

21

Confined Spaces

21.1 Policy Statement

[Company Name] is committed to a safe, healthful workplace for its employees. Confined work spaces that present hazards to workers demand controls to reduce exposure to those hazards. The purpose of this written program is to identify all permit spaces at this workplace and ensure authorized employees will enter, work in, and exit the spaces safely.

21.2 Responsibilities

Safety in hazardous confined spaces is a cooperative effort between [Company Name] and its employees.

21.2.1 Employer Responsibilities

It is the responsibility of [Company Name] to:

- Evaluate the workplace to determine whether any spaces are permit-required confined spaces;
- Inform exposed employees of presence of permit-required confined spaces with signs or equally effective means;
- Take measures to prevent employees from entering permit spaces without permit.
- Develop and implement a written permit space program — available for inspection by employees or their representatives — if employees are permitted to enter permit spaces;
- Reevaluate, and reclassify as necessary, a non-permit confined space when there are changes in use or configuration of that space that may increase hazards to entrants;
- Abide by all applicable standards and regulations when work with a contractor involves permit space entry;
- Provide and keep in good repair all equipment necessary for the written permit space program;
- Evaluate permit space conditions when entry operations are concluded;
- Provide at least one attendant outside permit space during entry operations able to respond to an emergency;
- Designate individuals with active roles in entry operations, identify their duties and provide appropriate training;
- Develop and implement all other elements of a permit space program including, but not limited to, the following:
 - Procedures for summoning rescue and emergency services;
 - System for preparing, issuing, using and cancelling entry permits;

- Procedures to coordinate entry operations with another employer so employees of one employer don't endanger employees of another;
- Procedures for concluding entry;
- Review entry operations and the permit space program to ensure employees are protected from permit space hazards; and
- Consult with affected employees or their representatives in the development and implementation of all elements of the permit space program, and make available to them all information required for the permit space program.

21.2.2 Safety Committee Responsibilities

It is the responsibility of the *[Company Name]* safety committee to:

- Assist in identifying confined spaces and permit spaces;
- Assist in training employees regarding permit space procedures;
- Participate in regular review of permit space program as necessary;
- Offer to management recommendations from employees about the permit space program; and
- Assist in confined space entry procedures and rescue operations as required.

21.2.3 Employee Responsibilities

Employees are expected to abide by the confined space entry program. These responsibilities vary according to the role the employee serves with each entry:

21.2.3.1 Authorized Entrant

Authorized entrants must:

- Know the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure;
- Properly use all equipment necessary for safe entry into any permit space, as well as any equipment necessary to ensure safe conditions within the permit space and equipment to provide safe rescue from the space;
- Communicate with the attendant as necessary to enable the attendant to monitor entrant status and to enable the attendant to alert entrants of the need to evacuate the space;
- Alert the attendant whenever the entrant recognizes any warning sign or symptom of exposure to a dangerous situation, or the entrant detects a prohibited condition; and
- Exit from the permit space as quickly as possible whenever:
 - An order to evacuate is given by the attendant or the entry supervisor,
 - The entrant recognizes any warning sign or symptom of exposure to a dangerous situation,
 - The entrant detects a prohibited condition, or
 - An evacuation alarm is activated.

21.2.3.2 Attendant

Attendants must:

- Know the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure; and possible behavioral effects of hazard exposure in authorized entrants;
- Continuously maintain an accurate count of authorized entrants in the permit space and ensure the means used to identify authorized entrants accurately identify entrants;
- Remain outside the permit space during entry operations until relieved by another attendant (If the permit entry program allows attendant entry for rescue, attendants may enter a permit space to attempt a rescue if they have been trained and equipped for rescue operations and if they have been relieved.);
- Communicate with authorized entrants as necessary to monitor entrant status and alert entrants of the need to evacuate the space;
- 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:
 - If the attendant detects a prohibited condition;
 - If the attendant detects the behavioral effects of hazard exposure in an authorized entrant;
 - If the attendant detects a situation outside the space that could endanger the authorized entrants; or
 - If the attendant cannot effectively and safely perform all the duties required;
- Summon rescue and emergency services as soon as the attendant determines that authorized entrants may need assistance to escape from hazards;
- Takes the following actions when unauthorized persons approach or enter a permit space while entry is underway:
 - Warn the unauthorized persons that they must stay away from the permit space;
 - Advise the unauthorized persons that they must exit immediately if they have entered the permit space; and
 - Inform the authorized entrants and the entry supervisor if unauthorized persons have entered the permit space;
- Perform non-entry rescues as specified by the rescue procedure; and
- Perform no duties that might interfere with the primary duty to monitor and protect the authorized entrants.

21.2.3.3 Entry Supervisor

Entry supervisors must:

- Know the hazards that may be faced during entry, including information on the mode of possible exposure, signs or symptoms, and consequences of the exposure;
- Verify, by checking that the appropriate entries have been made on the permit, that all tests specified by the permit have been conducted and all procedures and equipment specified by the permit are in place before allowing entry to begin;
- Terminate the entry and cancel the permit when required;
- Verify that rescue services are available and that the means for summoning them are operable;
- Remove unauthorized individuals who enter or who attempt to enter the permit space during entry operations; and
- Determine — upon transfer of responsibility for a permit space entry operation and when dictated by the hazards and operations performed within the space — that entry operations remain consistent with terms of the entry permit and that acceptable entry conditions are maintained.

21.3 Training

[Company Name] will ensure every employee is provided training on confined spaces. This training will be provided at no cost to the employee during working hours.

[Company Name] will use only training material that is appropriate in content and vocabulary to the educational level, literacy, and language of employees.

21.3.1 Training Components

[Safety Advisor Name] will ensure that every employee will be trained in the following minimum elements:

- How to identify a confined workspaces;
- The need for safe confined space entry procedures;
- Hazards present in confined spaces and inherent hazards presented by any confined space in the workplace; and
- The roles of individuals involved in safe confined-space entry.

Employees expected to perform duties as an entry supervisor, hazardous confined space entry attendant or authorized entrant will receive training and demonstrate the understanding, knowledge and skills necessary to participate safely in the confined space entry program, including, but not limited to the following:

- The specific hazards of all confined spaces in the workplace;
- Conditions under which a confined space may or must be reclassified under the confined space entry program;

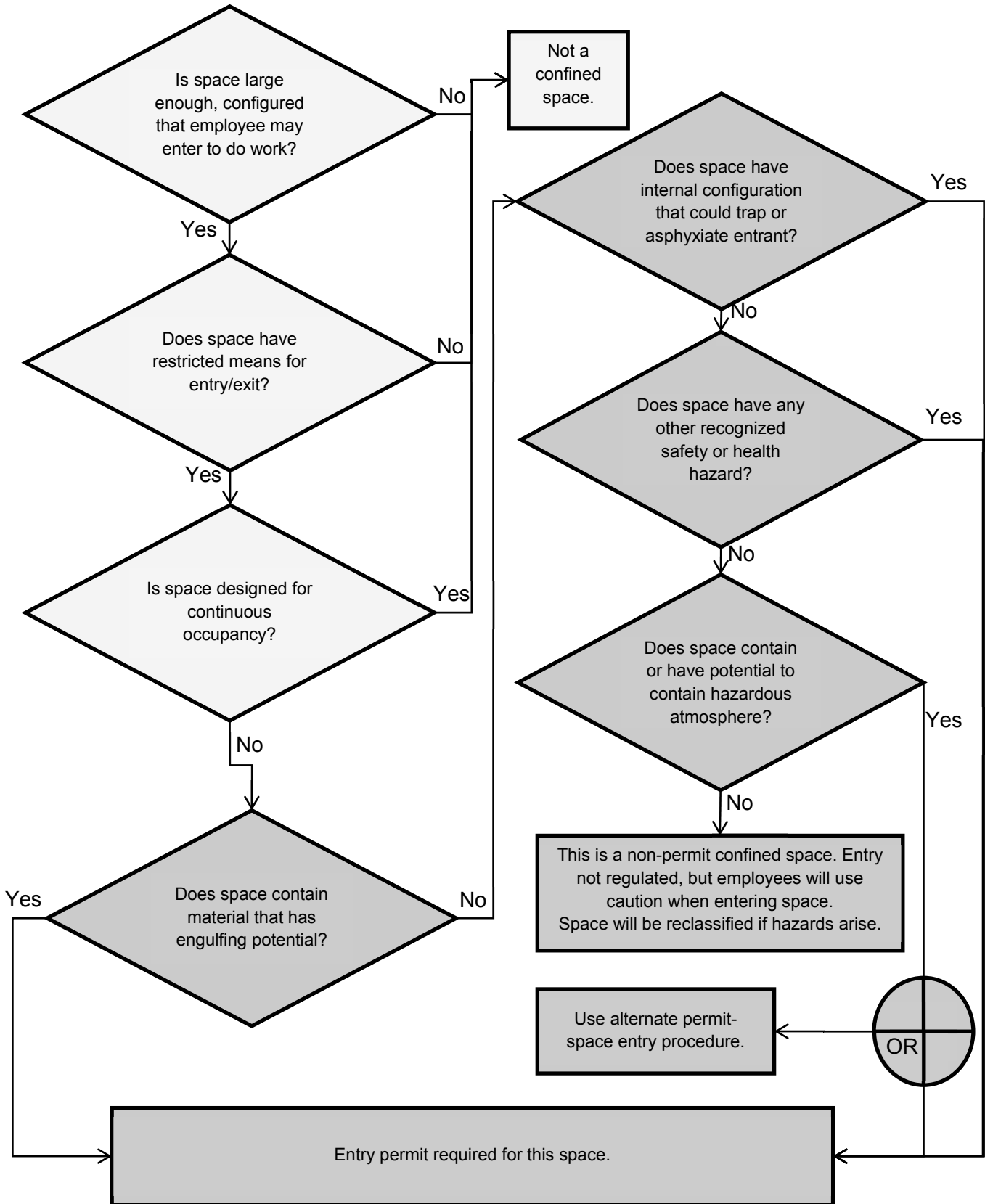


Figure 2