



OPERATIONAL CONTROL PROCEDURE

Doc. No.: HSEOCP:23

Rev. No.: 00

Rev. Date: 10/01/2018

OCP No. : 23

SAFE WORKING IN CONFINED AREA

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Purpose	To define procedure for working in confined area and response plan established for the same.	Scope	ISG
Responsibility	Concerned HOD / Head/SOX		
Performance criteria	Accident and health record of employees		
Cross reference	ISO : 14001 , OHSAS : 18001		

PPEs & Precautions Used

	Good safety helmet secured with chin strap		Respiratory protection		Exhaust Fans to evacuate fumes
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Procedures and Controls

S. No.	Activity	Responsibility
1.	Confined space risk assessment for each job / area	HOD
2.	Issue of confined space work entry permit	Supervisor
3.	Check if isolation of confined space is required and from what i.e. water / gas/ steam/ chemicals/ mechanical/ electrical drives	Supervisor
4.	Tags fixing at isolation point/ confined area location, detailing type of location/ confinement and workmen inside	Supervisor
5.	Check if ventilation in confined space is adequate or not, provide for appropriate ventilation before entry if so required	Supervisor
6.	Check if atmospheric test is required, do the same for Hydrogen Sulphide ppm, Toxic gas ppm, Explosives, etc.	Supervisor
7.	Prepare Emergency & rescue procedures. Whenever accident occurs which requires an emergency rescue be attempted, the stand-by and rescue person is to be contacted immediately.	Supervisor
8.	Management approval to enter confined space to ensure that confined space is safe for entry and for doing the work and that all persons on the job have been briefed	Supervisor
9.	All personnel entering and working in the confined space must sign before they entry to confined space that they have been advised of the safety precautions to be taken while working in the confined space covered by the permit and that they have been trained to work in confined spaces and consider this site safe to enter. After coming out of the confined space they should also sign exit statement and intimate that they have now left this confined space and that they are aware that should they re-enter it, they are required to sign again	Supervisor
10.	Permit cancellation after work completion: It should clearly indicate status of work i.e. completed or suspended, all personnel have exited the confined space, signed off, all equipment removed and the confined space may now be secured and this permit cancelled.	Supervisor



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Check whether PPE has been taken and are being used : Such as Respiratory protection, Rescue or access equipment, Eye protection, Essential requirements such as Fire Extinguishers, First Aid Kit, Torch, Routine protection items and any other safety precautions.

Site Safety department to identify all possible Confined Area Work Hazard Areas and ensure control as per this OCP.

In addition, relevant records pertaining to actions taken to be prepared and kept.

Records:

Record Title	Record No.	Location	Responsibility	Retention Period
Entry permit issue and exit statement record	1	HOD office	HOD	1 year
Record for items/ equipment taken and brought back from confined space	2	Concerned HOS	HOS	1 year
Accident detail record	3	HOD office	HOD	1 year

Verification, Corrective and Preventive Action:

HOD / Site In-charge shall ensure effective implementation of the above procedure. In case of any deviation, shall take suitable corrective and preventive action.

Revision History

Revision Date	Revision No.	Old Text	New Text	Reason	Revised by (with sign)