



## Confined Space Records

The confined space regulations and CSA's Z1006 both require that a variety of documents or records be created. Record keeping is the act of detailing activities taking place for the sole purpose of future examination. These records capture key information (a check in a box, numbers or narratives), to identify trends for quality control purposes, and/or provide proof of the occurrence for legal proceedings.

Both the regulations and standard ask for specific records to be kept. Good records will provide the due diligence if the Ministry of Labour should bring about charges under the Occupational Health and Safety Act. In the table below, we have listed over 2 dozen types of records. The Standard and regulations list the minimum documentation required and list many of the details that must be collected. Many manufacturer's supply maintenance forms when you purchase the gear. However, you will have to develop many of the forms required.

Once a form is filled out you have a record and these records must be stored to prevent damage (electronic data storage is a lot easier this way). Storage duration for some records are a lifetime (usually medical based) for others until review (which may be daily or weekly). The legislation in Ontario is quite prescriptive regarding the length of time a permit is to be kept. However, many of records are stored following best practices and for most records an annual purge is recommended.

Many times these records are shoved into a filing cabinet until a government inspector asks for them. However these records are filled with data that with some manipulation can provide an excellent program oversight. Program oversight is another name for "Check" in the "Plan - Do - Check - Act" management model prescribed in CSA Z1000. Oversight, checking or auditing is a key step in aligning a business plan once implemented. For businesses, program oversight should drive record creation and storage, not due diligence. For further information see Auditing Info Sheet #16.

Today there are many software applications to aid in the development as well as the completion of the many forms listed on the next page. These programs or apps (yes, a number of companies have permits for your smartphone) accepts many different data types (checks, numbers and narratives) and some can even display the information in charts and graphs. This visual representation (known as Dashboards) of the data, helps uncover trends that may not be immediately obvious when peering at page after page or row after row of data.

In summary, just don't collect forms because a standard or regulation requires it. Instead, collect data. Considered it an investment that must be tended to regularly to make the most of it. Then use the information to make your workplace more efficient, the company more competitive, improve your worker comfort and improve your safety record.

**TYPES OF RECORDS**

| <b>Program Documentation</b>                             |   |
|--|---|
| Confined Space Inventory                                 | A listing of all confined spaces on the property.   |
| Hazard Identification Report                             | A listing of hazards that potentially or actually exist in the confined space.  |
| Hazard Control Plans                                     | Procedures outlining how to control the hazards found in the space.   |
| Emergency Response Plans                                 | Procedures detailing how to evacuate an injured worker from a space.  |
| Physical Screening Questionnaire                         | Usually a self-completed questionnaire that would signal a potential health issue that would prevent someone from working in a confined space.  |
| Respirator Screening Questionnaire                       | Usually a self-completed questionnaire that would signal a potential health issue that would prevent someone from wearing a respirator.   |
| Respirator Fit Tests                                     | Test results that indicate the model & size of a respirator that a wearer can use.  |
| Records of Training                                      | Detail's (eg. dates, instructors, course outlines, time in course & grades) recorded that an individual received instruction on a topic.  |
| Entry Permits  | A summary statement by all involved detailing who was involved and that the operation complied with the program.  |
| Contractor Confined Space Program Audit                  | Documentation that looks at what a contractor's program said and if they actually did what they said they would.  |
| Supervisory Audit  | Documentation outlining that you reviewed a confined space operation and measured compliance to the confined space program.   |
| <b>Equipment Use, Inspection and Maintenance Records</b> |   |
| Monitor Calibration Log                                  | Verification that the equipment reacted the way it should in a specific situation.  |
| Atmospheric Monitor Maint. Log                           | A record of all the repair work (eg. sensor replacement, etc.) that occurred on an atmospheric monitor.   |
| Respirator Regulator Bench Test                          | This record shows that the first and second stage regulator of a supplied air respirator works correctly.   |
| Compressed Gas Cylinder Annual Visual Inspection         | A record indicating, when checked, the inside of a pressurized gas cylinder had no deformities, rust, mould or pitting.   |
| Compressed Gas Cylinder Hydrostatic Test                 | A record indicating, when checked, a pressure cylinder withstood a specific over pressurization and the unit's size returned to within specific tolerances.   |
| Compressor Air Quality Test                              | A record that sample of air taken from the output of a compressor, met the Air Quality specifications listed in CSA's Z180 Standard.  |
| Compressor Hours & Maint. Log                            | A record of all the hours the compressor was running and a list of all repair work done on the equipment.   |
| Full Body Harness Inspection Log                         | A record that indicates the harness was looked at to ensure it was clean, in good repair and usable.  |
| Self Retracting Lifelines Certification                  | A Manufacturer's indication that the device will function properly when required.   |
| Lifeline Inspection & Usage Log                          | A record that indicates the lifeline was looked at to ensure it was clean, in good repair and usable. In addition, it includes a list of all repair work done on the equipment.                       |
| Winch Inspection Log                                     | A record that indicates the lifeline was looked at to ensure it was clean, in good repair and usable. In addition, it includes date and usage details.  |
| Retrieval Hardware Inspection & Usage Log                | A record that indicates the carabineers, pulley, etc. were looked at to ensure it was clean, in good repair and usable. In addition, it includes date and usage details.                              |
| Rope Grab Inspection Log                                 | A record that indicates the device was looked at to ensure it was clean, in good repair, locked properly and usable.  |
| Fire Extinguisher Inspection & Maintenance Log           | A record that indicates the extinguisher was looked at to ensure it was clean, in good repair and usable. In addition, it includes a list of all refills and hydrostatic tests done on the equipment. |
| First Aid Kit Inspection Log                             | A notation indicating the kit was looked at to ensure it was clean and contents inventory was complete.   |
| AED Inspection Log                                       | A notation indicating the device was looked at to ensure it was clean, batteries worked and all accessories (eg. pads & razors) were present.   |
| Posi-chek Machine Calibration Log                        | Verification that the regulator testing equipment reacted the way it should in a specific situation.  |
| Fit Test Machine Calibration Log                         | Verification that the respirator fit testing equipment reacted the way it should in a specific situation.   |
| <b>Incident Reports</b>                                  |   |
| Injuries and Illnesses Log                               | A record of the date, time, person and injury that received first aid at the site.  |
| Incident Investigation Reports                           | A record indicating who, what, when, where and why an incident involving a loss or near miss.   |