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CONFINED SPACES

TOOLBOX TALK CONTENT

Document ID: TBT-001

**Document Approval History**

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| **Document Revision No.** | **Effective Date** | **Created**  **by:** | **Reviewed & Approved**  **by:** |
| Revision 0 | DD.MM.YYYY | HSE Advisor | HSE Manager |
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**Document Revision History**

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| **Document Revision No.** | **Sections Revised** | **Description of Changes** |
| 00 | N/a | Published |
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| **TOPIC** | **CONFINED SPACE WORK SAFETY** | **DISCUSSED?** | |
| **THINGS TO DISCUSS**  (a couple of topics to be selected and discussed when conducting the talk) | **YES** | **NO** |
| **DEFINITION** | * What is a Confined space? |  |  |
| **HAZARDS** | * Toxic atmosphere * Harmful gases, fume or vapours * Fire, flammable or explosive atmospheres * Respiratory issues, oxygen deficiency & enrichment * Low Ventilation * Low visibility * Excessively high temperature |  |  |
| **RISK & SURROUNDING AREA** | * Identify the type of task * Ensure Involved Personnel are fully aware of safe system of work * Ensure Buddy system |  |  |
| **PERMIT TO WORK** | * Requirement of a Permit to Work * Benefits of a PTW * Permit issuer, Permit receiver * Permit compliance & cancellation |  |  |
| **TRAINING, AWARENESS & COMPETENCY** | * Ensure that involved persons are trained before starting work in a confined space * Awareness session to be conducted to ensure awareness * Competent Confined space watcher to be available while work is going on inside confined space |  |  |
| **GAS TESTING** | * Different gases have different weights * Toxic gases that can be expected in confined space areas * When should you gas test? * Keeping a gas testing log * Calibrated gas tester and gas detector |  |  |
| **ACCESS & EGRESS** | * Provision of adequate access & Egress |  |  |
| **BARRICADE & SIGNAGE** | * Barricade the work area * Display adequate & appropriate warning signs * Benefits of barricading the work area * Displaying warning signs * Assign stand by man |  |  |
| **PERSONAL PROTECTIVE EQUIPMENT (PPE)** | * What is the appropriate PPE required for the task at hand? * Benefits of using Personal Protective Equipment |  |  |
| **EMERGENCY ARRANGEMENTS** | * Emergency rescue team & emergency equipment used for confined space rescue * Location of the emergency equipment * What happens to the permit in case of an emergency? |  |  |

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| **THINGS TO REMEMBER** (consider these points when conducting your toolbox talk) | | | |
| **Description** | **Yes** | **Description** | **Yes** |
| Toolbox Talk should be short and to the point and relevant to the work being conducted | ✓ | Toolbox Talk should be entertaining and if possible, interactive. | ✓ |
| Person Giving the Toolbox Talk  (Name, Signature & Date) |  | | |