

	<h1>CONFINED SPACE ENTRY</h1>	Doc No:	5101 - 5023
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<i>SAFETY OPERATING PROCEDURE (SOP)</i>		Page 1 of 19	
OPR:	Approval:	DEPARTMENT: RISK MANAGEMENT	
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1.0 PURPOSE

- 1.1 To establish safe practices and procedures in order to protect employees from the hazards of entry into confined spaces.

2.0 DEFINITIONS

- **Qualified Person:** one who has received training in and has demonstrated skills and knowledge in the construction and operation of electric equipment and installations and the hazards involved.
- **Acceptable Entry Conditions:** conditions that must exist in a permit space to allow entry and ensure that employees involved with a permit required confined space (PRCS) entry can safely enter into and work within the space.
- **Attendant:** an individual stationed outside one or more permit spaces who monitors the authorized entrants and who performs the duties assigned in the permit-required confined space program.
- **Authorized Entrant:** employee who is authorized by the employer to enter a permit space.
- **Blanking or Blinding:** closure of a pipe, line or duct by the fastening of a solid plate (such as a spectacle blind or a skillet blind) that completely covers the bore. Plate is capable of withstanding the maximum pressure of the pipe, line, or duct with no leakage beyond the plate.
- **Confined Space:** space meeting all the following requirements:
 - Large enough and so configured that an employee can bodily enter and perform assigned work.
 - Has limited or restricted means for entry or exit (for example, tanks, vessels, silos, storage bins, hoppers, vaults, and pits are spaces that may have limited means of entry.)
 - Is not designed for continuous employee occupancy.
- **Engulfment:** is the result of an employee being overcome by a finely divided (flammable) solid substance that can be aspirated to cause death by filling or plugging the respiratory system. That can exert enough force on the body to cause death by strangulation, constriction, or crushing.

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- **Entrapment:** trapping of an employee by inwardly converging walls or by a floor that slopes downward and tapers to smaller cross sections.
- **Entrant:** employee who enters a confined space.
- **Entry:** action by which a person passes through an opening into a permit space. Entry is considered to have occurred as soon as any part of the entrant's body breaks the plane of an opening into the space.
- **Entry Permit:** a written or printed document that is provided by the employer to allow and control entry into a permit space.
- **Entry Supervisor:** person that is responsible for determining if acceptable entry conditions are present at a permit space where entry is planned, for overseeing and authorizing entry and for terminating entry. An entry supervisor also may serve as an attendant or as an authorized entrant, as long as that person is trained and equipped as required by this policy for each role he or she fills. The duties of entry supervisor may be passed from one individual to another during the course of an entry operation.
- **Hazardous Atmosphere:** atmosphere that may expose employees to the risk of death, incapacitation, impairment of ability to self-rescue (that is, escape unaided from a permit space), injury, or acute illness from one or more of the following causes:
 - Flammable gas, vapors, or mist in excess of 10% of its Lower Flammable Limit (LFL).
 - Airborne combustible dust at a concentration that meets or exceeds its LFL; this concentration may be approximated as a condition in which the dust obscures vision at a distance of five feet or less.
 - Oxygen deficient atmospheres containing less than 19.5% oxygen by volume or an oxygen enriched atmosphere containing more than 23.5% oxygen by volume.
 - An atmosphere where the Permissible Exposure Limit (PEL) for a given chemical has been exceeded and could result in exposure.
 - Any other atmospheric condition that is immediately dangerous to life or health.

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- **Hot Work Permit:** written authorization to perform operations (i.e. brazing, welding, cutting, burning, and heating) capable of providing a source of ignition.
- **Immediately Dangerous to Life or Health (IDLH):** any condition that poses an immediate or delayed threat to life. That would cause irreversible adverse health effects and that would interfere with an individual's ability to escape unaided from a permit space.
- **Isolation:** process by which a permit space is removed from service and completely protected against the release of energy and material into the space by such means as: blanking or blinding, lockout/tagout of all source of energy, removing sections of lines, pipes, or dust.
- **Lockout / Tagout (LO/TO):** act of placing locks and/or tags on the energy isolating device in accordance with standard operating procedures. Tags shall indicate that the energy isolating device shall not be operated until the removal of the tag and/or lock.
- **Non-Permit Required Confined Space:** a confined space that does not contain or, with respect to atmospheric hazards, have the potential to contain any hazard capable of causing death or serious physical harm.
- **Oxygen Deficient Atmosphere:** atmosphere containing less than 19.5 percent oxygen by volume.
- **Oxygen Enriched Atmosphere:** atmosphere containing more than 23.5% percent oxygen by volume.
- **Permit-Required Confined Space (PRCS):** confined space that has one or more of the following characteristics:
 - Contains or has a potential to contain a hazardous atmosphere.
 - Contains a material that has the potential for engulfing an entrant.
 - Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section.
 - Contains other recognized serious safety or health hazards.
- **Prohibited Condition:** any condition in a permit space that is not allowed by the permit during the period when entry is authorized.

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- **Qualified Person:** person who is trained to recognize the hazards of the confined space and how to evaluate those anticipated hazards. Qualified individuals shall be capable of specifying necessary control measures to assure worker safety. The employer may designate an employee as an employer representative for the purpose of assuring safe confined space entry procedures. The qualified person may also be the entrant.
- **Rescue Team:** outside emergency personnel, whom the entry supervisor has designated prior to entry into any confined space to perform rescues. (i.e. Okaloosa County Fire Dept.).
- **Retrieval System:** equipment (including a retrieval line, chest or full body harness, and a lifting device) used for non-entry rescue of persons from permit spaces.
- **Testing:** process by which the hazards that may confront entrants of a permit space are identified and evaluated. Testing includes specifying the tests that are to be performed in the permit space. Testing enables employers both to devise and implement adequate control measures for the protection of authorized entrants and to determine if acceptable entry conditions are present immediately prior to, and during, entry.

3.0 RESPONSIBILITIES

3.1 Departments:

- 3.1.1 Responsible for compliance with the Confined Space SOP. Department Managers/Supervisors must complete all the necessary forms associated with confined space entry. Departments shall ensure that all employees involved with the permit-required confined space (PRCS) are properly trained. Employee shall not be allowed into a PRCS without being properly trained and the training properly documented.

3.2 Supervisors:

- 3.2.1 Assess the need to enter the PRCS. Supervisors assign employees who are fully trained and know the hazards of the space, and what to do in the event of an emergency. The supervisor must also ensure that all the proper equipment is available and that employees comply with guidelines of this procedure. The supervisor in charge will have the responsibility for initiating the confined space entry permit and making certain that all requirements for entry are met before anyone is allowed to enter the confined space.

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3.3 Employees:

3.3.1 Employees who are expected to work in a PRCS shall be trained on Confined Space evaluation and entry procedures. Employees must know the hazards of confined spaces and understand the duties of entry supervisors, attendants and entrants. It is the responsibility of every employee expected to work in a PRCS to comply with all confined space procedure requirements.

4.0 TYPES OF CONFINED SPACES

4.1 There are two types of confined spaces: Non-Permit Required Confined Spaces (NPRCS) and Permit Required Confined Spaces (PRCS).

4.2 Non-Permit Required Confined Spaces (NPRCS)

4.2.1 Does not contain atmospheric hazards that would have the potential to contain a hazard capable of causing death or serious harm. For all intense purposes, all confined spaces shall be considered permit required confined spaces until an initial evaluation demonstrates otherwise. No employee shall perform work within any confined space until its safety has been determined by performing an inspection and conducting atmospheric testing.

4.2.2 In order to reclassify a permit-required space to a non-permit confined space, the following conditions must be met:

4.2.2.1 Permitted space shall be re-evaluated to determine whether or not it still poses any actual or potential atmospheric hazards.

4.2.2.2 All non-atmospheric hazards within the space must be eliminated without entry into the space and must remain eliminated.

4.3 Permit Required Confined Spaces (PRCS)

4.3.1 Entry into PRCS without evaluating and mitigating the hazards could result in injury, impairment or death. Before entry into a PRCS, any hazard identified will be mitigated/eliminated. The following are required before entry into a PRCS:

4.3.1.1 An evaluation of the confined space for oxygen content, flammable & toxic gases, fumes, vapors, dust and/or mists.

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- 4.3.1.2 The entry permit shall be completed and posted at the entrance to the confined space.
- 4.3.1.3 An evaluation for physical hazards such as entrapment/engulfment by material, heat exposure, noise exposure, adequate machine guarding, slip-trip & fall and proper LO/TO of equipment.
- 4.3.1.4 Employees must be trained in their roles of Entry Supervisor, Authorized Entrant, and Attendant prior to entry.
- 4.3.1.5 A minimum of at least one properly trained attendant shall be stationed outside the permitted space into which entry is authorized until the completion of the operation.
- 4.3.1.6 Entry Supervisor shall conduct a safety briefing prior to the start of an entry into the confined space to familiarize all employees involved on the procedures, guidelines and hazards of the confined space. The briefing will cover emergency procedures, engineering controls, personal protective equipment and the duties and responsibilities of each employee at a minimum.
- 4.3.1.7 Any energy sources which are potentially hazardous to entrants shall properly locked/tagged out before personnel are permitted to enter the confined space.
- 4.3.1.8 Safe entry and exit methods shall be provided before entry into the confined space. Each entry and exit point shall be evaluated to determine the most effective and safe method to be utilized to enable employees to safely enter and exit the confined space.
- 4.3.1.9 Any personnel operating retrieval or rescue equipment (i.e. tripod) shall be trained and competent in its use before any entry begins. Such equipment shall be inspected prior to the start of the confined space entry. Such equipment shall also be routinely inspected and properly maintained & stored when not in use.

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5.0 ATMOSPHERIC TESTING

- 5.1 Before an employee enters the space, the internal atmosphere shall be tested, with a calibrated direct-reading instrument, for oxygen content, for flammable gases and vapors, and for potential toxic air contaminants, in that order. Any employee who enters the space, or that employee's authorized representative, shall be provided an opportunity to observe the pre-entry testing results.
- 5.2 There shall be no hazardous atmosphere within the space whenever any employee is inside the confined space.
- 5.3 Only a properly trained employee using an approved and properly calibrated gas meter shall evaluate all permit-required confined spaces before entry. Before any employee is allowed to enter a confined space, the entrant supervisor shall ensure that the atmosphere has been properly tested for the following conditions:
- 5.4 Oxygen Levels
- 5.4.1 Oxygen level shall be between 19.5% and 23.5%. Any significant increase or decrease in the level of oxygen levels must be reported to the entry supervisor and the entry stopped until the cause for such increase or decrease has been determined.
- 5.5 Flammable Gases
- 5.5.1 Flammable gases, mists or vapors shall be below the 10% Lower Explosive Limit (LEL) detected.
- 5.5.2 Airborne combustible dust shall not exceed its Lower Flammability Limit (LFL).
- 5.6 Toxic Gases & Vapors
- 5.6.1 Toxic gases & vapors shall be below the Permissible Exposure Level (PEL) as listed in OSHA 29 CFR 1910 Subpart Z *Toxic and Hazardous Substances*, 1910.1000 TABLE Z-1, TABLE Z-1 *Limits for Air Contaminants*.

6.0 ALTERNATE ENTRY PROCEDURES

- 6.1 Okaloosa County employees may use these alternate procedures for entry into permit spaces under the following conditions:
- 6.1.1 Demonstrate that the only hazard posed by the permit space is an actual or potential hazardous atmosphere.

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- 6.1.2 Demonstrate that continuous forced air ventilation alone is sufficient to maintain that permit space safe for entry.
- 6.1.3 Develop monitoring and inspection data has been developed that supports only an atmospheric hazard is present and continuous forced air ventilation alone maintains safety.
 - 6.1.3.1 If an initial entry is necessary to acquire such data, the entry will be a Permit-Required Confines Space entry and meet the following requirements:
 - 6.1.3.1.1 Any conditions making it unsafe to remove any entrance cover are eliminated before the cover is removed.
 - 6.1.3.1.2 When entrance covers are removed the openings are promptly guarded by a railing, temporary cover, or other temporary barrier that will prevent an accidental fall through the opening and protects each employee working in the space from foreign objects entering the space.
 - 6.1.3.1.3 Before an employee enters the space, the internal atmosphere shall be tested, with a calibrated direct-reading instrument, for oxygen content, for flammable gases and vapors, and for potential toxic air contaminants, in that order. Any employee who enters the space, or that employee's authorized representative, shall be provided an opportunity to observe the pre-entry testing.
 - 6.1.3.1.4 There may be no hazardous atmosphere within the space whenever any employee is inside the space.
 - 6.1.3.1.5 Continuous forced air ventilation shall be used, as follows:
 - 6.1.3.1.5.1 An employee may not enter the space until the forced air ventilation has eliminated any hazardous atmosphere.
 - 6.1.3.1.5.2 The forced air ventilation shall be so directed as to ventilate the immediate areas where an employee is or will be

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present within the space and shall continue until all employees have left the space.

6.1.3.1.5.3 The air supply for the forced air ventilation shall be from a clean source and may not increase the hazards in the space.

6.1.4 The atmosphere within the space shall be periodically tested as necessary to ensure that the continuous forced air ventilation is preventing the accumulation of a hazardous atmosphere. Any employee who enters the space, or that employee's authorized representative, shall be provided with an opportunity to observe the periodic testing.

6.1.4.1.1 If a hazardous atmosphere is detected during entry:

6.1.4.1.1.1 All employee leaves the space immediately.

6.1.4.1.1.2 The space is evaluated to determine how the hazardous atmosphere developed.

6.1.4.1.1.3 Measures are implemented to protect employees from the hazardous atmosphere before any subsequent entry.

6.1.5 The space shall be certified safe for entry and that the necessary protective measures described above have been taken by completing the confined space permit.

6.1.6 The permit shall be completed before entry and shall be made available to each employee entering the space or to that employee's authorized representative.

7.0 PERMIT SYSTEM

7.1 A confined space entry permit shall be completed before employees are authorized for entry.

7.2 Before entry is authorized, the entry supervisor shall sign the entry permit to authorize entry.

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- 7.3 The completed permit shall be made available at the time of entry to all authorized entrants or their authorized representatives, by posting it at the entry portal or by any other equally effective means, so that the entrants can confirm that pre-entry preparations have been completed.
- 7.4 The duration of the permit may not exceed the time required to complete the assigned task or job identified on the permit.
- 7.5 The entry supervisor shall terminate entry and cancel the entry permit when:
 - 7.5.1 The entry operations covered by the entry permit have been completed.
 - 7.5.2 A condition that is not allowed under the entry permit arises in or near the permit space.
- 7.6 Any problems encountered during an entry operation shall be noted on the pertinent permit so that appropriate revisions to the permit space program can be made.
- 7.7 Canceled entry permits shall be kept for at least 1 year to facilitate the review of the permit-required confined space program.

8.0 ENTRY PERMIT

- 8.1 The entry permit serves to document compliance with entry procedures and requirements and authorizes entry.
- 8.2 The entry permit shall identify:
 - 8.2.1 Space to be entered.
 - 8.2.2 Purpose of the entry.
 - 8.2.3 Date and the authorized duration of the entry permit.
 - 8.2.4 Name of authorized entrants.
 - 8.2.5 Name of the attendants.
 - 8.2.6 Name of entry supervisor and space for the signature or initials of the entry supervisor who originally authorized entry.
 - 8.2.7 Identified hazards of the permit space to be entered.

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- 8.2.8 Measures used to isolate the permit space and to eliminate or control permit space hazards before entry.
- 8.2.9 Acceptable entry conditions.
- 8.2.10 Results of initial and periodic atmospheric tests.
- 8.2.11 Rescue and emergency services that can be summoned and the means for summoning those services (such as the equipment to use and the numbers to call).
- 8.2.12 Communication procedures used by authorized entrants and attendants to maintain contact during the entry.
- 8.2.13 Equipment, such as personal protective equipment, testing equipment, communications equipment, alarm systems, and rescue equipment, to be provided.
- 8.2.14 Any other information whose inclusion is necessary, given the circumstances of the particular confined space, in order to ensure employee safety.
- 8.2.15 Any additional permits, such as for hot work, that have been issued to authorize work in the permit space.
- 8.2.16 Confined space entry permits are only valid for the length of the work shift in which they are started and shall not exceed 8 hours.

9.0 ROLES & RESPONSIBILITIES

9.1 Duties of Attendants:

- 9.1.1 Knows the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure.
- 9.1.2 Is aware of possible behavioral effects of hazard exposure in authorized entrants.
- 9.1.3 Continuously maintains an accurate count of authorized entrants in the permit space and ensures that the means used to identify authorized entrants accurately identifies who is in the permit space.
- 9.1.4 Remains outside the permit space during entry operations until relieved by another attendant.

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- 9.1.5 Communicates with authorized entrants as necessary to monitor entrant status and to alert entrants of the need to evacuate the space.
- 9.1.6 Monitors 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:
 - 9.1.6.1 If the attendant detects a prohibited condition.
 - 9.1.6.2 If the attendant detects the behavioral effects of hazard exposure in an authorized entrant.
 - 9.1.6.3 If the attendant detects a situation outside the space that could endanger the authorized entrants.
 - 9.1.6.4 If the attendant cannot effectively and safely perform all the duties required.
- 9.1.7 Summons rescue and other emergency services as soon as the attendant determines that authorized entrants may need assistance to escape from permit space hazards.
- 9.1.8 Takes the following actions when unauthorized persons approach or enter a permit space while entry is underway:
 - 9.1.8.1 Warn the unauthorized persons that they must stay away from the permit space.
 - 9.1.8.2 Advise the unauthorized persons that they must exit immediately if they have entered the permit space.
 - 9.1.8.3 Inform the authorized entrants and the entry supervisor if unauthorized persons have entered the permit space.
- 9.1.9 Performs non-entry rescues as specified by the employer's rescue procedure.
- 9.1.10 Performs no duties that might interfere with the attendant's primary duty to monitor and protect the authorized entrants.

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9.2 Duties of Authorized Entrants:

- 9.2.1 Know the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure.
- 9.2.2 Proper training and use of any equipment used.
- 9.2.3 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.
- 9.2.4 Alert the attendant whenever:
 - 9.2.4.1 Entrant recognizes any warning sign or symptom of exposure to a dangerous situation.
 - 9.2.4.2 Entrant detects a prohibited condition.
- 9.2.5 Exit from the permit space as quickly as possible whenever:
 - 9.2.5.1 An order to evacuate is given by the attendant or the entry supervisor.
 - 9.2.5.2 entrant recognizes any warning sign or symptom of exposure to a dangerous situation.
 - 9.2.5.3 Entrant detects a prohibited condition.
 - 9.2.5.4 An evacuation alarm is activated.

9.3 Duties of Entry Supervisor:

- 9.3.1 Knows the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure.
- 9.3.2 Verifies, by checking that the appropriate entries have been made on the permit, that all tests specified by the permit have been conducted and that all procedures and equipment specified by the permit are in place before endorsing the permit and allowing entry to begin.
- 9.3.3 Terminates the entry and cancels the permit.

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- 9.3.4 Verifies that rescue services are available and that the means for summoning them are operable.
- 9.3.5 Removes unauthorized individuals who enter or who attempt to enter the permit space during entry operations.
- 9.3.6 Determines, whenever responsibility for a permit space entry operation is transferred and at intervals 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.

10.0 RESCUE & EMERGENCY SERVICES

10.1 Rescue and emergency services shall:

- 10.1.1 Evaluate a prospective rescuer's ability to respond to a rescue summons in a timely manner, considering the hazard(s) identified.
- 10.1.2 Evaluate a prospective rescue service's ability, in terms of proficiency with rescue-related tasks and equipment, to function appropriately while rescuing entrants from the particular permit space or types of permit spaces identified.
- 10.1.3 Select a rescue team or service from those evaluated that:
 - 10.1.3.1 Has the capability to reach the victim(s) within a time frame that is appropriate for the permit space hazard(s) identified.
 - 10.1.3.2 Is equipped for and proficient in performing the needed rescue services.
- 10.1.4 Inform each rescue team or service of the hazards they may confront when called on to perform rescue at the site.
- 10.1.5 Provide the rescue team or service selected with access to all permit spaces from which rescue may be necessary so that the rescue service can develop appropriate rescue plans and practice rescue operations.

10.2 An employer whose employees have been designated to provide permit space rescue and emergency services shall take the following measures:

- 10.2.1 Provide affected employees with the personal protective equipment (PPE) needed to conduct permit space rescues safely and train

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affected employees so they are proficient in the use of that PPE, at no cost to those employees.

10.2.2 Train affected employees to perform assigned rescue duties. The employer must ensure that such employees successfully complete the training required to establish proficiency as an authorized entrant.

10.2.3 Train affected employees in basic first-aid and cardiopulmonary resuscitation (CPR). The employer shall ensure that at least one member of the rescue team or service holding a current certification in first aid and CPR is available.

10.2.4 Ensure that affected employees practice making permit space rescues at least once every 12 months, by means of simulated rescue operations in which they remove dummies, manikins, or actual persons from the actual permit spaces or from representative permit spaces. Representative permit spaces shall, with respect to opening size, configuration, and accessibility, simulate the types of permit spaces from which rescue is to be performed.

10.3 To facilitate non-entry rescue, retrieval systems or methods shall be used whenever an authorized entrant enters a permit space, unless the retrieval equipment would increase the overall risk of entry or would not contribute to the rescue of the entrant. Retrieval systems shall meet the following requirements:

10.3.1 Each authorized entrant shall use a chest or full body harness, with a retrieval line attached at the center of the entrant's back near shoulder level, above the entrant's head, or at another point which the employer can establish presents a profile small enough for the successful removal of the entrant. Wristlets may be used in lieu of the chest or full body harness if the employer can demonstrate that the use of a chest or full body harness is infeasible or creates a greater hazard and that the use of wristlets is the safest and most effective alternative.

10.3.2 The other end of the retrieval line shall be attached to a mechanical device or fixed point outside the permit space in such a manner that rescue can begin as soon as the rescuer becomes aware that rescue is necessary. A mechanical device shall be available to retrieve personnel from vertical type permit spaces more than 5 feet deep.

10.4 If an injured entrant is exposed to a substance for which a Safety Data Sheet (SDS) or other similar written information is required to be kept at the worksite, that SDS or written information shall be made available to the medical facility treating the exposed entrant.

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11.0 HOT WORK

11.1 Any “Hot Work” needing to be performed inside a confined space shall comply with SOP 5101-5019 *Hot Work - Welding/Cutting/Brazing* and this procedure.

12.0 TRAINING

12.1 Training shall be provided to all employees whose work is regulated by this procedure to ensure they have acquired the understanding, knowledge, and skills necessary for the safe performance of the duties assigned.

12.1.1 Training shall be provided to each affected employee:

12.1.1.1 Before the employee is first assigned duties.

12.1.1.2 Before there is a change in assigned duties.

12.2 The training shall establish employee proficiency in the duties required by this section and shall introduce new or revised procedures, as necessary, for compliance with this section.

12.3 The trainer shall certify that the training has been accomplished. The certification shall contain each employee's name, the signatures or initials of the trainers, the signatures or initials of the trainees and the dates of training. The certifications shall be available for inspection by employees and their authorized representatives.

13.0 RECORD KEEPING

13.1 Training records shall be maintained at the department in which the employee is working and a copy of the training certificate will be sent to Human Resources for their permanent file.

14.0 ABBREVIATIONS

ABBREVIATION	DESCRIPTION
CFR	Code of Federal Regulations
CPR	Cardiopulmonary Resuscitation
IDLH	Immediate Danger to Life or Health
LEL	Lower Explosive Limit

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LFL	Lower Flammability Limit
LO/TO	Lockout / Tagout
OSHA	Occupational Safety & Health Administration
NPRCS	Non-Permit Required Confined Space
PEL	Permissible Exposure Limit
PPE	Personal Protective Equipment
PRCS	Permit Required Confined Space
SOP	Safety Operating Procedure
SDS	Safety Data Sheet

15.0 DOCUMENT HISTORY

DATE	TYPE	DESCRIPTION OF CHANGE
19 Jun 2023	Initial	New Document
	Revision 1	

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CONFINED SPACE ENTRY PERMIT

PERMIT IS VALID FOR 3 HOURS ONLY

1. Location:	2. Date:	3. Name of Entry Supervisor: _____
4. Purpose of Entry:		(Print) _____
5. Start Time: _____ Stop Time: _____		6. Permit Cancelled Time: _____ Reason Permit Cancelled:

7. Rescue & Emergency Services:			8. Communication Method:		
HAZARDS	YES	NO	SPECIAL REQUIREMENTS:	YES	NO
Oxygen Deficiency	<input type="checkbox"/>	<input type="checkbox"/>	Hot Work Permit Required	<input type="checkbox"/>	<input type="checkbox"/>
Combustible Gases or Vapors	<input type="checkbox"/>	<input type="checkbox"/>	Lockout / Tagout	<input type="checkbox"/>	<input type="checkbox"/>
Combustible Dust	<input type="checkbox"/>	<input type="checkbox"/>	Lines Broken / Capped / Blanked	<input type="checkbox"/>	<input type="checkbox"/>
Carbon Monoxide	<input type="checkbox"/>	<input type="checkbox"/>	Purge/Flush / Vent	<input type="checkbox"/>	<input type="checkbox"/>
Hydrogen Sulfide	<input type="checkbox"/>	<input type="checkbox"/>	Area Secured /Signs & Flags Posted	<input type="checkbox"/>	<input type="checkbox"/>
Toxic Gases or Vapors	<input type="checkbox"/>	<input type="checkbox"/>	Ventilation	<input type="checkbox"/>	<input type="checkbox"/>
Toxic Fumes	<input type="checkbox"/>	<input type="checkbox"/>	Other:	<input type="checkbox"/>	<input type="checkbox"/>
Skin-Chemical Hazards	<input type="checkbox"/>	<input type="checkbox"/>	SPECIAL EQUIPMENT	YES	NO
Electrical Hazards	<input type="checkbox"/>	<input type="checkbox"/>	Breathing Apparatus / Respirator	<input type="checkbox"/>	<input type="checkbox"/>
Mechanical Hazards	<input type="checkbox"/>	<input type="checkbox"/>	Full Body Escape Harness	<input type="checkbox"/>	<input type="checkbox"/>
Engulfment Hazards	<input type="checkbox"/>	<input type="checkbox"/>	Tripod w/ Winch	<input type="checkbox"/>	<input type="checkbox"/>
Entrapment Hazards	<input type="checkbox"/>	<input type="checkbox"/>	Lifelines	<input type="checkbox"/>	<input type="checkbox"/>
Thermal Hazards	<input type="checkbox"/>	<input type="checkbox"/>	Lighting (Explosive Proof/Low Voltage)	<input type="checkbox"/>	<input type="checkbox"/>
Slip or Fall Hazards	<input type="checkbox"/>	<input type="checkbox"/>	PPE	<input type="checkbox"/>	<input type="checkbox"/>
Weather	<input type="checkbox"/>	<input type="checkbox"/>	Fire Extinguisher	<input type="checkbox"/>	<input type="checkbox"/>

ATMOSPHERIC TESTING			DO NOT ENTER CONFINED SPACE IF THE PERMISSIBLE ENTRY LEVELS ARE EXCEEDED	
HAZARD	PEL	TEST RESULTS	TESTING START TIME:	TESTING STOP TIME:
% of Oxygen	19.5% to 23.5%			
% of LEL	Less than 10%			
% of LFL	Less than 10%			
Carbon Monoxide	35 PPM (8hr.)			
Hydrogen Sulfide	10 PPM (8hr.)			
Other:				

PERSON PERFORMING TESTING	
Name (Print):	Signature:
Date:	Time:

ATMOSPHERIC TESTING INSTRUMENT	
Brand Name:	
Model Number:	
Serial Number:	
Date Last Calibrated	
NAME OF ENTRANTS	NAME OF ATTENDANTS
PERMIT AUTHORIZATION	
I certify that all actions and conditions necessary for safety entry have been performed.	
Name (Print): _____ Sign: _____ Date: _____	

Entry Procedure Checklist: Complete the following steps before, during, and after a confined space entry:

Step 1

Obtain a Permit-Confined Space Entry Form from Program Coordinator.

Step 2

Notify Supervisor before the Confined Space Entry.

Step 3

Verify atmospheric testing meter has been calibrated and is in proper working order.

Step 4

Complete the top portion of the Confined Space Entry Permit.

Step 5

Ensure all rescue equipment (e.g. tripod, body-belt, lanyard) is in place prior to entry.

Step 6

Test the atmosphere of the confined space with the multi-gas detector prior to entry. The entrant and attendant should sign the permit authorization section on the bottom of the permit to ensure all actions and conditions necessary for safe entry have been performed.

Step 7

Employee entering the confined space should wear multi-gas detector after the pre-atmosphere testing is complete. The employee should also have a full body harness and lanyard attached to the rescue tripod. Employee shall have a radio and any other necessary personal protective equipment.

Step 8

Employees shall not enter the confined space until step 7 is completed. The entrant and attendant shall complete the Hazards and Special Requirements Section of the Permit once the employee is within the confined space. The entrant should also gather the % Oxygen, % Explosive Gases, Carbon Monoxide, and Hydrogen Sulfide readings and communicate them to the attendant to place on the Permit Form.

Step 9

The attendant should maintain in constant communication with the entrant until the entrant has exited the confined space.

Step 10

The attendant should contact Supervisor once the entrant has exited the confined space.

Step 11

Once the job is complete, the Confined Space Entry Permit shall be closed out/terminated and given to program coordinator, to file in the Confined Space Records.