



Document Name	Confined Spaces Checklist
Document No	MBG.023.1.4
Release Date	1 December 2014

### CONFINED SPACES CHECKLIST

#### Part A: Authorisation

<b>Permit number:</b>	<b>Date issued:</b>
<b>Authorised person (confined space work supervisor):</b>	
<b>Permit validity:</b>	<b>Date of entry:</b> /     / <b>Time of entry</b> <b>From:</b> <b>To:</b>
<b>Proposed work to be carried out and location:</b>	
<b>Name of person entering confined space:</b>	
<b>Name of stand-by person:</b>	

#### Part B: Pre-entry requirements

Requirement	Yes	N/A	Comment/Action
1 Has a confined space risk assessment been conducted			
2 Are any mechanical, electrical, pipe, valve or other isolations required? Specify.  For example, pipelines (water, steam or gas), mechanical or electrical drives, sludges, deposits, wastes, harmful materials, electrical services, warning notices, locks and tags fixes to means of isolation, radiation and mechanical services.			
3 Have the levels of ventilation and oxygen/contaminants been checked? Record the readings.			Oxygen                    % Flammable gas        %LEL Other



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Requirement	Yes	N/A	Comment/Action
Is ventilation equipment required? Specify. Type used.			
4 Are toxic gases, solids or liquids present?			
5 Is safety equipment or personal protective equipment required? Specify PPE to be worn.  For example, supplied air respirators, air purifying respirator, safety harness, safety line, lifelink rescue, eye protection, hand protection, foot protection, protective clothing, hearing protectors, safety helmets or communication equipment.			
6 Is the space clean, free of debris and water?			
7 Is a stand-by person required? Most work requires nomination of a stand-by person.  Specify.  Name (on first page) and duties of stand-by person.			
8 Ventilation requirement for purging?			
9 Are danger tags or signs displayed?			
10 Are there appropriate emergency procedures or equipment in place and understood by all parties entering the work space and stand-by personnel?  Specify.			



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### Part C: Other hazards, precautions or requirements

Requirement	Yes	N/A	Comments
1 Warning notices/barricades.			
2 Smoking is forbidden.			
3 All persons, including the stand-by person, have attended an accredited course in C.S entry. (NSW only—must be approved by WorkCover).			

### Site Manager

Permit returned, work completed.

**Name:**

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**Signature:**

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**Date:**

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