

# Confined Space Responsible Person Assessment

DEPARTMENT: All Departments

DOCUMENT TYPE: ASSESSMENT



ASSESSMENT COMPLETED BY:

LOCATION:

APPLYING CSRP NAME:

DATE:

## INTRODUCTION

This Confined Space Competency Assessment for Responsible Person has been designed to assist Manildra in conducting audits of their confined spaces management system to identify the level of compliance with the provisions specified in the Australian Standard [AS] 2865, [NOHSC: 1009[1994], Safe Working in a Confined Space and the Manildra Confined and Controlled Space Procedure MG-OHS-0104

Comments on adverse findings should be documented onto the comment table provided for each assessment standard that may indicate a particular reason for non-compliance or non-conformance as well as much needed praise for a job well done.

***The Responsible person certification is based on a desk top audit, questions and on the job verification.***

## DESKTOP AUDIT

To complete the desktop audit you will need:

- Examples of two jobs where you have written and/or reviewed the risk Assessment.
- Examples of risk controls that you have put into place to manage identified hazards. (Taken from the risk assessment)
- Example of a Confined Space entry procedure you have written and/or reviewed or used.
- Examples of a Confined Space Entry Permit that you have completed.
- An example of the emergency procedures that you use.

The following competencies will be assessed:

**The Assessment document consists of 5 Units:**

- Unit 1: Job Planning
- Unit 2: Prepare to work in the Confined Space
- Unit 3: Perform work safely
- Unit 4: Emergency Response
- Unit 5: Return plant back to Operation

### UNIT 1: JOB PLANNING

Elements: Risk assessment and hazard identification  
Hierarchy of control  
Confined Space entry procedure  
Entry permits for Confined Spaces  
Entry procedures for Controlled Spaces  
Rescue and First Aid

Question	Competent?	Corrective Action
1. What information do we find in a Confined Space register? Where is it kept?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Show me documented examples of at least two jobs where you have written or written and/or reviewed risk assessments	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Show me how have you applied the hierarchy of control in the planning of the job to control hazards?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

4.	Show me documented examples of risk controls that you have put into place to manage identified hazards	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5.	Show me an example of a Confined Space entry procedure you have written or reviewed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6.	What are the document requirements for entry into confined spaces in your department?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7.	Using a Confined Space Entry Permit - Explain to me how and when it is filled out.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
8.	Tell me how do you know that the Standby Person is competent to do their role?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
9.	What are the rescue and first aid requirements for those working in or around Confined/Controlled spaces in your department?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

## COMMENTS


## UNIT 2: PREPARE TO WORK IN THE CONFINED SPACE

Elements:

- Signposting of confined Spaces
- Barricading of confined Spaces
- Isolation
- Atmospheric Conditions
- Ventilation and fume extraction
- Monitors
- Entry permits for Confined Spaces
- Communication

Question	Competent?	Corrective Action
1. What signposting and barricading is required for setting up a Confined Space and/or controlled workspace area?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. When barricading a Confined Space and/or controlled space work area what are some of the things that you must take into consideration?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3. (a) What Isolations are required prior to entry into a Confined and/or Controlled Space?  (b) Who performs these isolations and how would you satisfy yourself that they have been done?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Who prepares the following documents?  ATW (if required) - Confined Space Entry Permit - Risk assessments - Procedures - JSEAs -	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5. What are the alarm levels for oxygen when working in a Confined Space? What could cause High level readings? What could cause Low level readings?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6. What is the alarm level for LEL when working in a Confined Space? What would cause levels to rise?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7. What determines the need for gas monitoring?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
8. What are the checks that are carried out on the monitors and when are they carried out?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

9.	What are the requirements for ventilation and fume extraction in Confined and/or controlled Spaces and what equipment could be used?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
11.	What are the communication requirements for working in Confined or Controlled spaces?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>COMMENTS</b>			

<b>UNIT 3: PERFORM WORK SAFELY</b> ELEMENTS: MONITORS PERSONAL PROTECTION EQUIPMENT AND RESPIRATORY PROTECTIVE DEVICES TRAINING		
<b>Question</b>	<b>Competent?</b>	<b>Corrective Action</b>
1. How do you conduct the initial checks when checking from a vertical entry and where do you take the readings.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. How do you conduct the initial checks when checking from a horizontal entry and where do you take the readings?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3. What determines the Personal Protection Equipment and Respiratory Protective Devices required for people working in Confined Spaces?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4. What are the training requirements for people working in or around confined spaces? How do you validate this training?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5. How do you validate employees understanding of the hazards and safety systems for work in a confined space?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>COMMENTS</b>		

<b>UNIT 4: EMERGENCY RESPONSE</b> ELEMENTS: HIERARCHY OF CONTROL COMMUNICATION RESCUE AND FIRST AID TRAINING		
<b>Question</b>	<b>Competent?</b>	<b>Corrective Action</b>
1. Show me examples of emergency controls that have been put into place to manage identified hazards?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. What are the communication requirements for those working in or around Confined and/or Controlled spaces?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3. What are the rescue requirements for those working in or around Confined and/or Controlled spaces in an emergency?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4. What are some of the things you should consider when assessing first aid and emergency requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

5. Where do you talk about - Assembly points/pickup points, Communication, Emergency telephone numbers, Contact numbers etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>COMMENTS</b>		

<b>UNIT 5: RETURN PLANT BACK TO OPERATION</b>		
ELEMENTS: ISOLATION ENTRY PERMITS FOR CONFINED SPACES		
<b>Question</b>	<b>Competent?</b>	<b>Corrective Action</b>
1. What is the process for handing the job back after the work is completed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. How do you verify that everyone is out of the Confined Space work area?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3. What happens to the documentation after it has been signed off?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4. What do you do about a non-conformance?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>COMMENTS</b>		

## RESPONSIBLE PERSON PRACTICAL ASSESSMENT

<p>The following requirements are <b>mandatory</b> for work in confined spaces. These requirements are to be observed by the assessor and discussed with the candidate during the initial accreditation process.</p> <p>These requirements may be discussed with reference to previous confined space jobs that have been recently supervised by the candidate during a re-accreditation process.</p>	
<b>Question</b>	<b>Competent?</b>
• A Risk Assessment has been completed (FMSA-252) and the nominated controls have been detailed in an entry procedure that the candidate is conversant with.	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Rescue and first aid and rescue scenario planning have been determined, documented and communicated to the work group.	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Confined Space Entry Permit is present and filled out correctly.	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Standby Persons accreditation has been checked.	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Toolbox Meeting held discussing hazards and associated control measures, including any that are recorded on the JSEA.	<input type="checkbox"/> Yes <input type="checkbox"/> No
• ATW is present	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Entry/Exit Log is present with the Standby Person	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Work Group List is present on the confined space permit. ( <b>Check Accreditation for confined space training</b> )	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Initial atmospheric tests completed and recorded on Entry Permit.	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Can the monitor pick up all contaminants in this space.	<input type="checkbox"/> Yes <input type="checkbox"/> No
• The atmosphere testing system has been established (continuous monitoring or periodic testing at a set interval).	<input type="checkbox"/> Yes <input type="checkbox"/> No
• A Confined Space Entry and Exit Log sheet has been given to the Standby person for recording of on going testing results.	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Communications system worked out.	<input type="checkbox"/> Yes <input type="checkbox"/> No

