WHS DOCUMENTS & TEMPLATES

DOC-CSE-SWI · Confined Space Entry Safe Work Instruction Template

Product Overview

For: Businesses with confined spaces: owners, supervisors, maintenance leads, WHS advisers and workplace assessors

Version 1.0 · 9 November 2026

SAMPLE

An editable confined space entry safe work instruction: what the worker does, step by step, the hazards and controls, and the points where the work stops.

The safe work instruction sets out the purpose and scope, who may do the work, the equipment, the hazards and their controls (most effective first), PPE, the steps with clear stop points, the stop-work points, emergencies, consultation and approval, and a signed acknowledgement.

It is the same safe work instruction as in the Confined Space Entry Pack (DOC-CSE-PACK), word for word. The Confined Space Entry VOC Assessment Template (DOC-CSE-VOC) and the Confined Space Entry Field Verification Checklist (DOC-CSE-FV) are also sold on their own. The Confined Space Entry Pack (DOC-CSE-PACK) contains them all: the safe work instruction, the confined space entry permit and atmospheric testing record, the VOC and the field verification, with a setup guide.

No licence is needed to enter or work in a confined space. WHS and OHS laws require the business to make sure everyone involved is trained and competent: entrants, standby persons, gas testers and permit issuers. Training is often a unit of competency such as RIIWHS202E Enter and work in confined spaces, or MSMWHS217 Gas test atmospheres; these are examples of training, and your business decides what it requires. A VOC is the business's own check that a worker can do the work safely at its site, in its spaces. It is not a licence or a qualification.

These documents support your business to manage risk and meet its WHS or OHS duties. They do not do that on their own. They are general templates: adapt them to your equipment, your site and your people, consult your workers, and check that the controls they describe are in place and working.

What is included

Item	File
Confined space entry safe work instruction: plan, prepare, test, enter, stand by, finish; hazards, controls and stop-work points	02_SAFE_WORK_INSTRUCTION/Confined Space Entry Safe Work Instruction.docx and .pdf
Setup note: what to adapt before use, and every placeholder	01_START_HERE/Setup Note.pdf
Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information	01_START_HERE/ (four PDFs)

Who it is for

- Businesses with confined spaces
- Supervisors who brief workers on how the work is done at their site

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YOUR LOGO
Right-click > Change Picture

[Company name]

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Confined Space Entry Safe Work Instruction

How to enter and work in [Confined space name] safely at [Site name]

Document number		**Version**	
Site		**Work area**	
Approved by		**Review date**	

1 Purpose and scope

This instruction sets out how to enter and work in **[Confined space name]** at **[Site name]**: the checks before entry, the hazards and controls, the steps, and the points where everyone must stop and get out.

It applies to every entrant, standby person, gas tester and permit issuer, including contractors. It is used with the risk assessment for the space, the entry permit and the atmospheric testing record.

2 Who may take part

- Has completed **[Company name]**'s confined space training, and gas test training if testing
- Has a current VOC for their role: entrant, standby person, gas tester or permit issuer
- Is fit for work, including for any breathing apparatus used
- Has read this instruction, or had it explained, and signed the acknowledgement at the end

Licences and training

No licence is needed to enter or work in a confined space. WHS and OHS laws require the business to make sure everyone involved is trained and competent: entrants, standby persons, gas testers and permit issuers. Training is often a unit of competency such as RIIWHS202E Enter and work in confined spaces, or MSMWHS217 Gas test atmospheres; these are examples of training, and your business decides what it requires. A VOC is the business's own check that a worker can do the work safely at its site, in its spaces. It is not a licence or a qualification.

3 The space

Fill in one copy for each confined space, or attach the risk assessment.

Space: [Confined space name]	
Entry points and their size	
Hazards from the risk assessment	
Isolations needed (plant, pipes, services)	
Ventilation and gas detection used	
Rescue arrangements: [Rescue plan reference]	

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END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. An editable confined space entry safe work instruction: what the worker does, step by step, the hazards and controls, and the points where the work stops.

What the full product contains

- **Confined space entry safe work instruction: plan, prepare, test, enter, stand by, finish; hazards, controls and stop-work points**
  02_SAFE_WORK_INSTRUCTION/Confined Space Entry Safe Work Instruction.docx and .pdf
- **Setup note: what to adapt before use, and every placeholder**
  01_START_HERE/Setup Note.pdf
- **Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information**
  01_START_HERE/ (four PDFs)

Formats

- Word (.docx), editable, with your logo and business name in the header
- PDF copy of the Word document, for printing blank
- Delivered as a single ZIP download

Get the full editable documents

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