confined Space and that barricades have been erected around the Confined Space. Consideration should be given to AS 1319:1994 Safety Signs for the Occupational Environment for further guidance.
Confined and Restricted Spaces Procedure, Work Pack and SWMS	When working in Confined Spaces, workers must comply with the KGL RESOURCES Confined Space Procedure. In addition, workers must also review and comply with documents in the Work Pack.
Confined Spaces and Restricted Spaces Emergency Response and Rescue Plans	The Work Pack must contain either a Confined Space Emergency Response and Rescue Plan or a Restricted Space Emergency Response and Rescue Plan (depending on the nature of the space). The details of the emergency and response procedures to be adopted in the events of an emergency must be set out in these plans. Workers allocated to respond to an emergency must hold current certifications for, and be able to provide, first aid and cardio-pulmonary resuscitation (**CPR**).
Emergency response and rescue PPE	Entry Leaders must ensure that emergency rescue equipment is available to use outside the Confined Space. This must be recorded in the Confined Space Rescue Plan (JER-8000-MGT-FRM-0003) and may include: • full body harness; • lifeline; and/or • mechanical hoist.
PPE and RPE	Entry Leaders must ensure that workers wear suitable PPE and specialist clothing where required for Confined Space Work. These can include items such as a full body harness, eye protection, hand protection, footwear, protective clothing, hearing protection, safety helmet and communication equipment. If it is not reasonably practicable to ensure that a Safe Oxygen Level exists or a safe level of airborne Contaminants, Entry Leaders must ensure that workers wear suitable RPE for Confined Space Work. The relevant RPE to be worn must be based on the nature of the Contaminants present in the Confined Space and the work to be performed. Consideration should be given to the AS/NZS 1715:2009 Selection, use and maintenance of respiratory protective equipment for further guidance. All PPE and RPE must be tested and where applicable, calibrated at regular intervals, as specified by the manufacturer or supplier, to ensure it is fit for purpose, and available at the point of entry prior to commencing Confined Space Work. Particular attention must be paid to: • gas-testing equipment; • lifting and fall-arrest devices;

	• SCBAs; and • communication devices (radio either hard wired or portable, backup methods such as pealess whistles, and mobile or satellite phone in the event of an emergency).
Toolbox meetings	Entry Leaders must ensure that a toolbox talk is conducted with all workers entering the Confined space. The Standby Person must also attend the toolbox talk if a worker is entering a Confined Space. Entry Leaders must ensure that the following is discussed at the toolbox talk: • the Confined Space Emergency Response and Rescue Plan including allocation of roles listed in the plan; • the content of Entry Permit, including nomination of Standby Person, communication methods, verification of atmospheric testing (for Confined Spaces only); • the SWMS; • whether all listed controls from the permit to work certificate and Entry Permit have been satisfactorily implemented; and • agreement that it is safe to enter the space and conduct the planned works. At the conclusion of the toolbox meeting the Entry Leader must ensure that all workers entering the Confined Space sign the Entry Permit.

9. IDENTIFICATION AND REGISTRATION OF CONFINED SPACES

Enclosed or partially enclosed spaces must be proactively assessed by a Competent Person in order to define and identify Confined Spaces on the site.

A register of Confined Spaces must be maintained for each site and accessible to relevant site personnel. This register will be developed and maintained at each site or relevant office.

Registers must be regularly updated to remain current; particularly where construction or other building activity may add or remove confined spaces at the site.

Notices must be placed at the entry of each Confined Space identified on the site register. The notice for Confined Spaces must state that an Entry Permit is required for entry.

10. REVIEW AND REVISION OF CONTROL MEASURES

Risk controls must be reviewed on a regular basis to ensure their effectiveness and also to ensure that new risks have not been introduced. A review is required:

- when the control measure is not effective in controlling the risk;
- before a change at the workplace that is likely to give rise to a new or different health and safety risk that the control measure may not effectively control;
- if a new hazard or risk is identified;
- if the results of consultation indicate that a review is necessary; and
- if a health and safety representative requests a review.

11. INFORMATION, INSTRUCTION, TRAINING & SUPERVISION

Managers and supervisors must ensure only workers who have received training and instruction on this procedure can perform Confined Space Work. This training must include:

- risks of working in a Confined Space;
- the content of Entry Permits for Confined Space Work;
- control measures specific to Confined Space Work and other potential hazards (for example, piping leading into a Confined Space).
- instruction on the use of PPE and RPE including correct use and maintenance;
- the correct use of tools and equipment in the Confined Space; and
- procedures for emergency and rescue.

Managers and supervisors must ensure that workers performing Confined Space Work are adequately supervised by a competent person, especially if they are undergoing training or are unfamiliar with the working environment.

12. INCIDENT REPORTING AND INVESTIGATION

Any incidents arising from fatigue must be reported in accordance with the **KGL Resource Incident Managing Procedure**.

13. BREACH OF THIS PROCEDURE

Workers must comply with this procedure at all times. KGL Resources takes breaches of this procedure very seriously.

If an employee is found to have breached this procedure, they may be subjected to disciplinary action in accordance with KGL Resources' disciplinary processes. Contractors of KGL Resources who are found to have breached this procedure may be the subject of action under their contract with KGL Resources.

14. CONSULTATION

This procedure has been developed and implemented in consultation and co-operation with KGL Resources' workers.

15. RELATED DOCUMENTATION

JER-8000-MGT-PRO-0006	Risk Management
JER-8000-MGT-PRO-0023	Incident Management
JER-8000-MGT-PRO-0036	Competency & Training
JER-8000-MGT-FRM-0003	Confined Space Rescue Plan Form
JER-8000-MGT-FRM-0009	Confined Space Entry Permit

16. MONITORING, EVALUATION AND REVIEW

VERIFICATION	
Monitoring	Compliance with this procedure will be monitored through training and regular audits.
Evaluation & Review	The risk rating is medium, reviewed every 2 years. A review will be undertaken sooner if there are changes to legislation, standards and industry codes, or following an SMS review, changes as defined by WHS Regulators, or to ensure continual improvement.
Version Control	Version 1: May 2026

17. APPROVAL

Konrad Litfin

Project Director