Procedure Documents

What's included	This document type includes any material that is explaining how something is done or what is to be done. Procedures often show how rules and guidelines are put into effect. Besides procedures, examples in this category include process descriptions, workplace instructions, standard operating procedures, process flows. In fact, anything where you are trying to say how something is done or what is done.
Best practice for procedures	Procedures should • be written in clear, concise, simple language • avoid information that may be quickly outdated (eg names) • be action and outcome-oriented with consistent repeatable predictable results • be unambiguous • make it easy for the reader to find relevant information • make important, critical information stand out • be readily available.
The Challenge	One of the greatest challenges in writing procedure material is getting people to read it and then act intelligently on the information. As the Before samples show, they can be full of complexity and present a mixture of information types making it hard for a reader to find the information they are seeking.
The Solution	The After documents show how this information can be separated into distinct types with rules separated from instructions. Labels provide a summary of the contents and act as an aid to skimming. Warning, examples and notes are easy to identify. The second example shows how procedures can be presented online for use in a call centre system of knowledge.

Function	Description
Test Procedure:	**c) Testing Procedure:**
1. Turn off ventilation 10 min. before testing	1. Turn off ventilation to the space 10 minutes before testing to allow the testing to truly reflect the atmosphere in the space.
2. Meter calibrated and min. response checked	2. Ensure the testing equipment has been **calibrated** and **minimum response** checked.
Test from outside space:	**From outside the space**, test atmosphere by:
• Via manways, vents, top hatch, etc.	• inserting probe through manways, drains, vents, stubs (where displacer legs and sight glass fittings have been removed), or lower through top hatches.
• At different points and heights	• testing at several different points and heights.
Note: Do not trust senses.	**Note:** Never trust the senses to determine confined space air safety – you cannot see or smell many toxic gases such as Carbon Monoxide, nor determine the level of oxygen present.
3. Test for substances on JHA or CSP	3. Test atmosphere for any toxic substances listed on the JHA or CSP.
4. AGST wear BA if test cannot be done from outside space	4. If testing cannot be performed from outside the space, the AGST must not enter until a JHA for entry has been developed by the AGST, AGSI and Safety Department with the risks of entry lowered to ALARP.
If satisfied with test from outside space:	**Where satisfactory test results are obtained from outside the confined space:**
• Enter space, sweep probe all around in direction of travel	• Enter the space and complete the testing by sweeping the probes approximately 1 metre in front of, to each side and high and low in the direction of travel.
• Match progress to detector response	• Ensure the rate of progress through the space is slowed to match the sampling speed and detector response.
5. Test at all levels to detect contaminant gases	5. Check for stratification of gases by testing all vertical levels of the space – top, middle and bottom in order to detect contaminants that are lighter, the same as, or heavier than air. Also include sumps, etc., where liquid contaminants may gather.
Note: AGST must wear a personal monitor within 300mm of the mouth which measures O_2, LEL and any identified toxic gases such as H_2S and use a CS Safety Standby whilst carrying out atmospheric testing of the space.	**Note:** AGST must wear a personal monitor within 300mm of the mouth which measures O_2, LEL and any identified toxic gases such as H_2S and use a CS Safety Standby whilst carrying out atmospheric testing of the space.
• Lifeline/ harness	• Lifeline and harness may also be required (refer rescue plan).
• Exit if alarm given	• If any alarm sounds, exit the space immediately.
6. Record test results on Permits	6. Record all test results on the Confined Space Permit and any Hot Work Permits for the tasks in the space.

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Important information highlighted as Warning

Gas testing

WARNING

Never trust your senses to determine confined space air safety – you cannot see or smell many toxic gases such as Carbon Monoxide, nor determine the level of oxygen present.

Testing rules

The following rules for testing apply

Rules separated from instructions

- If testing cannot be performed from outside the space, the AGST must not enter until a JHA for entry has been developed by the AGST, AGSI and Safety Department with the risks of entry lowered to ALARP.
- The AGST must wear a personal monitor which measures O2, LEL and any identified toxic gases such as H2S within 300mm of the mouth
- Lifeline and harness may also be required (refer rescue plan).
- If any alarm sounds, the AGST must exit the space immediately.

Testing Procedure

The key steps are as follows:

Clear Instructions

Step	Action
1	Prepare for testing by • turning off ventilation to the space 10 minutes before testing to allow the testing to truly reflect the atmosphere in the space. • ensuring the testing equipment has been calibrated and the minimum response checked.
2	From outside the space, test atmosphere by: • inserting probe through manways, drains, vents, stubs (where displacer legs and sight glass fittings have been removed), or lower through top hatches. • testing at several different points and heights.
3	Test atmosphere for any toxic substances listed on the JHA or CSP
4	Where satisfactory test results are obtained from outside the confined space, enter the space and complete the testing by sweeping the probes approximately 1 metre in front of, to each side and high and low in the direction of travel. **Notes**: • Ensure the rate of progress through the space is slowed to match the sampling speed and detector response. • Check for stratification of gases by testing all vertical levels of the space – top, middle and bottom in order to detect contaminants that are lighter, the same as, or heavier than air. Also include sumps, etc., where liquid contaminants may gather.
5	Record all test results on the Confined Space Permit and any Hot Work Permits for the tasks in the space.