



**Central Office
Confined Space Entry**

Purpose

This section provides guidelines for the safe entry of Confined Spaces at all field locations. The Occupational Safety and Health Act (OSHA) 1910.146, requires that a Confined Space procedure be developed and implemented prior to entering and working in any Confined Space. This section provides a reference tool for all field personnel to use to develop site-specific procedures for proper entry to all Confined Space areas. These guidelines are designed to protect all field personnel from potential injury by entering confined spaces.

Confined Space Entry Summary

Only trained and authorized personnel can perform Confined Space Entry.
Atmospheric Monitoring inside the Confined Space must be conducted and the results posted on the permit.
Safety measures need to be implemented to prevent unauthorized personnel from entering the Confined Space
Atmospheric conditions need to be continuously monitored when there is a possibility that conditions may change
A Life Line or Full body harness must be worn in Confined Spaces where all hazards could not be eliminated prior to entry.
The Attendant and Entrants shall be in constant communication using two-way radios or other communication at all times.
Emergency Rescue personnel shall be notified of the conditions and possible hazards encountered in the Confined Space prior to entry.

Training

All personnel who will be involved with Confined Space Entry must first receive training in the following areas:

- Confined Space Hazard Recognition
- Use of monitoring equipment
- Personal Protective Equipment
- Safe Operating Procedures

Training must be conducted:

- Prior to conducting any Confined Space Entry or assistance.
- Whenever there is a change in assigned duties.
- Whenever personnel do not understand the proper entry procedures or it is observed that established procedures are not being followed.

Confined Space Guidelines

Site management and any other qualified personnel shall identify and evaluate all of the hazards of the Permit-Confined Space before any personnel enter.

Such hazards may include:

- Oxygen Deficiency
- Flammable Atmospheres
- Confinement
- Engulfment
- Electrical
- Toxic Substances
- Moving Machinery

Site management shall ensure that all personnel performing or assisting in the Confined Space Entry has been properly trained. They shall, at a minimum, be able to identify hazardous conditions that may be encountered, properly use the monitoring equipment, know how to use PPE, and able to perform the entry according to the site-specific procedures.

Site management shall issue the Confined Space Permit only after the above criteria and all safety precautions have been met. All relevant testing results and personnel shall be listed on the permit.

Site management shall either act as the outside attendant or designate another qualified individual. The attendant must remain directly outside of the Confined Space at all times and in constant communication with the entrants. If at any time the attendant is not capable of doing so, then the entrants must be removed from the Confined Space.

The attendant shall give all entrants the opportunity to review any atmospheric test results conducted, either prior to or after entry. Unless precautions are in place and it can be verified that there is not a hazardous atmosphere, the attendant shall conduct constant monitoring. If at any time the attendant detects a hazardous atmosphere, the entrants shall be removed until the conditions warrant reentry.

The site manager shall complete and sign the Confined Space Permit and have a copy posted at the Confined Space Entry location. A copy of the permit shall be maintained for the duration of the project.

Once the Confined Space Entry is complete, the entry permit will be canceled and filed with site management. If Confined Space work continues to the next shift, the entry permit will be canceled and another permit must be issued on the next shift.

Suppliers who are not readily supervised by field personnel shall:

- inform their Field Operations Management Representative that the job requires entry into a permit-required confined space
- instruct their personnel to conduct the work in accordance with this section and any other relevant procedure
- notify the site manager of the potential hazards that make it a Permit- required Confined Space and inform them of any experience regarding Confined Space Entry
- notify the site manager upon completion of the Confined Space Entry and the hazards faced or experienced while conducting the entry.

Confined Space Entry Identification

Site management shall inspect each customer location for Confined Spaces while conducting the site walkthrough with the customer.

Confined Spaces that meet the following criteria will be labeled and numbered using the Confined Space Sign available through the Tool Room.

- The space is large enough and configured in such a way that a person can enter his/her entire body into that space and perform assigned work.
- The space has limited or restricted means for entry or exit.
- The space is not designed for continuous employee occupancy.

Site management shall develop a master inventory list of the Confined Space locations with a corresponding map for each location that has Confined Spaces. The list and map shall be maintained for the duration of the project and readily available for review by all field personnel.

Site-Specific Instructions

Prior to initiating any work in a Confined Space, site management shall:

- develop and implement site-specific work instructions for the safe entry of all personnel at that location - Instructions shall identify acceptable entry conditions, how to isolate the permit space, how to purge or ventilate the Confined Space to eliminate or reduce atmospheric hazards, and how to conduct constant monitoring when needed.
- provide all the necessary equipment required to ensure a safe entry - The equipment needed for most Confined Space Entry is atmospheric testing and monitoring equipment, ventilating equipment, communication equipment, lighting equipment, barriers, ladders, rescue equipment, and PPE.
- ensure that the proper rescue equipment is available and provided before any personnel enter a Permit Required Confined Space
- ensure that the proper emergency and rescue personnel services are available and that they have been contacted and informed of hazards well in advance of beginning Confined Space Entry - The emergency and rescue services must be made aware of possible hazards they could face while responding to this type of an emergency.