

Confined Space Policy General Requirements

Recordkeeping - Each supervisor is required to maintain all of the information necessary to comply with the provisions of this program including this document; a list of any confined spaces that his or her employees may be expected to enter; training certifications for employees who may be involved in confined space entry; a sample permit for each permit space, or group of permit spaces; and alternate procedures, if any, along with required supporting documentation.

Workplace Survey - Each supervisor shall conduct a survey of his or her employees' workplace to determine if any confined spaces exist. If confined spaces are found, a list of such spaces must be developed sent to the Environmental Health and Safety Office (EHS).

Evaluation of Confined Spaces - Before any employee is allowed to enter a confined space, his or her supervisor must identify and evaluate all hazards associated with the space. Supervisors are responsible for developing the means, procedures, and practices necessary for safe confined space entry including, but not limited to, the following:

1. Specifying acceptable entry conditions;
2. Isolating the space through the use of lockout/tagout procedures;
3. Purging, inerting, flushing, or ventilating the permit space as necessary to eliminate or control hazardous atmospheric conditions
4. Providing barriers to protect entrants from hazards associated with pedestrians, vehicles, or other external hazards
5. Verifying that conditions in the space are acceptable for entry throughout the duration of an authorized entry
6. Preventing unauthorized entry

Assistance in confined space evaluation is available through the EHS.

Training - Training will be provided by EHS in the general skills necessary for confined space entry. Supervisors are responsible for the specific training of each employee in those tasks which are unique to confined spaces they are expected to enter. Training must be conducted before the employee is first assigned duties covered by this program. Retraining must be conducted whenever there are changes in an employee's duties, changes in the confined space operations that present a hazard that the employee has not been previously trained about, or deviations from the confined space entry procedures. A certification of employee training must be kept by the supervisor and must contain each employee's name, the signatures or initials of the trainers, and the dates of training. Appendix A provides a training certification form.

Protective Equipment and Materials - The following protective equipment and materials must be provided by departments involved in confined space entry, as needed:

1. Testing and monitoring equipment
2. Ventilation equipment needed to obtain acceptable entry conditions
3. Communication equipment
4. Personal protective equipment
5. Lighting equipment necessary for employees to see well enough to work safely and to exit the space quickly in the event of an emergency
6. Barriers and shields
7. Equipment, such as ladders, for safe entry and exit by entrants
8. Rescue and emergency equipment
9. Any other equipment necessary for safe entry into and rescue from permit spaces

Supervisors must ensure that all equipment is maintained properly and that employees are trained in its proper use. The purchasing and maintenance of equipment (including rescue and emergency equipment) is the responsibility of each department that has employees who enter confined spaces. Assistance in equipment selection is available through EHS.

Rescue and Emergency Services - The Department of Public Safety should be contacted in the event of any emergency involving a confined space entry.