

SAMPLE CHECKLIST FOR CONFINED SPACE WORK

This checklist provides the basic requirements of a confined space plan. Occupiers and employers should ensure and maintain a safe working environment for entry and working in a confined space. This checklist is non-exhaustive, and users should customise the checklists suitable for the work processes and conditions at the workplace.

S/N	Items		Remarks
Section A: Responsibilities of Personnel			
1.	Have the following key personnel, who are involved in confined space entry or work, been appointed? <ul style="list-style-type: none"> • Authorised Manager • Confined Space Safety Assessor (CSSA) • Confined Space Attendant • Rescue Personnel 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	
2.	Are the duties and responsibilities of all employees (including key personnel) clearly stipulated?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Section B: Confined Space Identification			
3.	Have you identified all the confined spaces within your workplace?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4.	Do you keep a record of all identified confined spaces?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5.	Have all affected employees been informed of the existence of these confined spaces and warned of the possible hazards?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Section C: Risk Assessment			
6.	Have all confined space entry or work been evaluated to assess the necessity of conducting such work within the workplace?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7.	Has a risk assessment been conducted to identify, evaluate and control all risks arising from entry or work in confined spaces?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
8.	Are the risk control measures selected based on the hierarchy of control for management of confined space hazards?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
9.	Are confined space hazards re-evaluated when new operations or work procedures are introduced or when current operations or work procedures are altered?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Section D: Safe Work Procedures & Confined Space Entry Permit			
10.	Have safe work procedures been established for all confined space works?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
11.	Do the safe work procedures for confined space cover the following key areas? <ul style="list-style-type: none"> • Evaluation of the need to enter or carry out work in the confined space • A confined space entry permit • The types of atmospheric testing required and the interpretation of results of the tests 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	

	<ul style="list-style-type: none"> The safety and health precautions to be taken during entry into the confined space and during an emergency situation The provision and safe use of safety equipment and PPE The means to prevent unauthorised entry into the confined space, including the display of warning signs. 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	
12.	<p>Are the following information provided on the confined space entry permit?</p> <ul style="list-style-type: none"> The location and identity of the confined space The purpose of entry into the confined space The results of the gas testing of the atmosphere of the confined space The validity of the confined space entry permit 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	
13.	Is a copy of the confined space entry permit and a sketch of work area displayed prominently at the entrance to the confined space?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
14.	Are identification badges of entrants displayed at the entrance to the confined space?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
15.	Are the entry permits kept for a minimum of 2 years from the date of approval?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Section E: Atmospheric Testing and Monitoring			
16.	Is the space tested by a CSSA for oxygen levels, flammable and/or toxic gases, vapours or fumes before an entry permit is issued?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
17.	Are the test results within the acceptable criteria?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
18.	Are the results recorded on the entry permit?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
19.	Is the atmosphere in the space tested at periodic intervals subsequently?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
20.	Are the periodic test results recorded?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Section F: Ventilation Provisions			
21.	Is adequate ventilation provided and maintained at all times in the confined space during the validity of the confined space entry permit?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
22.	Is the air supply for the ventilation system from a source or area which is free of contaminants?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Section G: General Safety Provisions			
23.	Are safe means of access and egress provided for the movement of entrants to and within the confined space?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
24.	Are all pressurised confined spaces depressurised and rendered safe prior to opening?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
25.	Are all confined space openings barricaded or guarded properly after opening?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
26.	Are all confined space openings covered effectively to prevent objects from falling through?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
27.	Is there sufficient and suitable lighting provided for entry into and work in confined space?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

28.	Are all electrical installation and equipment used of good construction, sound material and properly maintained?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
29.	Are all moving parts and equipment inside the confined space locked out and tagged?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
30.	Are warning signs posted at the entrances of confined space?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Section H: Emergency Preparedness and Rescue			
31.	Has a written rescue plan for confined space work been established?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
32.	Are sufficient supplies of rescue equipment provided/ made readily available?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
33.	Are the rescue equipment properly maintained?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
34.	Are records of every test and examination of the rescue equipment by a competent person available for inspection?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
35.	Are regular drills for confined space rescue conducted?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Section I: Training			
36.	Have the persons entering the confined space received adequate safety and health training pertaining to the hazards associated with entry/work in the confined space?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
37.	Have all appointed rescue personnel received adequate training in rescue operation, including first aid and proper usage of PPE and other rescue equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
38.	Are training records maintained and made available for inspection?	<input type="checkbox"/> Yes <input type="checkbox"/> No	