



# DUBAI AVIATION CITY CORPORATION OHSE CODE OF PRACTICES



DATE: 28.10.2019

DACC CODE OF PRACTICE - ENTRY INTO CONFINED  
SPACES



ENTRY INTO CONFINED SPACES  
DACC (DUBAI SOUTH) Code of Practice  
Document Reference No.: DACC.DS.OPS.OHSE.OST.04.CS

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## 1.0 INTRODUCTION

- (a) This Code of Practice (COP) is mandatory to all duty holders, entities or organizations operating within the Dubai South jurisdiction. This COP is designed to incorporate requirements set by Dubai aviation City Corporation (DACC) – Dubai South Occupational Health, Safety and Environment (OHSE) Department and Dubai South Management. If requirements of this document conflict with requirements set by another regulatory authority, employers / organizations are required to follow the more stringent requirement.
- (b) Operational facilities means the business operating in Dubai South such as Offices, Educational Institutions, Medical Facilities, Logistics and Warehouse Facilities, Factories, Recreational Facilities, Multi Store Apartments, Retail Facilities, etc. and all other facilities which are registered under Dubai South License-.
- (c) A duty Holder is defined as;
  - (i) the person(s) who owns or is in control, through contact or tenancy, of non-domestic premises;
  - (ii) With regard to multiple tenanted premises, the duty holder shall be the person who owns or is in control of the building, including access and egress
  - (iii) All other persons shall cooperate with the with the duty holder to allow them to comply with their duties requirements under this COP.
- (d) This COP establishes the requirements and standards so that the risks associated with confined spaces are identified, assessed and that control measures are implemented in accordance with the hierarchy of controls and those measures are taken to prevent injury, illness and disease to persons who might be exposed to risk arising from those activities.
- (e) 'Safe System of Work' as used in this COP means a set of documented management and systematic processes and procedures which are based on identified hazards and are designed as far as reasonably practicable, to prevent danger.

## 2.0 COMPETENCE, TRAINING AND AWARENESS

### 2.1 Training in general

- (a) Where it has been identified that the duty holders have confined spaces within their facility or undertakings, they shall ensure that all relevant employees are trained on the hazards of confined spaces and the need to prevent unauthorized entry.

### 2.2 Specific training for confined space

- (a) Duty holder shall ensure that OHSE training complies with the requirements of:
  - (i) *Dubai Aviation City Corporation (DACC) – Dubai South OHSERF - Regulations 6 – Competence, Training and Awareness.*



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- (b) Duty holder shall ensure that no person to enter confined space unless such person has the competency gained from training and experience of the precautions to be taken against the risk of death or personal injury, and is under such degree of supervision as may be appropriate having regard to the nature of the work. Such competency will be assessed and awarded based on a training and assessment.
- (c) Duty holder shall develop and implement a training program appropriate to ensure that all relevant employees who will enter or work within confined space as well of supervise the activity of confined space acquire the required competency necessary for the safe performance of all duties assigned for confined space activities.
- (d) Duty holder shall ensure that the training program shall cover, as a minimum the following:
  - (i) Hazard identification;
  - (ii) Specific Safe working procedures;
  - (iii) Equipment selection and testing;
  - (iv) Permits to work;
  - (v) Gas detection and monitoring;
  - (vi) Hygiene;
  - (vii) Type, selection, inspection and use of PPE; and
  - (viii) Incident and emergency procedures.
- (e) Duty holders shall ensure that training is provided to each affected employee:
  - (i) Before the employee is first assigned duties involving confined space entry;
  - (ii) Before there is a change in assigned duties;
  - (iii) Whenever there is a change in confined space entry operations that presents a hazard about which an employee has not previously been trained; and
  - (iv) Whenever the duty holders have reason to believe either that there are deviations from the confined space entry or working procedures or that there are inadequacies in the employee's knowledge or use of these procedures.
- (f) Duty holders shall maintain a record of required training and competency with respect to confined space safety for all persons.
- (g) Individual confined space safety competency levels shall be verified regularly by the facility management. Where necessary, additional training and re-assessment shall be provided.



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- (h) Duty holders shall ensure that a record of the required training contains the following information:
- (i) Company, name and company employee ID number;
  - (ii) Emirates ID number / Dubai South ID Pass;
  - (iii) Topic / subject of training;
  - (iv) Training provider;
  - (v) Date of training; and
  - (vi) Person conducting the training.

### 3.0 REQUIREMENTS

#### 3.1 Roles and responsibilities

##### 3.1.1 Employers / Duty holders / Stakeholders

- (a) Duty holders shall undertake their roles and responsibilities in accordance with the general requirements of *Dubai Aviation City Corporation (DACC) – Dubai South OHSERF – Regulation 5 – Leadership, Roles, Responsibility and Self-Regulation*.
- (b) Duty holders shall be responsible for performing a risk assessment in accordance with *Dubai Aviation City Corporation (DACC) – Dubai South OHSERF – Regulation 2 – Risk Management* to identify all the hazards that may be present and the risks associated in confined space activities. Duty holder shall develop safe systems of work including control measures and safety rules to reduce employee's exposures that could cause an injury and to prevent property damage. Consultation and advice shall be in accordance with the requirements of *Dubai Aviation City Corporation (DACC) – Dubai South OHSERF – Regulation 7 – Communication, Consultation and Participation*.
- (c) Duty holders shall undertake their specific roles and responsibilities in accordance with the following:
  - (i) Nominate / appoint a competent person to implement the control measures and to supervise the work at all times. This person shall be competent in the type of confined space activities needed for the particular project and experienced in the implementation of a safe work control measures.
  - (ii) Nominate/appoint a person (Engineering/Supervisory Level) as a Confined Space Nominated Person permit approver be trained, evaluated and shall be approved by the consultant, once approved, he will be given the authority to approved and issue permits on behalf of contractor, appointment shall be in written and in accordance with the





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requirements of *Dubai Aviation City Corporation (DACC) – Dubai South OHSSRF – Regulation 6 – Competence Training and Awareness*;

- (iii) Ensure that developed safe systems of work including control measures and safety rules are implemented for all entry or work within a confined space to reduce the identified risk to acceptable levels.
- (iv) Ensure that entry to confined space are only allowed when it is not reasonably practicable to achieve the purpose without such entry to the confined space;
- (v) Ensure that only competent persons to enter confined space provided with adequate and necessary personal protective equipment;
- (vi) Ensure that all activities require persons to enter or work within a confined space are identified and recorded; and
- (vii) Ensure that Emergency Management / Response Plans are developed, implemented and tested which address specific risks involved in confined space entry and the control measures required managing these risks. Emergency Management shall be in accordance with the requirements of *Dubai Aviation City Corporation (DACC) – Dubai South OHSERF – Regulation 13 –Emergency Management*.

### 3.1.2 Employees

- (a) Employees shall undertake their roles and responsibilities in accordance with the requirements of *Dubai Aviation City Corporation (DACC) – Dubai South OHSERF – Regulation 5 - Leadership, Roles, Responsibility and Self-Regulation*.
- (b) Employees shall undertake their specific roles and responsibilities in accordance with the following:
  - (i) Follow information, instruction and training provided to them by the employers regarding entry and working within a confined space;
  - (ii) Never enter a confined space unless competent and authorized to do so and only when appropriate control measures have been identified and implemented;
  - (iii) Report any hazards and defects immediately;
  - (iv) Not to operate any equipment that they are not familiar with and competent to operate and/or appropriately trained on its use; and
  - (v) Inspect PPE prior to use in accordance with the manufacture's instruction before entering into confined space and in line with the requirements of *Dubai Aviation City Corporation (DACC) – Dubai South COP – DACC.DS.OPS.OHSE.OST.10.PP - Personal Protective Equipment*.

### 3.2 Planning and assessment

- (a) Duty holder shall ensure the following:



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- (i) Assess the risk arising from entry or working within a confined space using risk management practices in accordance with the requirements of *Dubai Aviation City Corporation (DACC) – Dubai South OHSERF – Regulation 2 – Risk Management*;
- (ii) An assessment of the various risks is undertaken and system of work and safety rules are established based on the result of documented risk assessment which are safe to all parties involved, other employees or affected including the public;
- (iii) That effective procedures and appropriate control measures are implemented in order to manage entry or work within a confined space safely and without risk to employees and damage to properties;
- (i) That control measures identified shall include, but not limited to provisions for personal protective equipment, appropriate warning signs, isolations, ventilations and permit to work system in accordance with the requirements of:
  - 1. *Dubai Aviation City Corporation (DACC) – Dubai South COP – DACC.DS.OPS.OHSE.OST.10.PP - Personal Protective Equipment*;
  - 2. *Dubai Aviation City Corporation (DACC) – Dubai South COP – DACC.DS.OPS.OHSE.OST.09.WS- Permit to Work Systems*.
- (iv) That all foreseeable hazards and emergency situations related to the persons entering and/or working within confined space are identified and appropriate emergency procedures developed to manage these situations considering any additional risks introduced to others due to the work being undertaken within the confined space;
- (v) That for the management of entry or work within a confined space requirements are included in the OHSE Plan and in accordance with *Dubai Aviation City Corporation (DACC) – Dubai South COP – DACC.DS.OPS.OHSE.OPS.11.WA – Safety and Health Requirements in Warehouse*;
- (vi) That associated safe systems of work and site rules are included in the Occupational Health, Safety and Environment Plan (OHSE-Plan) in accordance with *Dubai Aviation City Corporation (DACC) – Dubai South OHSE RF – DACC.DS.OHSE.RF.CORP.01 – Occupational Health, Safety and Environment Regulatory Framework and Dubai Aviation City Corporation (DACC) – Dubai South COP – DACC.DS.OPS.OHSE.OPS.11.WA Safety and Health Requirements in Warehouse*;
- (vii) That prior to entry confined space, the appropriate risk assessment for the specific time and date for each entry is undertaken by the employers/clients/stakeholders to ensure control measures are implemented and effective to prevent injury and illness to employees involved to those risk arising from the activity;
- (viii) That completed and approved risk assessment shall be held within the confined space permit-to-work system as reference and record for each individual entry to a confined space;
- (ix) That prior confined space entry, the appointed competent person assesses the work requirements for the area and the affecting areas; and
- (x) Following the assessment, the appointed competent person may need to prepare documented safe systems of work (e.g. permit to work system, insulation, training, etc.).



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### 3.3 Definition

- (a) An enclosed space (enclosed or partially) which:
  - (i) Is at atmospheric pressure during occupancy; and / or
  - (ii) Is not intended or designed primarily as a place of work; and / or
  - (iii) May have restricted means for entry and exit; and / or
- (b) May:
  - (i) Have an atmosphere which contains potentially harmful levels of contaminant; or
  - (ii) Not have a safe oxygen level; or
  - (iii) Cause engulfment.
- (c) Confined space include but not limited to:
  - (i) Storage tanks, tank cars, process vessels, boilers, pressure vessels, silos and other tank-line compartments;
  - (ii) Open-topped spaces such as pits or degreasers;
  - (iii) Pipes, sewers, shafts, ducts and similar structures; and
  - (iv) Any shipboard spaces entered through a small hatchway or access point, cargo tanks, cellular double bottom tanks, duct keels, ballast and oil tanks, and void spaces, but not including dry cargo holds.

### 3.4 Confined spaces identification

- (a) Duty holders shall ensure that:
  - (i) All activities that require persons to enter or work within a confined space are identified and recorded;
  - (ii) That all identified confined spaces are clearly identified to all persons with a sign reading – **CONFINED SPACE – PERMIT REQUIRED – DON NOT ENTER.**
  - (iii) The language of the sign are in both Arabic and English and any other language appropriate for the understanding and comprehension of the exposed workforce; and
  - (iv) All affected persons are informed of the general hazards of the identified confined spaces and the safe working procedures for work or entry.

### 3.5 Confined space work program

- (a) Duty holder shall ensure that:





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- (i) Confined Space Work Program are develop;
- (ii) The program shall include the following as a minimum:
  - 1. Register/list of all identified confined space and updated as new confined spaces are discovered in the project/site;
  - 2. Register of all Permit to work for confined space;
  - 3. Activities undertaken, under normal operation within the confined space;
  - 4. Register/list of confined space entry persons;
  - 5. Register/list of competent emergency rescue persons, specifically for confined spaces;
  - 6. Register/list of all associated equipment including calibration requirements;
  - 7. Record of all entry into a confined space including persons undertaking the entry and supervising the tasks;
  - 8. Register/list of all Approved Confined Space Authorize Approver of permit; and
  - 9. Specific risk assessment and safe working procedures for each confined space.
- (iii) The Confined Space Work Program are reviewed and approved by the consultant and shall be readily available for inspection by relevant party / authority.

### 3.6 Safe system of work

- (a) Duty holder:
  - (i) Shall develop documented safe system of work for entry or work within a confined space on each and specific confined space including permit-to-work system in accordance with the requirements of *Dubai Aviation City Corporation (DACC) – Dubai South COP – DACC.DS.OPS.OHSE.OST.09.WS - Permit to Work Systems*
  - (ii) Ensure that the safe system of work shall be specific to the activity being undertaken and to the time and date of entry.
  - (iii) Shall ensure that the persons undertaking the task within the confined space fully understand and comprehend the safe system of work.
  - (iv) Shall ensure that the safe system of work shall as minimum contain information on, and shall be in accordance with Dubai South COP's:
    - 1. Provision of supervision (monitoring);
    - 2. Competence of employees working in confined space;
    - 3. Communication methods and procedures;
    - 4. Emergency management (response procedure and rescue plan);
    - 5. Testing and monitoring of the environment (atmosphere) of the confined space;
    - 6. Ventilation and removal of residues;



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7. Isolation from gases and other hazardous materials;
  8. Liquids and other flowing materials;
  9. Isolation from mechanical and electrical equipment;
  10. Selection and use of appropriate equipment;
  11. Selection, inspection and use of PPE including Respiratory Protective Equipment (RPE) and Full Body Harnesses for rescue purposes;
  12. Use of portable gas cylinders and internal combustion engines;
  13. Access and egress;
  14. Fire prevention and control;
  15. Lighting (illumination) inside the confined space; and
  16. Limiting duration of exposure inside the confined space.
- (v) Shall ensure the documented safe system of work are designed to ensure that:
1. Entry into confined space are planned; and
  2. Appropriate work methods and procedures are in place.
- (vi) Shall ensure that documented safe system of work is reviewed and approved by the consultant prior implementation.
1. That prior to work commencement, pre-task briefing shall be conducted by the supervisor to his workforce discussing the safe system of work, PPE to be used and the emergency procedure in accordance with the requirements of **Dubai South Dubai Aviation City Corporation (DACC) COP – DACC.DS.OPS.OHSE.OST.03.EP - Emergency Preparedness**; and **Dubai Aviation City Corporation (DACC) OHSERF – Regulation 6 – Competence, Training and Awareness**.

### 3.7 Permit to work / confined space entry

- (a) Duty holder shall ensure:
- (i) That prior to entry to a confined space, a confined space entry permit are completed and approved by the authorized approver (Approved Confined Space Nominated Staff);
  - (ii) That entry into the confined space shall be prohibited until all conditions as identified within the confined space entry permit have been satisfied and verified.
  - (iii) That each Confined Space Entry Permit is specific to the activity being undertaken and to the time and date of entry.
  - (iv) That prior to the commencement of confined space work, the following precautions are taken, to prevent any fire, explosion, injury or other danger developing during the performance of confined space work:



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1. Ensure that competent employee is physically fit prior to enter confined space in accordance with the requirements of and *Dubai Aviation City Corporation (DACC) – Dubai South OHSERF – Regulation 3 – Legal Compliances*.
2. Ensure the appropriate ventilation of the confined space work area including atmospheric oxygen concentration levels is not less than 19.5% and not more than 23.5%;
3. Ensure constant supervision and stand-by man;
4. Appropriately locate the equipment including emergency firefighting and rescue equipment;
5. Isolate the area where the confined space work is to be performed;
6. That person is wearing suitable breathing apparatus and safety harness securely attached to a rope where its free end is held by another person or anchored in the tripod/structure placed outside the confined space;
7. Ensure that installation and use of any electricity/electrical equipment including lights is in accordance with the requirements of *Dubai Aviation City Corporation (DACC) – Dubai South COP – DACC.DS.OPS.OHSE.OST.02.ES- Electrical Safety at work*;
8. Ensure the provision of a safe entry to and exit from the confined space area;
9. Ensure that appropriate and sufficient lighting is provided in the entry/exit and inside the confined space areas;
10. The testing for the presence of toxic gases concentration and ensure it is less than the permissible exposure limits;
11. Ensure the concentration of any flammable gas or flammable vapour as determined by the testing required is less than 5% of its Lower Explosion Limit (LEL);
12. The testing of atmosphere shall be conducted in the bottom, middle and top of the confined space as some toxic gasses are heavier than air;
13. Oxygen, toxic gases and flammable material testing instruments shall be kept working to continuously monitor the atmosphere while personnel are working in the confined space to alarm them for any atmospheric changes and results to a hazardous atmosphere;
14. The confined space work area shall be secured overnight and at the expiry of a confined space work permit to ensure unauthorized entry;
15. At the completion of the job, the equipment shall be returned to its normally secure mode and the firefighting equipment that has been brought to the confined space work area shall be returned to its normal storage; and
16. At the completion of a job, the “confined space work permit” shall be signed off and log off the register.

3.8 Hot work operation inside confined space

- (a) Duty holder shall ensure, that in case of any hot work operations are to be performed inside the confined space:



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- (i) Mechanical ventilation are provided near the welding point;
- (ii) Appropriate and suitable PPE are provided to affected employees;
- (iii) Appropriate permit for hot work completed and approved; and
- (iv) If specified by the confined space permit, a fire watcher shall be stationed in the area near the work, for the safe conduct of the confined space work and shall ensure that no condition arises that will lead to a hazardous situation in the confined space work area.

### 3.9 Communication

- (a) Duty holder shall ensure that appropriate communication system are in place prior to enter confined space:
- (b) The communication system shall ensure un-interrupted communication:
  - (i) Between those inside those confined space;
  - (ii) Between those inside the confined space and outside the confined space;
  - (iii) To summon help in case of an emergency;
  - (iv) Between those outside confined space to raise the alarm to those inside the confined space; and
  - (v) From those outside the confined space to initiate emergency procedures.
- (c) Communication systems shall be intrinsically safe, reliable and frequently tested.

### 3.10 Emergency management

- (a) Duty holder shall ensure that entry or work within a confined space, an emergency plans and procedure shall be developed and implemented in accordance with the requirements of *Dubai Aviation City Corporation (DACC) – Dubai South COP – DACC.DS.OPS.OHSE.OST.03.EP – Emergency Preparedness; Dubai Aviation City Corporation (DACC) – Dubai South OHSERF – Regulation 13 –Emergency Management.*
- (b) Duty holder shall ensure that:
  - (i) No person shall enter or work within a confined space unless appropriate specific arrangements have been prepared for the rescue of persons in the event of an emergency, whether or not arising from a specified risk.
  - (ii) That the emergency arrangements shall be specific to the activity being undertaken and to the time and date of entry.
  - (iii) That the emergency arrangements referred to in this COP shall not be considered appropriate unless:
    1. They reduce, so far as is reasonably practicable, the risks to the health and safety of any person required to put the arrangements for rescue into operation; and



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2. They require, where the need for resuscitation of any person is a reasonably foreseeable consequence of a relevant specified risk, the provision and maintenance of such equipment as is necessary to enable resuscitation procedures to be carried out.

#### 4.0 RECORD KEEPING

- (a) Duty holder shall ensure record keeping in accordance with the requirements of *Dubai Aviation City Corporation (DACC) – Dubai South OHSERF – Regulation 8 – Document Control and Record Management* for the purpose of performance review in accordance with the requirements of *Dubai Aviation City Corporation (DACC) – Dubai South OHSERF – Regulation 14– Performance Management* and *Dubai Aviation City Corporation (DACC) – Dubai South OHSERF – Regulation 19 – Management Review*.
- (b) Duty holder shall ensure records of the below but not limited to:
  - (i) Competency of Individual Entrant, Watchman, Supervisor, Emergency Personnel(s);
  - (ii) Personnel training and awareness;
  - (iii) Appointment letter for individuals;
  - (iv) Permit to work;
  - (v) Registers and logs of personnel entering and leaving confined space;
  - (vi) Equipment / device registers;
  - (vii) Inspection and test report of confined space including atmosphere;
  - (viii) Inspection, test/calibration report of equipment;
  - (ix) Damage and repair report of equipment; and
  - (x) Inspector competency certificate.

#### 5.0 REFERENCES

NO.	DOCUMENT NAME	DOCUMENT NO.
1	Risk Management	DACC OHSERF – Regulation 2
2	Leadership, Roles, Responsibilities and Self-Regulations	DACC OHSERF – Regulation 5
3	Competence, Training and Awareness	DACC OHSERF – Regulation 6
4	Communication, Consultation and Participation	DACC OHSERF – Regulation 7
5	Document Control and Record Management	DACC OHSERF – Regulation 8
6	Emergency Management	DACC OHSERF – Regulation 13
7	Performance Management	DACC OHSERF – Regulation 14
8	Management Review	DACC OHSERF – Regulation 19
9	Emergency Preparedness	COP – DACC.DS.OPS.OHSE.OST.03.EP





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10	Permit to Work Systems	COP – DACC.DS.OPS.OHSE.OST.09.WS
11	Personal Protective Equipment	COP – DACC.DS.OPS.OHSE.OST.10.PP
12	Safety and Health Requirements in Warehouse	COP – DACC.DS.OPS.OHSE.OPS.11.WA
13	Fire and Life Safety	COP – DACC.DS.OPS.OHSE.FLS.01.FL