

## **Confined Space Entry Programs**

This helpful tool gives you examples of confined space entry programs, including a fill-in-the-blank form, for different workplace situations. The examples are provided to help you determine what information to include in a program for your workplace.

The examples include:

- A fill-in-the-blank template
- 3 examples showing content information to consider for the following specific workplaces:
  - Sewer spaces
  - Meat and poultry rendering plants
  - Portable tank fabricating or servicing

**You are responsible for implementing and maintaining your written program.**

## FILL-IN-THE-BLANK TEMPLATE

The following is a fill-in-the-blank template for a confined space entry program. You are responsible for:

- Providing the actual content
- and**
- Implementing and maintaining your written program.

Complete this document by adding your specific information to meet the requirements of WAC 296-809-30002, *Develop a written permit-required confined space program*.

(Insert company name)

## CONFINED SPACE ENTRY PROGRAM

### OVERVIEW

This confined space entry program:

- Identifies all permit-required confined spaces in our workplace  
**and**
- Describes our procedures for worker safety and health in permit-required confined spaces

Employees will participate in developing and implementing the program in the following ways:

(Insert how your employees will participate )

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(Insert company name) will treat all confined spaces as permit-required spaces until they have been evaluated **and** are documented to be nonpermit.

### ROLES & RESPONSIBILITIES

The following shows which employees are responsible for the tasks outlined:

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| <p style="text-align: center;"><b>For information only</b><br/><b>Remove this box from your completed program</b></p> <p>In addition to the roles below, you may want to designate:</p> <ul style="list-style-type: none"><li>• Someone with overall responsibilities for your program<br/><b>or</b></li><li>• One person with all the responsibilities.</li></ul> |
|--|

| Responsibility:  | Person assigned this responsibility: |
|--|--------------------------------------|
| <p>Evaluate our work locations and determine:<br/>           ✓ [Check appropriate box(es)]</p> <ul style="list-style-type: none"> <li>• Confined space(s) exist at the worksite.</li> <li>• Permit-required confined space(s) exist at the worksite.</li> </ul>  |                                      |
| <p>Evaluate the confined space(s) to determine whether hazards are present.</p>  |                                      |
| <p>Evaluate hazards and determine the appropriate entry procedure for the space.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• Until evaluated and documented otherwise, all confined spaces will be considered permit-required spaces.</li> <li>• Alternate entry procedure may apply when the only hazard remaining in the space is a potential hazardous atmosphere controlled by the use of forced air ventilation.</li> </ul>  |                                      |
| <p>Re-evaluate the space when the use, configuration, or hazards of a confined space change.</p>   |                                      |
| <p>Monitoring and testing as follows:</p> <ul style="list-style-type: none"> <li>• Conduct initial monitoring to identify and evaluate any potentially hazardous atmospheres</li> <li>• Complete atmospheric testing in the following order:               <ul style="list-style-type: none"> <li>- Oxygen</li> <li>- Combustible gases</li> <li>- Toxic gases and vapors</li> </ul> </li> <li>• Record the data <u>(specify location)</u></li> <li>• Keep these records on-site in <u>(Specify location)</u></li> </ul> |                                      |
| <p>Inform exposed or potentially-exposed employees of the existence and hazards of confined spaces using the methods described below under “Control Confined Space Entry.”</p>   |                                      |

|  |  |
|--|--|
| Provide employees entering confined spaces, or their designated representative, an opportunity to observe pre-entry testing and any subsequent testing.  |  |
| <ul style="list-style-type: none"> <li>- All test results will be provided to the entrants or their representatives upon request.</li> <li>- The space will be re-evaluated if entrants or their representatives believe that the permit space was inadequately tested.</li> </ul> |  |
| Make sure that all equipment needed for safe entry into any confined space is available and in proper working order.   |  |
| Conduct a review using the canceled entry permits to identify and correct any deficiencies in our program.   |  |

## IDENTIFY CONFINED SPACES AND HAZARDS

The following table provides a list of our confined spaces and hazards:

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If you have a list of confined spaces and their hazards, you can attach it instead of completing this table.

### Confined Spaces and Hazards

| Confined Space<br>(name or number)              | Type of<br>Space (tank,<br>hopper, sump, pit<br>etc.) | Location | Hazards |
|---|---|----------|---------|
| <i>(Insert your confined space information)</i> |   |          |         |
|   |   |          |         |
|   |   |          |         |

## CONTROL OF CONFINED SPACE ENTRY

We use the following method(s) to inform employees about the existence and hazards of confined spaces, and prevent unauthorized entry:

- ✓ (Check appropriate box(es))
- Posting danger signs at each permit space reading "Danger-Confined Space - Do Not Enter"

*(Insert additional means you use to prevent entry)*

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The methods used to prevent entry must be effective. The following are examples of effective methods:

- Using barriers
- Specialized tools under management's control to open the space
- Supplementing these measures with training and signs

## PERMIT ENTRY PROCEDURES

Our entry procedures for permit spaces include the following:

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Examples of entry permits are included in the resource section.

You may have multiple entry procedures. Specific examples of some of the procedures you may use to enter and complete work include the following:

- Procedure 001 Lockout/Tagout (LOTO)
- Procedure 002 Atmospheric monitoring
- Procedure 003 Job Hazard Analysis

## ALTERNATE ENTRY PROCEDURES

**For information only**  
**Remove this box from your completed program.**

Complete this section **only** when using alternate entry.

Our permit spaces that have as their only hazard an actual or potential hazardous atmosphere may use alternate entry procedures. These alternate entry procedures do not require the use of an entry permit.

Alternate entry procedures can be used for the spaces listed in the following table:

| Confined Space Name or Number             | Hazards | Method of Hazard Elimination | Potential Hazardous Atmosphere | Ventilation Equipment Required |
|---|---------|------------------------------|--------------------------------|--------------------------------|
| <i>(insert your specific information)</i> |         |                              |                                |                                |
|   |         |                              |                                |                                |
|   |         |                              |                                |                                |
|   |         |                              |                                |                                |

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We will do all of the following when using alternate entry procedures:

- Eliminate unsafe conditions before removing entrance covers.
  - After removing entrance covers, promptly guard the opening with a railing, temporary cover, or other temporary barrier to prevent accidental falls through the opening and protect entrants from objects falling into the space.
  - Certify that pre-entry measures have been taken (such as safe removal of the cover and having protection needed to gather pre-entry data), with the date, location of the space, and signature of the person certifying.
  - Make the pre-entry certification available to each entrant before entry.
- Before an employee enters the confined space, test the internal atmosphere with a calibrated, direct-reading instrument for all of the following, in this order:
  1. Oxygen content
  2. Flammable gases and vapors
  3. Potential toxic air contaminants.
- Provide entrants, or their authorized representatives, with an opportunity to observe the pre-entry and periodic testing.
  - Make sure the atmosphere within the space is not hazardous when entrants are present.
- Use continuous forced air ventilation, as follows:
  - Wait until the forced air ventilation has removed any hazardous atmosphere before allowing entrants into the space.
  - Direct forced air ventilation toward the immediate areas where employees are, or will be, and continue ventilation until all employees have left the space.
  - Provide the air supply from a clean source and make sure it does not increase hazards in the space.
- Test the atmosphere within the space as needed to make sure hazards do not accumulate.
- If a hazardous atmosphere is detected during entry, we will do all of the following:
  - Evacuate employees from the space immediately.



- Evaluate the space to determine how the hazardous atmosphere developed.
  - Implement measures to protect employees from the hazardous atmosphere before continuing the entry operation.
  - Verify the space is safe for entry before continuing the entry operation.
- The written documentation is available to each employee entering the space or to that employee's representative at the confined space bulletin board.

**CLASSIFY A CONFINED SPACE AS A NONPERMIT SPACE**

**For information only  
Remove this box from your completed program.**

Complete this section **only** when you classify a space as nonpermit.  
See Nonpermit Space Documentation Form in this section.

- A space will be classified nonpermit only for as long as all the hazards remain eliminated.
- If someone must enter the space to eliminate of any of the hazards, we will follow all the requirements listed under the permit entry procedures.
- Documentation that no permit-required confined space hazards exist will include the following:
  - The date, location, and signature of the person making the determination.
  - How we determined that no permit-required confined space hazards exist.
  - Documentation will be available to entrants or their authorized representatives by posting at the entry to the space.

The following spaces can be classified as nonpermit spaces by following the listed methods of hazard elimination:

| <b>Date</b>                              | <b>Location of Confined Space</b> | <b>Hazards</b> | <b>Method of Hazard Elimination</b> |
|--|-----------------------------------|----------------|-------------------------------------|
| <i>(Input your specific information)</i> |                                   |                |                                     |
|  |                                   |                |                                     |
|  |                                   |                |                                     |
|  |                                   |                |                                     |

## NONPERMIT SPACE DOCUMENTATION FORM

|  |  |
|--|--|
| <b>Nonpermit confined space name or number</b> | <i>(Insert your specific information here)</i> |
| <b>Location</b>                                |  |
| <b>Documentation</b>                           |  |
| <b>Date</b>                                    |  |
| <b>Signature</b>                               |  |

## TRAINING

- We will provide permit space training to employees at the following times:
  - When hired, so new employees are aware of our confined spaces
  - Before they are assigned permit space entry duties
  - When their assigned duties change
  - and**
  - When there is a change in a space that creates hazards for which they have not been trained.

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Following are 6 basic categories of training, based on duties and potential exposure:

1. Awareness training provided to all employees potentially exposed to permit spaces, covering the following:
  - a. The location and hazard of each space
  - b. The company program for confined spaces
  - c. Emphasis on **not** entering the space for any reason.
2. Entry and exit training for the following team members:
  - a. Entrants
  - b. Attendants
  - c. Supervisors
  - d. Rescue team members
3. Training on how to manage confined space entries for entry supervisors.
4. Rescue training for rescue team members.
5. Pre-entry procedure training for all:
  - a. entrants
  - b. supervisors
  - c. Attendants
  - d. Rescue team members
6. Training on evaluating and testing confined spaces for:
  - a. Entry supervisors
  - b. Staff assigned to test and evaluate the space
7. Retraining for employees when you have any reason to believe they are not proficient at their confined space duties.

## OUR RESPONSIBILITIES FOR CONTRACTORS

**For information only  
Remove this box from your completed program.**

Complete this section **only** when you hire a contractor to work in your confined space(s).

A copy of this Confined Space Entry Program will be provided to each contractor involved in permit space entry work at our company. Each contractor will be briefed on the following:

- The location of the permit spaces at our facility.
- Entry into permit spaces is only allowed by following the written entry program.
- The reasons for listing the space as a permit space, including both of the following:
  - The identified hazards
  - Our experience with the particular space.
- Precautions we have implemented to protect employees working in or near the space.
- Who will debrief the contractor at the completion of entry operations, or during entry if needed, on whether any hazards were confronted or created during their work.

## OUR RESPONSIBILITIES WITH HOST EMPLOYERS

**For information only  
Remove this box from your completed program.**

Complete this section **only** when you are a contractor working in someone else's confined space.

Our entry supervisor will do the following to make sure entry operations are coordinated with host employers:

- Obtain any information on the hazards of the permit space and information from previous entry operations
- Determine if other workers will be working in or near the space.
- Coordinate entry operations with other workers
- Inform the host employer of the permit space program that we follow.
- Hold a debriefing conference at the completion of the entry operation, or during the entry operation if needed, to inform the host employer of any hazards confronted or created during work in the space.

## RESCUE AND EMERGENCY SERVICES

We have developed the following rescue and emergency action plan:

**For information only  
Remove this box from your completed program.**

1. Insert your specific company rescue and emergency plan here.
2. For more information about rescue from confined spaces, see the Helpful Tool *Evaluating Rescue Teams or Services*.
3. You need to use non-entry rescue procedures and equipment, unless this would increase the risk of injury to the entrant or would be ineffective.
4. For entry rescue, see Entry Rescue Plans in this section.
5. This section is **not** required for the following confined space entries:
  - Classified and documented nonpermit spaces.
  - Proper use of alternate entry procedures.

## ENTRY RESCUE PLANS

Following are 3 options for you to consider when developing rescue plans as outlined in the helpful tool, *Evaluating Rescue Teams or Services*, which is located in the Resources section of the *Confined Spaces* book.

### Option 1

The entry supervisor will contact (name of rescue service) at (phone number) to do both of the following:

- Coordinate entry
- Schedule an entry date and time.

### Option 2

Complete the following information.

Train employees on the specific procedures for summoning the rescue and emergency services.

Name of rescue service: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Location: \_\_\_\_\_

Approximate response time: \_\_\_\_\_

Name of emergency medical service: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Location: \_\_\_\_\_

Approximate response time: \_\_\_\_\_

**Option 3**

The specific procedures for summoning rescue and emergency services for our workplace are:

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Following are the permit spaces that require stand-by rescue services during entry. The rescue service will be available at the space during the entire entry procedure to ensure prompt entrant rescue.

| <b>Permit Spaces Requiring Stand-by Rescue Services</b> |   |
|---|---|
| <b>Permit space:</b>                                    | <b>Stand-by rescue service name and telephone number:</b> |
|   |   |
|   |   |
|   |   |

## PERMIT-REQUIRED CONFINED SPACE PROGRAM REVIEW

**For information only  
Remove this box from your completed program.**

This section is **not** required if you only enter nonpermit spaces or use alternate entry procedures

At least every 12 months we will conduct a review using canceled entry permits to identify any deficiencies in our program. We will conduct a review immediately if there is reason to believe that the program does not adequately protect our employees, such as the following situations:

- Unauthorized entry of a permit space
  - Discovery of a hazard not covered by the permit
  - Detection of a condition prohibited by the permit
  - An injury or near-miss during entry
  - Change in the use or configuration of the space
- or**
- Employee complaints of permit space program ineffectiveness.

Corrective measures will be documented by revising the program. Employees will participate in revising the program, and will be trained on any changes.

If no permit space entry operations are conducted during the year, no review is needed.