Employer Name

Confined Space Entry Program

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1. INTRODUCTION

Every year workers are killed as a result of hazardous conditions in confined spaces.
Approximately 60% of these fatalities are would-be rescuers who enter these spaces in an attempt to retrieve the fallen individual(s), only to be overcome and become victims themselves.

As part of routine maintenance activities or the construction/refurbishment of facilities many (employer name) employees and contractors are required to enter potentially hazardous confined spaces.

According to the U.S. Department of Labor, Occupational Safety and Health Administration's (OSHA) regulations, 29 CFR 1910.146 and 29 CFR 1926 1201-1213 "Permit-Required Confined Spaces", a confined space is defined as any location that is large enough and so configured that an employee can bodily enter, has limited openings for entry and egress, and is not intended for continuous employee occupancy.
Confined spaces may have atmospheric conditions and/or physical hazards present and include: manholes, stacks, pipes, storage tanks, trailers, tank cars, pits, sumps, see, storm water bas, vaults, hoppers, and bins. In addition, limited access to these locations complicates the retrieval of anyone incapacitated.

This program is written in accordance with the Occupational Safety and Health Administration's (OSHA) regulations, 29 CFR 1910.146 and 29 CFR 1926 1201-1213, "Permit-Required Confined Spaces." And New York State Public Employee Health and Safety (PESH) 12-9 Entering Confined Space.

POLICY STATEMENT

It is the policy of the (employer name) to take every reasonable precaution to provide a work environment free from recognized hazards for its employees.

Entry into a confined space will be in conformance with all Federal, and New York State laws, rules and regulations, as well as the (employer name) confined space program and accepted department policies.

Whenever possible, work that can be performed without entering a confined space is considered the preferred method.

All confined spaces have been previously identified and properly classified as either a permit-required or non-permit-required. If a change in conditions occur within a non-permit required confined space (e.g. flooding, reconfiguration, contamination) it automatically becomes a permit-required confined space and all proper precautions must be taken.

For construction work that involved confined spaces, a competent person _____ has been authorized to identify the spaces and work with the controlling contractor and subcontractors to ensure safe entry and the proper classification of confined spaces.

A permit system has been established for all entries into permit-required confined spaces. Permit forms will be kept _____ and once completed will be kept on file for a minimum of _____ years.

Prior to entry of a permit-required confined space, an entry team consisting of at least one designated entrant, attendant and entry supervisor shall be established.

Atmospheric testing is required before opening and entering any permit-required space. If a hazardous atmosphere is present, employees shall not enter the space until ventilation procedures have been carried out and testing reveals acceptable entry conditions based upon the NYS Department of Labor Public Employee Safety and Health Bureau's (PESH's) permissible exposure limits (PEL). Whenever possible, all atmospheric hazards will be completely eliminated before entry. Continuous monitoring shall occur throughout the duration of the entry.

The (employer name) will provide all equipment required for employee entry in accordance with 29 CFR 1910.146 and 29 CFR 1926 1201-1213 and will ensure that all affected employees are trained and use the equipment properly. All required equipment will be maintained according to the manufacturer's recommendations by the _____ or by their designee.

Effective communication procedures will be established between the entry team and to the rescue service prior to entry. All communication devices will be provided and maintained by _____.

Training will be provided to any employee before they are assigned any duties related to permit-required confined space entry.

All contractors who will be entering permit-required confined spaces within (employer name) will submit for approval their confined space entry program, employee training documentation, and agreement with their designated rescue service along with their bid and will be required to adhere to the requirements of 29 CFR 1910.146 or 29 CFR 1926 1201-1213.

A confined space rescue agreement has been established with _____ and their program has been evaluated by _____ and meets the rescue needs of the (employer name).

This program shall be evaluated annually as well as on an as needed basis if any situation warrants the task.

2. DEFINITIONS

Acceptable Entry Conditions: Conditions that must exist in a permit space to allow entry and to ensure that employees involved with a permit required confined space entry can safely enter, and work within the space.

Affected Employee: Any employee that performs any work related to confined space entry.

Attendant: An individual stationed outside one or more permit spaces who monitors the authorized entrant(s) and who performs all attendant duties assigned in our program.

Authorized Entrant: An individual who is trained and authorized (by our facility) to enter permit required spaces.

Blanking or Blinding: The absolute closure of a pipe, line or duct by the fastening of a solid plate (such as a spectacle blind or a skillet blind) that completely covers the bore and that is capable of withstanding the maximum pressure of the pipe, line or duct with no leakage beyond the plate.

Competent person: means one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has the authorization to take prompt corrective measures to eliminate them.

Confined Space: A space that:

- Is large enough and so configured that an employee can bodily enter and perform assigned work; and
- Has limited or restricted means of entry or exit (for example, tanks, vessels, silos, storage bins, hoppers, vaults, sewers, storm water basins and pits and spaces that may have limited means of entry); and
- Is not designed for continuous human occupancy

Control: The action taken to reduce the level of any hazard inside a confined space using engineering methods (for example, by ventilation), and then using these methods to maintain the reduced hazard level. Control also refers to the engineering methods used for this purpose. Personal protective equipment is not a control.

Controlling Contractor: The employer that has overall responsibility for construction at the worksite. Note. If the controlling contractor owns or manages the property, then it is both a controlling employer and a host employer.

Double block and bleed: The closure of a line, duct, or pipe by closing and locking or tagging two in-line valves and by opening and locking or tagging a drain or vent valve in the line between the two closed valves.

Early-warning system: The method used to alert authorized entrants and attendants that an engulfment hazard may be developing. Examples of early-warning systems include, but are not limited to: alarms activated by remote sensors; and lookouts with equipment for immediately communicating with the authorized entrants and attendants.

Emergency: Any occurrence (including any failure of power, hazard control or monitoring equipment) or event, internal or external, to the permit space that could endanger entrants.

Engulfment: The surrounding and effective capture of a person by a liquid or finely divided (flowable) solid substance that can be aspirated to cause death by filling or plugging the respiratory system or that can exert enough force on the body to cause death by strangulation, constriction, crushing, or suffocation.

Entry: The act by which a person intentionally passes through an opening into a permit required confined space. Entry includes ensuing work activities in that space and is considered to have occurred as soon as any part of the entrant's body breaks the plane of an opening into the space.

Entry Employer: Any employer who decides that an employee it directs will enter a permit space. Note. An employer cannot avoid the duties of the standard merely by refusing to decide whether its employees will enter a permit space, and OSHA will consider the failure to so decide to be an implicit decision to allow employees to enter those spaces if they are working in the proximity of the space.

Entry Permit: The written or printed document that is provided by the facility to allow and control entry into a permit space and that contains information specified in the confined space program.

Entry Supervisor: The person responsible for determining if acceptable entry conditions are present at a permit space where entry is planned, for authorizing entry and overseeing entry operations, and for terminating entry as required. The entry supervisor can also serve as an attendant.

Entry Rescue: Occurs when a rescue service enters a permit space to rescue one or more employees.

Hazardous Atmosphere: An atmosphere that may expose employees to the risk of death, incapacitation, impairment of abilities to self rescue (escape unaided from a permit space), injury, or acute illness from one or more of the following:

1. Flammable gas, vapor, or mist in excess of 10% of the Lower Flammable Level (LFL)
2. Airborne combustible dust at a concentration that meets or exceeds its LFL(Can be approximated where the dust obscures vision at a distance of 5 feet or less)
3. Atmospheric oxygen concentration below 19.5% or above 23.5%
4. Atmospheric concentration of any substance for which a dose or a permissible exposure limit is published in 29 CFR 1910 Subpart G, Occupational Health and Environmental Control or in Subpart Z, Toxic and Hazardous Substances.
5. Any other atmospheric condition that is Immediately Dangerous to Life or Health (IDLH)

Host employer: The employer that owns or manages the property where the construction work is taking place. Note. If the owner of the property on which the construction activity occurs has contracted with an entity for the general management of that property, and has transferred to that entity the information specified in §1203(h)(1), OSHA will treat the contracted management entity as the host employer for as long as that entity manages the property. Otherwise, OSHA will treat the owner of the property as the host employer. In no case will there be more than one host employer.

Hot work: Operations capable of providing a source of ignition (for example, riveting, welding, cutting, burning, and heating).

Inerting: Displacing the atmosphere in a permit space by a noncombustible gas (such as nitrogen) to such an extent that the resulting atmosphere is noncombustible.

Isolation: The process by which a permit space is removed from service and completely protected against the release of energy and material into the space by such means as blanking or blinding, mis-aligning or removing sections of lines, pipes, or ducts, lock out or tag out of all sources of energy or mechanical linkages or placement of barriers to eliminate the potential for employee contact with a physical hazard.

Limited or restricted means for entry or exit: A condition that has a potential to impede an employee's movement into or out of a confined space. Such conditions include, but are not limited to, trip hazards, poor illumination, slippery floors, inclining surfaces and ladders.

Line breaking: The intentional opening of a pipe, line, or duct that is or has been carrying flammable, corrosive, or toxic material, an inert gas, or any fluid at a volume, pressure, or temperature capable of causing injury.

Lockout: The placement of a lockout device on an energy isolating device, in accordance with an established procedure, ensuring that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

Lower flammable limit or lower explosive limit: The minimum concentration of a substance in air needed for an ignition source to cause a flame or explosion.

Monitor or monitoring: The process used to identify and evaluate the hazards after an authorized entrant enters the space. This is a process of checking for changes that is performed in a periodic or continuous manner after the completion of the initial testing or evaluation of that space.

Non-entry rescue: Occurs when a rescue service, usually the attendant, retrieves employees in a permit space without entering the permit space.

Non-Permit Confined Space: A space that does not contain or have the potential to contain any hazard capable of causing death or serious physical harm.

Oxygen deficient atmosphere: An atmosphere containing less than 19.5 percent oxygen by volume.

Oxygen enriched atmosphere: An atmosphere containing more than 23.5 percent oxygen by volume.

Permit Required Confined Space: A confined space that has one or more of the following characteristics:

1. Contains or has the potential to contain a hazardous atmosphere;
2. Contains a material that has the potential for engulfing an entrant;
3. Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross section; or
4. Contains any other recognized serious safety or health hazard

Physical hazard: An existing or potential hazard that can cause death or serious physical damage. Examples include, but are not limited to: explosives (as defined by paragraph (n) of §1926.914, definition of "explosive"); mechanical, electrical, hydraulic and pneumatic energy; radiation; temperature extremes; engulfment; noise; and inwardly converging surfaces. Physical hazard also includes chemicals that can cause death or serious physical damage through skin or eye contact (rather than through inhalation).

Prohibited condition: Any condition in a permit space that is not allowed by the permit during the period when entry is authorized. A hazardous atmosphere is a prohibited condition unless the employer can demonstrate that personal protective equipment (PPE) will provide effective protection for each employee in the permit space and provides the appropriate PPE to each employee.

Qualified person: One who, by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training, and experience, has successfully demonstrated his ability to solve or resolve problems relating to the subject matter, the work, or the project.

Representative permit space: A mock-up of a confined space that has entrance openings that are similar to, and is of similar size, configuration, and accessibility to, the permit space that authorized entrants enter.

Rescue: Retrieving, and providing medical assistance to, one or more employees who are in a permit space.

Rescue service: The personnel designated to rescue employees from permit spaces.

Retrieval system: The equipment (including a retrieval line, chest or full body harness, wristlets or anklets, if appropriate, and a lifting device or anchor) used for non-entry rescue of persons from permit spaces.

Serious physical damage: An impairment or illness in which a body part is made functionally useless or is substantially reduced in efficiency. Such impairment or illness may be permanent or temporary and includes, but is not limited to, loss of consciousness, disorientation, or other immediate and substantial reduction in mental efficiency. Injuries involving such impairment would usually require treatment by a physician or other licensed health-care professional.

Tagout:(1) Placement of a tagout device on a circuit or equipment that has been de-energized, in accordance with an established procedure, to indicate that the circuit or equipment being controlled may not be operated until the tagout device is removed; and (2) The employer ensures that (i) tagout provides equivalent protection to lockout, or (ii) that lockout is infeasible and the employer has relieved, disconnected, restrained and otherwise rendered safe stored (residual) energy.

Test or testing: The process by which the hazards that may confront entrants of a permit space are identified and evaluated. Testing includes specifying the tests that are to be performed in the permit space.
Note. Testing enables employers both to devise and implement adequate control measures for the protection of authorized entrants and to determine if acceptable entry conditions are present immediately prior to, and during, entry.

Ventilate or ventilation: Controlling a hazardous atmosphere using continuous forced-air mechanical systems that meet the requirements of the regulations.

(employer name) PERMIT REQURIED CONFIEND SPACE PROGRAM
(employer name) **CONFINED SPACE PROGRAM**

3. PURPOSE

The confined space written program outlines the practices and procedures to protect (employer name) employee and contractors/vendors from hazards associated with permit required confined space entry.

This program is written in accordance with the Occupational Safety and Health Administration's (OSHA) regulations, 29 CFR 1910.146, 29 CFR 1926 1201-1213 "Permit-Required Confined Spaces" and New York State Public Employee Health and Safety (PESH) 12-9 Entering Confined Space.

For confined space locations containing atmospheric or physical hazards that would impede self-rescue, the permit-required confined space procedures will apply.

The provisions of this program require (employer name) to provide the means, procedures, training and equipment to mitigate all potential hazards in their permit-required confined spaces and verify compliance through the use of a written entry permit system which is provided as Appendix B of this program. The confined space program will be available to all employees and their representatives for review.

4. SCOPE

This program pertain to all confined space locations required to be entered by any (employer name) employee, contractor and all other individuals who are visiting or have business with (employer name).

5. RESPONSIBILITIES

(employer name)**:** is responsible for development and maintaining the confined space program. A master list of both permit and non-permit confined spaces shall be established and updated as necessary. (employer name) is responsible for providing a confined space training program for entrants, attendants and entry supervisors which will enable employees to recognize potential hazards and take the appropriate actions to control those hazards. This training will be offered to all employees who have the potential to work in confined spaces. The confined space program shall be reviewed and updated annually with all authorized employee representatives.

Department Heads and Supervisors: are responsible for reviewing the locations within their respective areas to identify either known or suspect confined space locations. Each department head must ensure that appropriate personnel receive and maintain required confined space training. The contracting department will furnish any outside contractor/vendor a written copy of known hazards identified in any potential confined space work areas.

Employees: All (employer name) employees shall comply with all procedures outlined in this policy. All employees must complete training as required by their supervisors and follow the procedures as outlined in this program when entering a confined space. They should also assist in identifying potential confined space locations and hazards.

Contractors/Outside Vendors: Any work for (employer name) at any (employer name) facility or off-site location must be conducted in accordance with all applicable regulations. Contractors must have a written confined space program that complies with all applicable regulations. All contractors must provide copies of their written program and employee training documentation along with their rescue agreement to the contracting department. Contractors are also responsible to supply all needed equipment to perform safe entry and/or rescue. When a contractor is required to enter or work in a permit required space, the contracting department will furnish a written copy of the known hazards identified in that space to the contractor.

6. SPACE EVALUATION, CLASSIFICATION AND RECLASSIFICATION

All (employer name) confined spaces have been identified and are listed on the inventory in Appendix A. These spaces have been evaluated using the (employer name) Confined Space Assessment form found in Appendix B of this program. Any confined space that has been determined to be a permit-required confined space is bolded on the inventory. This inventory is reviewed and updated whenever previously unidentified hazards present themselves or there are changes affecting the working conditions within a confined space or if new confined spaces are created or identified. If a new space is created or identified it will be considered a permit-required confined space until it has been evaluated and determined not to be. If conditions within a confined space change, the supervisor for the area where the space is located will be notified and they with the (job title) will re-assess the space using the assessment form. If a permit-required confined space is redesigned to remove the potential hazards, that change will be documented and its designation will be changed on the inventory. If conditions change and hazards are determined to be present in a confined space, those hazards will be documented and its designation will be changed on the inventory. The documentation of a change of designation will be kept by the (Job Title).

For any jobs classified as construction, (name(s)) _____ has been authorized as the competent person and is responsible for all types of classifications.

7. NON-PERMIT REQUIRED CONFINED SPACES

Entry into non-permit required confined spaces is not regulated. Employees are always required to evaluate the potential hazards of all jobs prior to beginning work. If any questions or concerns arise during the evaluation the employee should discuss the issue with their supervisor or department head. All members of the entry team are entitled to review the implementation of the control measures indicated on the entry permit form and observe the pre-entry atmospheric monitoring.

8. PREVENTION OF UNAUTHORIZED ENTRY

Unauthorized entry into permit spaces shall be prevented. Prevention measures include training, signs, and security measures, all employees in or around confined spaces shall attend confined space awareness training.

9. PERMIT SYSTEM

The permit process guides the entry team through a systematic evaluation of the space to be entered. The permit should be used to establish and document appropriate entry conditions. A confined space entry permit must be completed before approval can be given to enter a permit-required confined space. All members of the entry team are entitled to review the permit. A permit shall be kept at the job site for the duration of the job. Permits are only good for the specified duration, or an eight hour shift. Permits may not exceed the time required to complete a task. Once completed the entry supervisor must sign the permit to authorize entry. If a supervisor must be relieved of their duties, the permit shall be cancelled and a new permit must be filled out by new entry supervisor. All entrants must exit the space and conditions must be reassessed. If circumstances cause an interruption in the work or a change in the alarm conditions for which entry was approved, a new confined space entry permit must be completed. Permits must be kept for at least one year and will be kept on file at (location). If hazardous conditions are found at a space or an incident has occurred a copy of the entry permit will be attached to the inventory documentation so that future entrants are aware of the hazards that they may encounter. The entry supervisor shall terminate the permit when the operations are complete or if a condition arises that constitutes Any such condition shall be documented on the permit. All expired permits will be given to the program administrator (job title). A copy of the permit can be found in Appendix B.

10. DUTIES OF THE ENTRY TEAM

Entry teams must be established prior to entry and consist of at least one attendant, one entrant and must have an entry supervisor.

A. ENTRY SUPERVISOR

The entry supervisor will:

1. Know and understand the hazards that may be faced during entry, including information on the signs or symptoms, and consequences of the exposure.
2. Verify, by checking that the appropriate notations have been made on the permit; that all tests specified by the permit have been conducted; and that all procedures and equipment specified by the permit are in place **before** endorsing the permit and allowing entry to begin.
3. Terminate the entry and cancel the permit when reasons for entering the space have been completed or when an unacceptable condition within the space or outside the space is detected.
4. Verify that rescue services are available and that the means of calling the rescue service is operable. The entry supervisor will ensure that the attendant knows the method for summoning help if rescue is required.
5. Enforce this policy to ensure safe entry into any space identified as a permit-required confined space.
6. Determine that throughout the entry process, all responsibilities and functions remain consistent with safety, regardless of production requirements, time or cost.
7. Have the authority to stop work if they feel that the entry is unsafe for any reason.
8. Be trained to the proper level of responsibility.

If an Entry Supervisor must be relieved at any point during the entry, the permit must be cancelled by said entry supervisor. All entrants must evacuate the space and the new Entry Supervisor must assess the space and conditions with the entry team and a new permit.

B. ENTRANT

All entrants will know the following:

1. Verify that rescue services are available and that the means of calling the rescue service is operable.
2. Hazards that may be faced during entry, including information on the mode, signs, or symptoms, and consequences of the exposure.
3. Proper use of equipment.
4. Means and methods of communication with the attendant.
5. Warning signs or symptoms of exposure to a dangerous situation, or the entrant detects a condition that would warrant immediate evacuation.
6. When self-rescue must occur by means of an order by the attendant or entry supervisor, when signs or symptoms of exposure are detected, or when any prohibited condition is recognized.

All entrants must be qualified for the task assigned, (electrical, welding etc.)

C. ATTENDANT

All attendants will:

1. Know the hazards that may be faced during entry or while in the space, including information on the mode, signs or symptoms, and consequences of the exposure to suspected hazards.
2. Be aware of possible behavioral effects of hazard exposure in authorized entrants.
3. Continuously maintain an accurate count of authorized entrants in the permit space and ensure that the means used to identify authorized entrants is precise at all times.
4. Remain outside the permit space during entry operations until relieved by another authorized attendant(s).
5. Communicate with authorized entrants as necessary to monitor entrant status and to alert entrants of the need to evacuate the space when conditions warrant an immediate evacuation.

6. Monitor activities inside and outside the space to determine if it is safe for entrants to remain in the space and orders the authorized entrants to evacuate the permit space immediately under any of the following conditions:
    a. If the attendant detects a hazardous condition.
    b. If the attendant detects a change in the behavior of any authorized entrant which would suggest an exposure to a hazard.
    c. If the attendant detects a situation outside the space that could endanger the authorized entrants.
    d. If the attendant cannot effectively and safely perform all the duties required as outlined in this policy.
7. Summon rescue and other emergency services as the attendant determines that authorized entrants may need assistance to escape from permit space hazards.
8. Do the following when unauthorized person(s) approach or enter a permit space while entry is underway:
    a. Warn the unauthorized person(s) that they must stay away from the permit space.
    b. Advise the unauthorized persons they must exit immediately if they have entered the permit space.
    c. Inform the authorized entrants and the entry supervisor, if unauthorized person have entered the permit space.
9. Perform non-entry rescue (rescue attempts that do not cause the attendant to break the plane of the entry to the space).

11. PERMIT REQUIRED CONFINED SPACE ENTRY

A. PREPARATION OF THE SPACE

1. An entry supervisor, attendant (s) and entrant (s) will be assigned. All personnel involved with the entry and their representative, can observe all aspects of the preparation.
2. The entry supervisor will brief the entrant(s) and attendant(s) on all aspects of the job.
3. At any time, the entry supervisor, the entrant and/or the attendant can either postpone or stop the entry due to a safety concern.
4. The entry team will be provided and will wear all appropriate personal protective equipment based upon the hazards present.
5. If the space is located on a roadway and will compromise traffic in any way, a temporary traffic control plan must be created and set up in accordance with the rules and regulations of the Manual of Uniform Traffic Control Devices (MUTCD).
6. A new permit will be opened and previous hazards encountered in the space will be reviewed from prior permits.
7. The air monitor shall be appropriately calibrated according to manufacturer's requirements and a bump test will occur prior to any entry. Battery life will be checked and must be at full capacity. Air Monitoring around the space is required prior to opening the space and must be documented on the permit.
8. Any conditions making it unsafe to remove an entrance cover shall be eliminated before the cover is removed.
9. Prior to opening the space, any entrances that will be open must be appropriately blocked to prevent accidental entry.
10. Upon opening the space, the oxygen content, flammable gases and vapors, and potential toxic air contaminants will be monitored and documented on permit using the provided gas monitors and be documented for every five feet of the space without breaking the plane.

11. If a hazardous atmosphere exists, continuous forced air ventilation is required throughout the duration of the entry. Entrants may not enter the space until acceptable entry conditions are confirmed. If acceptable entry conditions cannot be established and maintained, entry shall not be allowed.
12. Acceptable entry conditions are as follows:
    Oxygen content: >/= 19.5% and </= 23.5%
    Flammables: </= 10% of the LEL
    All toxic air contaminates must be less than the Public Employees Safety and Health Bureau's (PESH) permissible exposure limit. Hydrogen sulfide must be less than 10 parts per million and carbon monoxide must be less than 35 parts per million.
13. All connecting lines, ducts and pipes connected to chemical, gas and utility sources will be broken and capped or blanked.
14. Heating devices (e.g. jackets, coils, mantels, etc.) will be rendered safe either through line breaking/blanking or electrical lockout/tagout.
15. All mechanical, hydraulic and electrical hazards (e.g. agitators, machine drives, electrical lines, etc.) will be controlled through lockout/tagout.
16. If water or sewage has collected in the space it shall be pumped out prior to entry if possible. If the source is a continuous flow, a pump will be required to continuously remove water or sewage and be watched closely by the entry supervisor or an attendant to be sure the pump is working properly throughout the duration of the entry.
17. The space will be rinsed and/or dried if there is a build-up of hazardous or slippery material on the walls of the space.
18. The space will be cooled down to 80 degrees Fahrenheit or less.
19. Safe access to the space will be provided.
20. Adequate lighting will be provided either through low voltage lighting or through 110 Volt plugged into a Ground Fault Circuit Interrupter (GFCI).
21. All tools and communication devices shall be checked to make sure that they are intrinsically safe if the potential exists for a flammable atmosphere.
22. Communication methods shall be established prior to entry between the entrant and attendant and will be selected based on the size, location and characteristics of the space. If the selected device has batteries, the batteries must be fully charged.
23. The rescue service shall be notified prior to any entry. They must be informed of the time, location and hazards present.
24. All retrieval equipment must be inspected prior to entry. If there is a problem with any piece of equipment a supervisor must be notified and the equipment must be taken out of service.
25. For vertical entries the retrieval system will be set-up at the entry point and will include a tripod, winch with fall protection, and a full body harness. Each authorized entrant shall use a chest or full body harness, with a retrieval line attached at the center of the entrant's back near shoulder level, above the entrant's head, or at another point which the employer can establish presents a profile small enough for the successful removal of the entrant.
26. If an entrant must unhook from the retrieval system for safety purposes, no hazardous atmosphere may exist and the rescue team must be on site.
27. If any other items such as tools need to be lowered into a space, a separate winch will be attached to the tripod and used for such purposes.
28. For horizontal entries or spaces where a tripod system cannot be used, wristlets may be used in lieu of the chest or full body harness if the employer can demonstrate that the use of a chest or full body harness is infeasible or creates a greater hazard and that the use of wristlets is the safest and most effective alternative.

B. PERMIT COMPLETION

1. The permit will be completed by the entry supervisor (See Appendix B)
2. All information requested on the permit will completed by the entry supervisor or NA (not applicable) will be written in.
3. The time of permit issuance will always be written in. In no case will a permit remain valid for more than 8 hours. If the job runs past 8 hours, a new permit will be issued.
4. Expired permits will be returned to the program administrator.

C. ENTRY

1. All required equipment for entry including: communication, lighting, access, safety and rescue as well as the tools needed to accomplish the job will be available at the entrance.
2. Continuous space atmosphere monitoring will be established either by the attendant or by the entrant and will be documented every 15-30 minutes.
3. The attendant will stay in the immediate area of the entrance to the space and will stay in contact with the entrant.
4. The entry supervisor will formally approve the entry to begin. At any time during the job the entry supervisor, entrant or the attendant can cancel the permit and cause the entry to be either postponed or stopped due to safety concerns.
5. The attendant will document meter readings at intervals decided upon by the entry supervisor, but not longer than one hour.
6. The attendant will immediately communicate any exterior condition to the entrant that could affect her/his safety (e.g. fire alarm, severe weather, etc.)

D. ENTRY COMPLETION

1. The entry permit will be closed out by listing the time of space exit and any other pertinent information.
2. The Rescue Service will be notified that the entry is complete.
3. The entry closure will be replaced.
4. Blanked and capped piping, tubing, ducts etc. will be re-attached.
5. Disconnected hydraulic, mechanical and/or electrical equipment will be reattached.
6. Lockout/tag outs will be released.
7. Operating personnel for the space will be notified that it can be returned to production (if applicable).
8. All safety and entry equipment will be cleaned, inspected and returned to storage locations.
9. The cancelled permit will be returned to the program administrator.

E. ALTERNATE ENTRY PROCEDURES

Under certain circumstances employers may use alternate entry procedures in place of full permit entry process. Alternate entry procedures can be considered for permit spaces that **only** have an actual or potential atmospheric hazard and **no other** serious hazards. To use these alternate procedures, employers must be able to provide data and other verification to support that the only potential hazard is atmospheric and that continuous forced air ventilation alone can maintain a safe atmosphere throughout the entry. Workers still must be trained, the space still must be monitored, and ventilation must be continuous.

Conditions For Use

An employer may use alternate procedures for entering a permit space under the following conditions:

1. Ventilation alone will maintain safe conditions.
2. Monitoring and inspection must be performed to ensure that conditions are safe.

3. If initial entry must be made in order to perform this inspection, it must be done under permit procedures.
4. The only hazard is an actual or potential hazardous atmosphere.
5. Certification with the date, location of the space and signature must be made available to entry personnel. The required alternate entry form can be found in Appendix B.

F. RECLASSIFICATION/DECLASSIFICATION

Under certain circumstances employers may reclassify a confined space where conditions have changed to a permit-required confined space. A permit-required confined space may be declassified to a non-permit required confined space if there is no potential for an atmospheric hazard and all other hazards have been eliminated. Employers must be able to provide data and other verification to support that there is no potential hazardous atmosphere. Workers still must be trained, the space still must be monitored, and ventilation must be continuous. The reclassification form is located in Appendix B.

12. EQUIPMENT MAINTENANCE

A. All confined space equipment shall be maintained according to the manufacturer's requirements.
B. All equipment shall be inspected prior to each use and at the end of each use. Any equipment that does not pass inspection shall be taken out of service and (job title) shall be notified.
C. The equipment checklist found in Appendix C shall be used for each entry.
D. It is the responsibility of (job title) to ensure that all equipment is properly maintained.

13. RESCUE SERVICE

Employer name has made arrangements with: **Rescue Service Name** to provide entry rescue service. This service's ability to respond to a rescue summons in a timely manner, considering the hazard(s) identified has been evaluated and an agreement of services has been completed. (see Appendix D). The designated rescue service has been provided a copy of the inventory and a copy of all applicable SDS for each space. The designated rescue service shall also be provided prior access to all spaces so that the rescue service can develop and practice rescue operations and shall do so at least once a year.

The rescue service will be contacted by means of communication or process and can be reached at **phone number.**

Upon arrival the rescue team will be furnished with the permit and informed of any hazards present.

Regardless of the number of permit required confined space entries made, the **Rescue Service** will be contacted at least annually to review the following information.

1. List of permit-required confined spaces.
2. The hazards of the spaces.
3. Procedures for entry.
4. Equipment available on site.
5. Training programs.

14. CONTRACTORS/VENDORS

Any work for (employer name) at any (employer name) facility or off-site location must be conducted in accordance with all applicable regulations. Contractors must have a written confined space program that complies with all applicable regulations. All contractors must provide copies of their written program and employee training documentation along with their rescue agreement to the contracting department.

Contractors are also responsible to supply all needed equipment to perform safe entry and/or rescue. When a contractor is required to enter or work in a permit required space, the contracting department will furnish a written copy of the known hazards identified in that space to the contractor.
Any contractor/vendors who will be engaged in a permit required confined space entry must, at a minimum, follow this procedure. Whenever a contractor will be involved in a permit-required confined space entry, a written plan for the entry will be submitted to the program administrator prior to the work being scheduled. The program administrator, or a designated employee who has been trained as an entry supervisor, will approve the contractor written plans. Prior to entry_____ must inform the contractor if any hazards previously confronted in the space, apprise the contractor of any precautions or procedures that have been implemented for the protection of employees working near that space and coordinate any operations between the contractor and (employer name). At the conclusion of the entry, _____ will debrief the contractor regarding the permit space program followed and any hazards that were confronted or created in the space.

Before entry operations begin, the controlling contractor must:

(i) Obtain the host employer's information about the permit space hazards and previous entry operations; and

(ii) Provide the following information to each entity entering a permit space and any other entity at the worksite whose activities could foreseeably result in a hazard in the permit space:

(A) The information received from the host employer;

(B) Any additional information the controlling contractor has about the subjects listed in paragraph (h)(1) of this section; and

(C) The precautions that the host employer, controlling contractor, or other entry employers implemented for the protection of employees in the permit spaces.

(3) Before entry operations begin, each entry employer must:

(i) Obtain all of the controlling contractor's information regarding permit space hazards and entry operations; and

(ii) Inform the controlling contractor of the permit space program that the entry employer will follow, including any hazards likely to be confronted or created in each permit space.

(4) The controlling contractor and entry employer(s) must coordinate entry operations when:

(i) More than one entity performs permit space entry at the same time; or

(ii) Permit space entry is performed at the same time that any activities that could foreseeably result in a hazard in the permit space are performed.

(5) After entry operations:

(i) The controlling contractor must debrief each entity that entered a permit space regarding the permit space program followed and any hazards confronted or created in the permit space(s) during entry operations;

(ii) The entry employer must inform the controlling contractor in a timely manner of the permit space program followed and of any hazards confronted or created in the permit space(s) during entry operations; and

(iii) The controlling contractor must apprise the host employer of the information exchanged with the entry entities pursuant to this subparagraph.

Note to paragraph §1926.1203(h). Unless a host employer or controlling contractor has or will have employees in a confined space, it is not required to enter any confined space to collect the information specified in this paragraph (h).

(iv) If there is no controlling contractor present at the worksite, the requirements for, and role of, controlling contactors in §1926.1203 must be fulfilled by the host employer or other employer who arranges to have
employees of another employer perform work that involves permit space entry.

15. TRAINING

Training will be provided for all personnel who are attendants, entrants or entry supervisors as follows:

- Before the employee is assigned duties relating to permit required confined space entry;
- Before the employee's assigned duties change;
- Whenever there is a change in operations that presents a hazard that the employee has not been trained in previously;
- Whenever there is an indication that the procedure is not being followed safely and/or when there are indications that employee practices or knowledge do not meet the requirements.

Training shall establish proficiency in the duties required by the standard. All training will be certified in writing with the employee's name and the date of training in addition to an outline of material presented.

Annual refresher training shall be provided to all affected employees and will include a non-entry rescue practice drill.

All employees that work near confined spaces and are not allowed to enter, will be given a confined space awareness training in order to comply with part 29 CFR 1910.146(c)(2).

Training records will be kept and maintained by:_____.

A copy of training curricula can be found in Appendix E.

16. REVISION HISTORY RECORD:

Original Document prepared_____

Revision Number	Section	Revised By	Description
0	NA	NA	Original document.