

## Confined spaces

02.01.03

## Training &gt;

**This information bulletin has been developed to assist owners, employers, managers, supervisors, workers and contractors in identifying the appropriate training required prior to working in or on confined spaces. This bulletin is to be read in conjunction with the other bulletins in this series.**

**Training program**

Training is one of the fundamental elements in a safety management system. It enables managers, supervisors and workers to develop the essential skills and knowledge required to competently perform their tasks safely in the workplace. An effective training program will assist this process. The training program should also include initial and retraining for all employees required to work in or on a confined space. 'On-the-job' training should develop progressively.

**Who requires training?**

All employees should be trained to recognise the risks involved in their work and to carry out their duties without putting at risk their own health and safety or the health and safety of others.

The Australian Standard for Safe Working in a Confined Space [AS 2865](#) details who shall be given training. This includes persons who:

- perform work in or on confined spaces;
- perform confined space assessments;
- issue entry permits;
- design and lay out the workplace;
- manage and/or supervise persons working in or near confined spaces, including contractors;
- maintain equipment used for and during confined space entries;
- purchase, distribute, fit, wear and maintain personal protective equipment;
- are on stand-by (observer), and
- are involved in rescue and first aid procedures.

Your workplace should have a planning process that will identify its training needs. For training to be effective it should relate to the job responsibilities that target groups have been given. The level of training must be appropriate to an employee's language skill, culture, literacy level and general ability.

**Accessing training**

Accredited training courses are available and are delivered by registered training providers (RTO) in the Northern Territory.

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Duration of courses will reflect the needs of the various target groups (employers, managers, supervisors, workers etc). The length of the course is likely to depend on the amount of practical work and interaction included in the course and if any previous related workplace health and safety training has occurred.

Providers for confined space training advertise in the yellow pages of the phone book under Training.

## **Training records**

An employer is required to keep and maintain training records for their employees throughout the duration of their employment. Training records that are required may include:

- record of induction training;
- confined space entry training (including re-training);
- first aid qualifications;
- breathing apparatus training;
- gas detection (atmospheric contaminants) training;
- fire control training; and
- emergency response training.

## **Training evaluation & review**

Training should be evaluated and reviewed in consultation with employees in order to ensure that the content of the training programs has been clearly understood by employees and that the overall objectives of the training programs has been achieved. Evaluations are also used to identify when further training is required.

Should there be a need for change to your training program, make a point of reviewing the following aspects:

- training needs of each target group;
- aims of the program and individual courses;
- the type of course;
- the training providers;
- the course content;
- the timetable; and
- the facilities.

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