



# EMPLOY ME

## TRAINING & EDUCATION

### Session Plan

#### RIIWHS202D - Enter and Work in Confined Spaces

<b>Day:</b>	Day 2
<b>Hours:</b>	8 hours
<b>Session title:</b>	RIIWHS202D - Enter and Work in Confined Spaces
<b>Time:</b>	08:30 - 17:30
<b>Venue:</b>	Unit 1 Paragon Mall, 8 Gladstone Street, Fyshwick ACT 2609
<b>Course:</b>	Enter and Work in Confined Spaces
<b>Unit/s of competency:</b>	RIIWHS202D - Enter and Work in Confined Spaces
<b>Session prepared by:</b>	Timothy Jones-Waterhouse - Group General Manager
<b>Resources/equipment required for delivery:</b>	Overheads (OH), flipcharts (FC), whiteboard (WB), handouts (HO), textbook (Text), pens and notebooks. Work permit, incident record, boxed-in 2 tier scaffolding platform, tools and selected equipment, atmosphere tester, tags, PPE.
<b>Supporting documents:</b>	SWMS, JSA

Time allocation	Notes/details	Training aids and resources <i>DM (Demo): Demonstration of technique or explanation in training presentation; A (Analysis): Analysis of response to case studies and scenarios; D (Direct): Questioning and answers in class environment; WE (Work evidence): Written understanding, questionnaire/exam or practical assessment.</i>	Activities/group work
8:00 - 8:30 AM	Welcome students back and hand out student booklet.	Student booklet.	Sit, and listen for further instruction.
8:30 - 10:00 AM	<p><b>Plan and prepare for working in a confined space.</b></p> <p><u>Practical Task</u></p> <ol style="list-style-type: none"> <li>1. Apply correct procedures for entry into confined space, ensure</li> <li>2. Environmental management plan as adhered to.</li> <li>3. Ensure you understand all work instructions.</li> <li>4. Ensure you understand all safety requirements and apply them to the practical task.</li> <li>5. Obtain and confirm Authorisation (entry permit).</li> <li>6. Confirm the emergency response procedure is with the stand-by person and understood.</li> <li>7. Ensure all safety signage and barrier requirements are met.</li> <li>8. Ensure all selected tools and equipment for serviceability and report any faults, Identify, confirm</li> </ol>	DM, D, WE, A.	<ol style="list-style-type: none"> <li>1.1 - Access, interpret and apply procedures for confined space entry and the environmental management plan and ensure the work activity is compliant;</li> <li>1.2 - Obtain, confirm, clarify and apply work instructions and agreed procedure;</li> <li>1.3 - Obtain, confirm, clarify and apply safety requirements;</li> <li>1.4 - Obtain and confirm Authorisation (entry permit) meets regulatory requirements;</li> <li>1.5 - Confirm the emergency response procedure is with the stand-by person and understood;</li> <li>1.6 - Identify, obtain and implement signage and barrier requirements;</li> <li>1.7 - Select tools and equipment for the tasks, check for serviceability and rectify or report any faults;</li> </ol>



	and apply the environmental protection requirements.		1.8 - Identify, confirm and apply the environmental protection requirements; 1.9 - Position rescue equipment by the entry permit.
10:00 - 12:45 PM	<b>Work in confined space.</b>  <u>Practical Task</u> 1. Identify boxed-in 2 tier scaffolding platform; 2. Conduct atmosphere test; 3. Correctly apply tagging and lockout procedure; 4. Enter the confined space correctly; 5. Maintain ongoing communication with the stand-by person; 6. Comply with entry permit requirements; 7. Monitor and adhere to allocated entry time.	DM, D, WE, A.	2.1 - Gain access to confined space; 2.2 - Ensure that the atmosphere is tested and monitored for harmful elements; 2.3 - Correctly apply tagging and lock-out procedures; 2.4 - Enter the confined space correctly; 2.5 - Maintain ongoing communication with the stand-by person; 2.6 - Comply with entry permit requirements; 2.7 - Monitor and adhere to allocated entry time.
12:45 - 1:45 PM	Lunch (or one on one with student).		
1:45 - 2:45 PM	<b>Exit confined space.</b>  <u>Practical Task</u> 1. Exit confined space; 2. Recover all tools and equipment; 3. Conduct inspection of the confined space; 4. Remove all tags and lock-out;	DM, D, WE, A.	3.1 - Exit confined space correctly; 3.2 - Recover tools, equipment and materials; 3.3 - Conduct inspection of the confined space; 3.4 - Secure access to the confined space; 3.5 - Remove tagging and lock-out;

	5. Accurately complete confined space entry.		3.6 - Accurately complete confined space entry permit.
2:45 - 3:00 PM	Afternoon break (or one on one with student).		
3:00 - 4:30 PM	<b>Clean up.</b>  <u>Practical Task</u> 1. Clear work area of all tools and equipment and place recycling materials in the designated areas, bins; 2. Clean, check, maintain all tools and equipment; 3. Remove, clean and store away all safety barriers and signs in the designated area.	DM, D, WE, A.	4.1 - Clear work area and dispose of or recycle materials; 4.2 - Clean, check, maintain and store tools and equipment; 4.3 - Remove, clean and store barriers and signs.
4:30 - 5:30 PM	Recapping students' expectations and catch up.	DM, D, WE, A.	Allow students adequate time to digest all information and perhaps be reassessed if required.