



**R. Fryer Forest Products LTD.**  
**Monetville, Ontario**  
**Policies & Procedures**

*Number of Pages: 2*

*SWO Number: BAS 10*

*Revised: October 25 2005*

*Date:*  
**Oct. 03/01**

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*Subject:*    **CONFINED SPACE/BULK STORAGE POLICIES & PROCEDURES**

**DEFINITION:**

**Confined Space:** is defined in Regulation 851 (Industrial Establishments) (Section 119) as a fully or partially enclosed space, (a) that is not both designed and constructed for continuous human occupancy, and (b) in which atmospheric hazards may occur because of its construction, location or contents or because of work that is done in it;

**Bulk Storage:** is defined in Regulation 851 (Industrial Establishments) as a Silo, bin, hopper, structure, container or thing that is not a confined space as defined in section 119 and that is used for storing or containing bulk material.

**POLICY:**

To find, identify and label any and all "Confined Spaces" and/or "Bulk Storage" and set basic procedures for safe entry and exit.

**PROCEDURES:**

**1) General Instructions:**

Before entering a confined space a worker must:

- Be trained for such entry by experienced personnel and by reading the confined space in-house training documents found in the Policy binder in the main office.
- Be aware of the legislation governing confined spaces.
- Acquire and sign a written permit from management or a Certified Safety Committee member for the entry of a confined space or bulk storage bin. This permit is to be kept on file.
- Test the air quality if competent to do so, or have someone who is competent (as defined in the OHS) test the air for the following: (a) the accumulation of flammable, combustible or explosive agents (b) An oxygen content in the atmosphere that is less than 19.5% or more than 23% by volume, or (c) the accumulation of atmospheric contaminants, including gases, vapours, fumes, dusts or mists, that could, (i) result in acute health effects that pose an immediate threat to life, or (ii) interfere with a person's ability to escape unaided from a confined space. A record of the results is to be kept.
- Ensure that the opening is large enough to permit entry of a worker wearing safety equipment.
- Have any hinged covers or doors locked in the open position.
- Ensure that there is a well-secured ladder if necessary.
- Ensure that all associated equipment, e.g. conveyors, pumps, gears etc. be locked out.
- Ensure that all electric tools or equipment to be used in the confined are well grounded and that welding electrodes are well insulated.
- Ensure that he/she is wearing the appropriate PPE for the job at hand, such as goggles, complete body covering or breathing apparatus if needed.
- Ensure that if necessary a safety harness with an attached lifeline be worn.
- If able use a pike pole or other such equipment as to prevent entry in the first place and still perform the task needed.

### **General instructions Cont...**

- Ensure that emergency equipment shall be ready and someone who knows CPR if necessary.
- Ensure that there is someone present to act as a Safety Watch in case assistance or rescue is required.

Before entering any Bulk Storage a worker must:

- Be trained for such entry by experienced personnel
- Be aware of the legislation governing Bulk Storage
- Ensure that the supply of material to the Bulk Storage is stopped and precautions are taken that will prevent any further supply.
- The worker entering is wearing a safety harness or other similar equipment attached to a rope or lifeline such that the worker shall not be endangered by any collapse or shifting of material in the silo, bin, hopper, structure, container or thing.
- At least one other worker equipped with a suitable alarm and capable of rendering any necessary assistance is keeping watch nearby.

### **Training:**

All workers required to perform confined space entry are required to be trained in the proper use of a harness/belt and lanyard, the proper procedures for entering a confined space such as notifying a supervisor or JHSC member and acquiring and using a permit, obtaining a first aid person who is also trained in confined space entry. All machines that affect the job are to be locked out prior to work beginning.

### **1) Planer Cyclone:**

The Planer cyclone is considered to be a confined space. Workers are not allowed to enter before the dust has settled (usually 30mins). Any unplugging that may be needed can be done from outside through the opening with a long pike-pole that is kept at this location however, if it is required that a worker enter, the following must take place first:

- Worker is to have been trained in proper entry.
- Worker is to have signed a confined space entry permit.
- Cyclone augers and blowers are to be locked out.
- Worker is to have waited a minimum of 30minutes for the air to have settled.
- Air quality is to be tested after the 30 minutes and prior to entry. Air quality must be at least 19.5% but not more than 23%.
- Worker is to have a first aider at the location that remains outside the confined space who is also trained in confined space entry.
- Worker is to have a harness and safety rope attached with a person on the other end of the rope to pull the worker out of the space in case of a problem.
- While in the cyclone, only un-jamming of the augers is allowed using a pole. If any other work is to be done such as welding or cutting, then extra precautions must be taken and the people performing these jobs must also be trained in Confined spaces.

## **2) Tunnel under the MCC room (Sawmill):**

This is confined space as laid out by the Industrial Regulations. It is accessed from outside, near the office stairs. There is a small hatchway, which is lifted off revealing a ladder that goes down about 6 – 8 feet. The tunnel is about 6 feet wide, and is about 20 feet in length. Prior to entering this space the General Instructions should be read and followed, and an entry form should be signed. This is not a space which has been accessed since the construction of the new mill, however, if it is required to enter this space the following is required:

- Worker must first obtain a confined space work entry permit from a JHSC member or supervisor.
- An air test is required prior to entry, and should be taken after the lid has been removed for at least 30minutes. Air Quality must be between 19.5% and 23%.
- Worker should be harnessed or belted and connected to a lanyard and because of the nature of the space a winch is required.
- A first aid person is required to be present who is also trained in confined space entry.