

# CONFINED SPACE ENTRY



## QUICK REFERENCE CARD

### CONFINED SPACES CAN BE DEADLY

A confined space is an **enclosed** or **partially enclosed** area that is big enough for a worker to enter. It is not designed for someone to work in regularly, but workers may need to enter the confined space for tasks such as **inspection, cleaning, maintenance, and repair**.

### POLICY STATEMENT

A confined space entry policy statement is designed to ensure that all personnel are made **aware** of the company's stance on confined spaces. In this statement the company will indicate **expectations** of all personnel who may be involved in a confined spaces entry, citing who may enter a confined space and the steps that must be taken **before, during and after** said entry in addition to citing confined space entry restrictions.

### SCOPE

Scope sets the parameters of the program by describing **who** it applies to and provides direction to **contractors**. The scope also describes some applicable hazards associated with confined spaces and some examples of what areas would be considered to be confined spaces with the purpose in mind to illustrate how this program would apply to the individual.

### RESTRICTED ENTRY

Confined spaces must all be identified and labelled at **each entry point** into confined spaces to indicate that entry into confined spaces is prohibited and that only persons **trained** and **authorized** to do so may access the confined spaces.

### RESPONSIBILITIES - EMPLOYER:

- Ensure that all provisions of this program are fully implemented
- Provide all required resources for the implementation of this program
- Ensure that a Confined Space Administrator is assigned
- Ensure that all confined spaces are identified and inventoried

### RESPONSIBILITIES - CONFINED SPACE ADMINISTRATOR:

- Ensure that all equipment associated with this program is inspected monthly and calibrated according to manufacturers' instructions
- Ensure that all training required by this program is conducted
- Ensure that the program is reviewed annually and updated accordingly
- Ensure the provisions of this program are fully implemented by the employees for all confined spaces in the workplace
- Ensure that contractors adhere to the provisions of this program or the contractor's equivalent program

### RESPONSIBILITIES - CONFINED SPACE ENTRY SUPERVISOR:

- Participate in the hazard assessment of the confined spaces
- Understand the provisions of this program
- Have overall responsibility for the entry
- Are the workers signing the Confined Space Entry Permit?
- Knows the hazards and the controls
- Verify the permit has been filled out correctly and all testing and inspection has been done
- Verify that the permit references the hazard assessment and safe confined space entry procedures which will identify all potential energy sources and potential hazards to be isolated and locked out prior to issuing the permit
- Verify that the controls are in place and that the space is fit for entry
- Terminate the permit and cancel entry if necessary
- Verify emergency procedures are in place
- Verify that persons entering into the space have had the proper training
- Remove unauthorized personnel from the work area
- Ensure that safe conditions are maintained throughout the entry period
- Ensure all workers are briefed, equipped and use the equipment provided
- Transfer responsibilities to incoming entry supervisor at shift or personnel changes

### RESPONSIBILITIES - STANDBY PERSON:

- Know the location of the confined space
- Know hazards and symptoms of exposure
- Ensure the entry permit identifies the entrants
- Ensure that the permit is signed-off prior to any entry into the confined space
- Keep track of who enters and leaves the confined space and when
- Remain in constant contact with the entrants
- Monitor conditions inside and outside the space
- Ensure all required emergency equipment is immediately available, is in good working condition, and be familiar with the use of the equipment
- Ensure that an entry log of times personnel enter and exit the confined space is recorded on the permit
- Ensure that the gas detector readings are taken and recorded on the permit prior to entry into the confined space, at intervals during the entry, and upon exit from the space
- Ensure that all combustion equipment is exhausted away from the space and the ventilation system
- Keep all personnel not involved in the confined space entry process away from the area and do not become distracted
- Have all documentation available at the space for review as required
- Stay alert at all times
- Remain at the designated post at all times
- Watch for and alert the person(s) inside of any potential hazards

## RESPONSIBILITIES – ENTRANTS:

- Know the provisions of this program
- Know the hazards associated with the confined spaces, symptoms of exposure and how to control those hazards
- Conduct a pre-work inspection
- Stay in communication with the standby person
- Use equipment properly
- Notify the standby person of unacceptable conditions within the space immediately
- Exit the space when:
  - The order is given
  - You recognize a potentially hazardous situation
  - The space becomes unfit for continued entry

## CONFINED SPACE INVENTORY

The Confined Space Administrator is responsible for ensuring that the **inventory** of confined spaces and locations is kept up to date as required. If there is any concern that the inventory is not accurate, this discrepancy must be reported **immediately** to the Confined Space Administrator.

## ASSESSMENT OF HAZARDS

An initial Hazard Assessment must be conducted for each space **prior** to entry to ensure that proper safe entry procedures are developed. A Hazard Assessment must be conducted for **all** confined spaces on site where work is normally conducted in these spaces. The hazards must be re-assessed whenever work inside these spaces changes.

## ISOLATION OF HAZARDS

All potential hazards need to be identified and controlled before **anyone** is allowed to enter a confined space. The confined space must be **isolated**; no hazardous materials can be allowed to enter the space, and all electrical and mechanical energies must be **locked-out**.

## HAZARDOUS ATMOSPHERE LEVELS

Atmospheric hazards in confined spaces will be rated as **Low**, **Moderate** or **High** and will be determined during the hazard assessment. The rating will then be used when preparing written safety entry procedures.

## AIR QUALITY TESTING AND MONITORING

The air quality inside confined spaces must be established in order to ensure that personnel are **not** at risk. Normally, testing of air quality inside the confined space will be done:

- Immediately prior to entry
- No less than every 20 minutes while personnel remain inside the confined space
- On exiting the confined space

## VENTILATION REQUIREMENTS

Continuous ventilation with **clean, breathable** air must be continually provided to all confined space during entry unless indicated otherwise on the Hazard Assessment and Safe Confined Space Entry Procedures.

## WRITTEN SAFE ENTRY PROCEDURES

Written Safe Confined Space Entry Procedures are typically created using the **hazard assessments** and utilizing the notion of **eliminating** or **minimizing** the risk of all hazards that are identified.

## BASIC REQUIREMENTS FOR SAFE ENTRY

A Confined Space Entry Permit must be issued by the Confined Space Entry Supervisor authorizing entry into the confined space **prior** to entry into any permit required confined space. Only **one permit** is to be issued per confined space that will be entered during each shift. A Confined Space Entry Permit is only valid for a **single work shift**, and only while there is no significant break or change in the work activity within the confined space(s). In the event that there is a significant break or change in the work activity that alters the hazards within the space will necessitate **revalidation** of the entry permit by the Entry Supervisor.

## RECORDKEEPING

A copy of the permits must be kept on file for **one year** after the date of completion of the entry. These records must be kept by the **Supervisor** authorizing the entry and must provide evidence of conformity to program requirements.

## TRAINING

Training must be provided for **all** employees that are involved in confined space entry and rescue. Prior to being permitted to conduct confined space work, all persons involved in confined space entry must be **suitably trained**. Specific training delivery is chosen based on identified needs, and those needs must be re-assessed periodically by the Confined Space Entry Supervisor.

## CONFINED SPACE RESCUE

Prior to a confined space entry a **rescue plan** must be created and the rescue team briefed to ensure that all members of the rescue team are made aware of where the confined space is located and about the **hazards** associated with the space.