



# Council Policy Manual

## CONFINED SPACES POLICY

<b>Policy, procedure protocol</b>	Policy
<b>Document version</b>	1
<b>Policy number</b>	GOV5/5
<b>Obsolete Number</b>	
<b>Keyword classification</b>	
<b>Adoption date</b>	28/02/2014
<b>Resolution</b>	21/14
<b>Review due date</b>	This policy may be reviewed at any time or as required in the event of legislative changes. Unless otherwise required the policy will be reviewed at least once during a term of Council.
<b>Date revoked</b>	
<b>Documents superseded</b>	
<b>Related Documents</b>	Confined space entry procedure Confined spaces SWMS WHS act 2011 WHS regulations 2011
<b>Relevant delegations</b>	
<b>Responsible Directorate</b>	Technical Services
<b>Responsible officer</b>	Director of Technical Services



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## **OBJECTIVE**

- 1) To ensure the safety of all council employees that are required to perform duties in any confined space.
- 2) To have all of the necessary safety equipment and operating procedures for employees to adhere to.

## **ELIGIBILITY**

This policy is applicable to all Staff and Councilors of the Brewarrina Shire Council.

## **POLICY STATEMENT**

Brewarrina Shire Council is committed to achieving the highest performance in occupational health and safety with the aim of creating and maintaining a safe and healthy working environment throughout its worksites. This includes the elimination where practicable or redesign of the work activity to control any risks arising from working in confined spaces. Council seeks to ensure that all of its stakeholders required to work in a confined space will be provided with such systems, procedures and equipment to ensure that they are exposed to the lowest practicable level of risk while they are required to enter or work in a confined space.

Under the Work Health & Safety Act 2011—employees have a responsibility to take reasonable care for the health and safety of others and cooperate with employers in their efforts to provide a safe workplace. Under the Work Health & Safety Regulation 2011 employers are required to identify, assess and control workplaces risks, the regulation makes particular reference to specific control measures when working in confined spaces in Chapter 4 Part 4.3 Confined Spaces.

## **STANDARD FORMS & PROCEDURE**

Confined Spaces Safe Work Method Statement  
Confined Spaces Entry Permit

## **APPLICATION**

This policy is applicable to Brewarrina Shire Council in all its operations and functions, including those situations where employees are required to work off site. It may be reviewed at any time but unless otherwise stated, at least annually.

## **REVIEW**

This policy may be reviewed at any time or as required in the event of legislative changes. Unless otherwise required the policy will be reviewed at least once during a term of Council.