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## Purpose

(Company Name) is committed to a safe, healthful workplace for its employees. The purpose of this written program is to identify all permit spaces at this workplace and ensure that all authorized employees will enter, perform work in, and exit the spaces safely. The company will inform all affected employees when there are changes to this written program.

The company will do the following to ensure the health and safety of those who work in and around permit spaces:

1. Evaluate each confined space to determine if it has the characteristics of a permit space.
2. Inform all employees of the location and the hazards in each permit space.
3. Prevent unauthorized persons from entering a permit space.
4. Train authorized entrants, attendants, and entry supervisors so that they have the skills necessary to fulfill their duties.
5. Provide all necessary equipment for permit-space work at no cost to employees, maintain the equipment, and ensure that employees are trained on and use the equipment properly.
6. Coordinate entry operations with other organizations on the job site.
7. Annually review the Confined Spaces program to ensure it is properly protecting employees.

## Program Responsibilities

### Management

Management has the following responsibilities:

1. To authorize and supervise the overall company confined space program.
2. To develop a written permit required confined space (PRCS) entry program.
3. To periodically review and revise the PRCS program.
4. To designate a company confined space coordinator, to administrate and supervise the program.
5. To provide all required confined space and personal protective equipment, at no cost to employees.

6. To provide confined space awareness and entry training to all affected employees.
7. To ensure the company is adhering to this program, by performing periodic reviews and audits.

### Confined Space Coordinator

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The Confined Space Coordinator is **(Enter Name or Position)**. The Confined Space Coordinator has the following responsibilities:

1. To administer and supervisor the company permit required confined space entry program.
2. To identify confined space and permit required confined spaces in the facility.
3. To provide proper warnings for confined spaces.
4. To secure confined spaces that are not permitted for entry.
5. To maintain the written confined space entry program.
6. To perform or coordinate confined space entrant, attendant, supervisor and rescue training.
7. Will perform, or designate a qualified person, atmospheric testing for confined space entry.
8. To assist in the development of emergency planning.
9. To provide all required confined space entry equipment.
10. Make sure that cancelled permits are reviewed for ways to improve the program.
11. To perform periodic inspections and audits to ensure compliance with confined space regulations.

### Supervisor Responsibilities

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Supervisors have the following responsibilities:

1. To ensure that employees are complying with the company confined space entry policy.
2. To mark all confined spaces in their work area with proper warning signs.

3. To verify all employees have received proper training before entering confined spaces.
4. To keep unauthorized employees out of confined spaces.
5. To make sure all employees wear appropriate PPE.
6. To facilitate communication between employees and management on safety issues.
7. To report any work related safety incidents immediately.

### Employee Responsibilities

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Employees have the following responsibilities:

1. To complete confined space safety training before performing work in confined spaces.
2. To wear all appropriate PPE.
3. To work in compliance with the company confined space program.
4. To report any safety incidents to a supervisor.

### Employee Participation

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The input of the employees covered by this program is important to its success. The company will consult with employees on the development and execution of this program, and it will be made available to all. The company will seek employment involvement and feedback in the following ways:

1. By involving employees in the implementation and monitoring of this program, and working with safety committees or other representatives.
2. By seeking feedback from employees at the completion of confined space training.
3. By having confined space workers provide feedback on their evolutions to the entry supervisor, and writing that feedback on the cancelled permits.
4. By getting employees involved in the review of cancelled permits.

## **Hazard Management Priorities**

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### **Elimination of the Hazard**

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Eliminating the hazard is the first priority for dealing with the dangers of confined space. Getting rid of the hazard removes the risk to employees or equipment. The hazard can be eliminated by:

1. Redesigning equipment, tools or spaces.
2. Replace equipment or tools.
3. Usage of guards and other protective covers.
4. Other methods identified by the company that can eliminate the hazard.

### **Management of the Hazard**

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If the hazard cannot be eliminated by reasonable means, then the company will establish managerial and process controls that will manage the risk. This processes may include:

1. Changing work processes.
2. Rotating personnel assignments.
3. Change work procedures.
4. Changing design requirements.
5. Other methods identified by the company.

### **Personal Protective Equipment**

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If the hazard cannot be eliminated through engineering or management controls, then the workers must be provided with personal protective equipment that provides them complete protection from the hazard. Employees will be provided the protective equipment at no cost, and will be trained on their proper use and maintenance.

### **Uncontrolled Hazards**

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Hazards must be safely controlled through engineering controls, management controls, or the use of personal protective equipment. If these methods are not sufficient to protect employees from a hazard of a particular job task, then that task will not be allowed. All work involving that task will stop, until a means to safely manage the hazard is determined.

## **Identifying Confined Spaces at the Worksite**

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Before work begins at a construction site, the company will identify all confined spaces where employees it directs may work. The company will follow this procedure for identifying confined spaces:

1. The site supervisor will designate a competent person to identify confined spaces in the area the company will perform work in.
2. The competent person will create a list of all the confined spaces.
3. The competent person will evaluate the confined spaces, and see if they meet the requirements for permit required confined spaces.
4. For each permit required confined space, a warning sign or equivalent means shall be posted to inform employees of the hazard.
5. In a timely manner, all employees and the controlling contractor will be informed of the location and dangers of the permit required confined spaces.
6. The company will take effective measures to prevent entry to the permit spaces, such as locks or barricades.
7. If the company will authorize employees to enter the permit spaces, they must have a written confined space entry program for that construction site. This program will be made available to employees before and during entry operations.
8. If there are changes in the conditions of a non-permit confined space, and the competent person will reevaluate the space and, if necessary, reclassify it as a permit required confined space.

## **Supervisor, Attendant and Entrant Duties and Responsibilities**

### **Entry Supervisor**

Entry supervisors have the following responsibilities:

1. Be familiar with the hazards that may be face during entry, including information on the modes, sign or symptoms, and consequences of exposure.
2. Verifies that all tests are completed, and all procedures and equipment specified by the permit are in place before endorsing the entry.
3. Ends the entry and cancels or suspends the permit, as needed.

4. The completed permit must be available to all authorized entrants or authorized representatives. This can be accomplished by posting it at the entry portal, or other effective means.
5. The entry supervisor will terminate entry and take the following action when the following apply:
  - a. Cancel the permit when the entry operations are complete.
  - b. Suspend or cancel the permit and reassess the space before allowing re-entry when a condition that is not allowed under the permit arises in or near the permit space. The condition must be temporary, and may not change the configuration of the space or create any new hazards.
  - c. Cancel the permit if condition not allowed under the permit occurs, and it is not temporary, or changes the space configuration.
6. The entry employer will keep the cancelled permit for at least one year. Any problems that occurred during the entry must be noted on the permit. This will allow the company to review and revise the effectiveness of the confined space program.

## Permit Space Entry Procedures

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### Coordination Between Organizations

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Construction sites often have many different organizations performing work. It is essential that all companies are aware of the confined space hazards, and are coordinating work. The controlling contractor and entry employer(s) must coordinate entry operations when either of these conditions happen:

1. More than one entity performs permit space entry at the same time.
2. Permit space entry is performed at the same time as work that could result in a hazard in the permit space.

If there is no controlling contractor present at the worksite, the requirements for the controlling contractor may be fulfilled by the host employer, or other employer who arranges to have employees of another employer perform work that involves permit space entry.

### Host Employer

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The host employer owns or manages the property where the construction work is taking place.

Before entry operations begin, the host employer will provide the following information to the controlling contractor:

1. The location of each known permit space.
2. The hazards or potential hazards in each space.
3. Any known precautions for protecting employees in the permit space.

### Controlling Contractor

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The controlling contractor is the employer that has overall responsibility for construction on the worksite. Before entry operations begin, the controlling contractor will:

1. Obtain the host employer's information and the permit space hazards and previous entry operations.
2. Provide the following information to each entity entering a permit space, and any other entity on the worksite whose activities could possible create a hazard in the permit space:
  - a. The permit space information received from the host employer.
  - b. Any additional information the contractor has about the permit spaces and their hazards.
  - c. The precautions that have been implemented for the protection of employees in permit spaces.

After entry operations are completed, the controlling contractor will:

1. Debrief each entity that entered the permit space regarding the permit space program followed, and any hazards confronted or created in the work.
2. Inform the host employer of the information collected from the operations.

### Entry Employer

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The entry employer is any employer who decides an employee it directs will enter a permit space. Before entry operations begin, the entry employer will:

1. Obtain all the controlling contractors information regarding permit space hazards and entry operation.
2. Inform the controlling contractor of the permit space program that the entry employer will follow, including any hazards that may be found or created in the space.



After entry operations, the entry employer will inform the controlling contractor of the permit space program followed and any hazards confronted or created in the operation.

## Permit Required Confined Space Entry

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### Pre-Entry Procedure

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1. Obtain an entry permit that specifies acceptable entry conditions.
2. Any conditions that would make it unsafe to remove the space cover must be eliminated.
3. Remove the space cover.
4. Install a railing, temporary cover, or other barrier to prevent workers from entering the space.
5. Specify the acceptable conditions for entering the permit space. Entry into a permit space is prohibited until the atmosphere has been tested from outside the space. Tests must include those for oxygen content, flammability, and toxic gasses, in that order. The percentage of oxygen for entry must not be less than 19.5 percent nor more than 23.5 percent at normal atmospheric pressure. If the percentage of oxygen falls below 19.5 percent, entrants must use appropriate air-supplying respirators. The atmosphere in the space must be checked at a frequency designated by the entry permit.
6. Conduct a confined space entry briefing with all affected employees. Verify they have all completed the appropriate training.
7. Provide authorized entrants with the opportunity to observe any monitoring or testing of the space.
8. Isolate the permit space from sources of hazardous energy. Disconnect hazardous equipment from the sources of hazardous energy, whenever possible. All chemical and steam pipes, treating agents, and lines must be blanked or removed. Electrical isolation must be accomplished by locking out circuit breakers or disconnects in the off position with a key-type lock. The key must remain with the authorized entrant. If more than one person enters the space, a group lockout procedure is allowed.
9. Purge, inert, flush, or ventilate the space to eliminate or control atmospheric hazards. Initial testing of the atmosphere must be performed from outside the space. Continuous ventilation of fresh, clean air must be maintained in the space and directed at the employee work area.

10. Verify that a detection system exists to warn entrants of an increase in atmospheric hazards levels, with sufficient time for them to exit the space.
11. Ensure that entrants have the equipment they need to do their jobs (including rescue equipment) and they know how to use the equipment.
12. Set up barriers, as necessary, to protect entrants from external hazards, prevent objects from falling in, and unauthorized entry of pedestrians or vehicles.
13. Post a warning at the entrance to the space that says: **WARNING, PERMIT-REQUIRED CONFINED SPACE. ENTRY BY PERMIT ONLY.** If special equipment is required for entry, the appropriate information may be included on the signs; for example: **RESPIRATOR REQUIRED FOR ENTRY** or **LIFELINE REQUIRED FOR ENTRY.**
14. Station a dedicated confined space attendant.
15. Verify that conditions in the space are safe for the duration of entry.
16. Complete and sign the entry permit to authorize entry into the permit space.
17. Display the completed entry permit at the time of entry so that authorized entrants can confirm that pre-entry preparations have been completed.

#### Conditions During Entry

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1. All electrical equipment in the space must be properly grounded.
2. The space must have adequate lighting.
3. All unauthorized persons must be kept away from the space.
4. Communications between the entrants and the attendant must be verified and tested.
5. The space must be clear of atmospheric hazards for the entire entry.
6. Welding and burning equipment other than torches and hoses must not be taken into the space. Gas cylinders or welding machines must remain outside the space. They must be blocked if they are on wheels. All welding equipment must have quick shut-offs that are under control of the attendant. When gas welding or cutting is suspended, the gas supply must be cut off at the cylinder and the torch removed from the confined space.
7. The attendant must know how to shut down welding and burning equipment when entrants perform hot work.

9. The rescue plan.
10. Any other items that are required for safe work in the confined space.

The company will certify that employees have been trained by recording each employee's name, the name of the trainers, and the dates of the training. The record will be available for inspection by employees and their authorized representative.

## **Rescue and Emergency Services**

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### **Non-Entry Rescue**

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Non-entry rescue is the required method of rescue, unless the retrieval equipment would increase the overall risk of entry, or does not help the rescue operation. Emergency assistance must be available during the entry operation, in case the non-entry retrieval method fails.

Non-entry equipment will include:

1. A chest or full body harness, with a retrieval line at the center of the back near shoulder level. Other points, such as wristlets or anklets may be used, if it is the safest and most efficient alternative.
2. The retrieval line must be connected to a mechanical device able to retrieve a person from a space greater than five feet deep.
3. Equipment not suitable for retrieval, such as lines that may be entangled, may not be used.

### **Employee Provided Rescue**

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Employees will not enter a permit space to respond to an emergency unless they have been properly trained and equipped. The employer will ensure rescue teams are:

1. Trained on and proficient in the required PPE for the rescue.
2. Trained on the performance of rescue duties.
3. Trained and proficient for the entry of permit spaces as an authorized entrant.
4. Trained in basic first aid and CPR, and at least one member of the rescue team will be certified in these subjects.
5. Drilled at least once every twelve months, in spaces that are representative of the space that they would be performing the rescue in.