

PROCEDURE

DEPARTMENT: West Cliff Coal Preparation Plant

TITLE OF DOCUMENT:

CONFINED SPACE ENTRY PROCEDURE – SN3-13C CLEAN COAL SCREEN UNDERPAN



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WCPP0051

1.0 PURPOSE

The purpose of this procedure is to provide guidelines for safe access into this confined space in line with current legislation.

2.0 SCOPE

Location	Flotation Floor
Type and nature of space	<p>Steel tray 2.5m wide x 5m long, slightly angled, with tiled surface</p> <p>Contents are magnetite and water slurry</p> <p>Head clearance from 1m to 0.5m, fine steel screen as roof, open below at one end (small gap only)</p>  <p style="text-align: right;">Typical for 3-13 underpans</p>
Access	<p>Via screen deck by removal of screen panel(s)</p> <p>OR</p> <p>Via opening at the rear between the underpan and bottom of the screen feed box</p> 
Ventilation	Flow through ventilation through screen deck should be adequate
Illumination	Poor illumination during daylight hours only
Reason for entry	<ol style="list-style-type: none"> 1. Inspection/cleaning/clearing 2. Tiling 3. Hot work

3.0 RESPONSIBILITY, AUTHORITY & ACCOUNTABILITY

Role	Responsibility	Authority
Site Manager	<ul style="list-style-type: none"> Provide safe systems of work 	<ul style="list-style-type: none"> Authorise this procedure
Process Owners	<ul style="list-style-type: none"> Update this procedure 	<ul style="list-style-type: none"> Make changes
Employees and Contractors	<ul style="list-style-type: none"> Follow this procedure 	<ul style="list-style-type: none"> Stop work if unsafe

4.0 REQUIREMENTS

4.1 Hazards, Risks, Controls

Hazard	Risk	Controls
Before access into the underpan		<ol style="list-style-type: none"> Check work pack has: <ol style="list-style-type: none"> Permit to work (PTW) Confined Space Work Permit Confined Space Entry Permit Mandatory Risk Assessment Hot Work Permit (if cutting or welding) Working at Heights Permit (if required) Develop a rescue plan – refer Rescue Check List Isolate as per isolation permit Place personnel locks on the isolation points or group board Hose the internals of the underpan Gas watcher to monitor atmosphere inside the underpan before entry is permitted NOTE: All persons entering this confined space MUST wear a safety harness (if rescue is required)
Access	Slip causing physical injury	<ol style="list-style-type: none"> Via screen deck by removing screen panel(s) Via opening at rear of screen between underpan and bottom of screen feed box Use platform ladder to access onto and off the screen deck
Screen panels as a roof material	Small falling objects getting in eyes	<ol style="list-style-type: none"> Hose screen panels clean prior to entering the underpan Wear appropriate PPE
Screen starting	Physical injury	Ensure SN3-13C screen is isolated
Flow of product	Engulfment, physical injury	Ensure PU3-9A & PU3-9B Pumps are isolated

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Hazard	Risk	Controls
Water	Ingress of water from above introducing hazards for electrical work Engulfment	1. Use of external safety switch OR use of extra low voltage limiting device 2. Signpost and barricade area around underpan Ensure PU5-2 Pump is isolated Ensure PU3-9A Pump is isolated Ensure PU3-9B Pump is isolated Ensure PU3-21B Pump is isolated Ensure PU3-23A Pump is isolated Ensure PU3-43B Pump is isolated Ensure PU3-45A Pump is isolated
Noise	No determined risk	Use PPE if work activity generates noise
Communication		Use site radios to communicate between person(s) in the confined space and the watcher, if required
Hot Work	Electrocution Burns Eye Flash Fire (only to own clothes or person)	Use of external safety switch OR use of extra low voltage limiting device. Hot work permit. All persons to wear PPE suitable to the task and which is compliance with relevant Australian standards Use of welding mask if welding OR oxy-cutting goggles if oxy-cutting Wear appropriate PPE
Lack of Oxygen	No risk of low oxygen envisaged	Flow through ventilation is adequate
Presence of methane	No risk of presence of methane envisaged	Flow through ventilation is adequate
Contaminated atmosphere	Welding and oxy-cutting fumes causing physical injury	1. Use pneumatic fan if quantity of welding/oxy-cutting fumes become unacceptable 2. Remove oxy/fuel gear from confined space when not in use
Lack of illumination	Slip/trip causing physical injury Hitting head whilst under screen	1. Use a cap lamp 2. For long term jobs consider use of extra low voltage lights
Internal underpan surface (being inclined & wet)	Slipping causing physical injury	1. Hose out prior to entry 2. Wear appropriate PPE

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Hazard	Risk	Controls
Absence of rescue and response procedures	Person injured does not receive adequate and timely assistance	<ol style="list-style-type: none"> 1. Use of standby man at all times whilst someone is in the space 2. Ensure standby man has visual and audible communication at all times. 3. Standby man to have a means of communication (to Washery control/supervisor, and surface control) readily available at all times NOTE: Standby man MUST notify Washer control/supervisor prior to anyone entering the space and when everyone has exited the space and moved away from the area. 4. Emergency response plan to be clearly understood by all personnel involved, that is: <ol style="list-style-type: none"> i) Notify Washery control (4080/4081) ii) Notify surface control 2555 / 1300 00 2555 iii) Remain in close proximity to the confined space iv) Wait for assistance
Rescue Plan		Rescue will be carried out by EMT with either crane access (if available) or available stretchers/back boards through the entry point(s)
Completion of work	No determined risk	<ol style="list-style-type: none"> 1. Remove all equipment from inside the underpan 2. Replace screen panel (if removed) 3. Remove personnel locks and de-isolate 4. Sign off on all permits and return them to the sign-on office

4.2 The following safe work procedures are to be adopted whilst working in the confined space

4.2.1 Access to Entry Requirements Procedure is via iPICK

- The responsible person (at least) must be Confined Space trained. Minimum competency standard certification accepted is VETAB accreditation.

4.2.2 One person (responsible person) is in charge and is responsible for the following:

- Notification of Washery control/supervisor of arrival and intentions.
- Accessing relevant folder with risk assessment and Entry permit documentation from Washery control.
- All personnel involved in the job have:
 - Been made aware of the hazards and risk assessment relative to this confined space.
 - Been made familiar with the assessment procedures.
 - Been made familiar with the relevant control measures.
 - Compared the risk assessment with the work that they will be undertaking.

- Been instructed that if any control measures fail or conditions change to stop and suspend work until work conditions are assessed and made safe.
- Been made aware of the emergency rescue/response procedures.
- Selected and are using correctly fitting appropriate PPE.
- That all persons adhere to safe work methods.
- Completion of and storage of relevant documentation including Entry permit.
- Communication equipment has been tested and found to be in good order.
- Emergency procedures have been planned, established and rehearsed with relevant equipment in place prior to entry.
- Operation of and testing with gas detector (if required) and that atmospheric testing results have been found to be within exposure standards prior to entry.
- Pre-entry isolation requirements have been completed.
- Relevant information has been recorded on the Entry permit.
- Entry permit has been authorised.
- Standby person remains in close proximity to the space at all times and communication with those inside the space is established and maintained.
- If any control measures fail, conditions change detrimentally, or unforeseen hazards arise, work is to be suspended. In such cases workers will confer, rectify and not resume work until conditions are safe.
- Upon completion of the job the space is returned to operational readiness with all isolations removed, the Entry permit is returned to the relevant Authority.

5.0 REVIEW

Date	Version	By	Reason
	1.0		Creation of procedure
22/05/2014	2.0	Martin Cocca	New procedure format