

**DRAFT SAMPLE
WRITTEN**

General Industry

**CONFINED SPACE
ENTRY PROGRAM**

For Compliance With

Wyoming General Rules and Regulations

Wyoming Department of Workforce Services
OSHA Division
Consultation Program

ACKNOWLEDGEMENTS

This material was compiled by the staff of the Wyoming OSHA Consultation Program.

NOTE: This sample plan is provided only as a guide to assist in complying with Wyoming OSHA's General Rules and Regulations. It is not intended to supersede the requirements detailed in the standards. Employers should review the standard for particular requirements which are applicable to their specific situation. Employers will need to add information relevant to their particular facility in order to develop an effective program. Employers should note that certain programs are expected to be reviewed at least on an annual basis and updated when necessary.

This material and Safety and Health Consultation Services are provided free of charge to owners, proprietors, and managers of small businesses, by the Wyoming Department of Workforce Services, OSHA Division, a program funded largely by the Occupational Safety and Health Administration (OSHA), an agency of the U.S. Department of Labor.

The information contained in this document is not considered a substitute for any provision of the standard.

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CONFINED SPACE ENTRY PROGRAM

PREPARATION INSTRUCTIONS

This is a generic, sample Confined Space Entry Program written and provided for you to use as a guide in developing your written program. If you have employees that enter a permit required confined space, then a written program is required.

PROGRAM HIGHLIGHTS AND SUMMARY

All permit required confined spaces must be identified.

Employees exposed to these permit spaces must be informed of the existence, location of, and the danger posed by the permit space.

If employees will enter a permit required space, a written program specifying entry procedures must be developed and implemented.

Employees will enter permit required spaces **ONLY** when authorized to do so with a properly completed entry permit and **ONLY** when all acceptable entry conditions have been met; or under alternate entry procedures; or upon proper reclassification of the permit space into a non-permit confined space.

All permit required confined space entrants, attendants, and entry supervisors (and, if used, in-house rescue team members) must be trained on this program and their duties.

Rescue will be by non-entry retrieval methods, or by in-house rescue persons, or by a non-company rescue service (fire department, EMT, etc.).

STEPS TO TAKE IN PREPARING YOUR PROGRAM

- a. Read the confined space rule text in the OSHA standards and also the program on the following pages.
- b. This program is not necessarily complete and usable as is. You **MUST** tailor this program to meet the specific requirements of your company and your program. Such areas as confined space location and designation, who your entry supervisors are, type of rescue program, etc. must be delineated and specified for your company and operations.
- c. Make the necessary changes to this program - it is available on computer disk to facilitate this step.
- d. You may wish to have this as a stand-alone program, incorporate it into your comprehensive safety program, or add it as an appendix to your current safety program.
- e. If you have any questions or need help, please call Wyoming Workers' Safety Technical Assistance Section at 777-7786.

CONFINED SPACE ENTRY PROGRAM

FOR

(Name of Company)

This company and its associated work places have confined spaces that due to various chemical and physical properties may cause death or serious injury to employees who may enter them. This Confined Space Entry Program is developed and established to identify, evaluate, and control such spaces, and more important, to detail procedures and responsibilities for entering and working within confined spaces.

Adherence to the policies and directives contained in this program is mandatory for all supervisors and employees of this company. Supervisors and employees failing to follow this program are subject to disciplinary action and/or dismissal.

Purpose

To protect employees from the hazards associated with entry into permit-required confined spaces and to develop procedures by which employees will enter such spaces.

Policy

All spaces owned or operated by the company that meet the definition of permit-required confined spaces (PRCS) will be identified and appropriately marked. The company must control access to these spaces.

Employees are prohibited from entering any space meeting the definition of a PRCS unless the following conditions are met:

- The company determines that employees must enter permit-required confined spaces to perform assigned duties. The employees are trained to safely perform these duties in a PRCS.

The confined space is rendered safe for entry:

- By issuance and compliance with the conditions of a permit.
- When the space is reclassified as a non-permit space without making entry into the space. (This does not apply to a PRCS with an actual or potential hazardous atmosphere.)
- Alternate entry procedures are performed.

Permits issued under the procedures in this policy will be limited to the duration of the job but

no longer than one work shift. A new permit is required if work continues on a second shift or another day.

Definitions

Confined Space—a space that meets *all three* of the following conditions:

- Is 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 have limited means of entry).
- Is not designed for continuous human occupancy.

Permit-Required Confined Space (Permit Space)—a confined space that has *one or more* of the following characteristics:

- Contains or has the potential to contain a hazardous atmosphere.
- Contains a material that has the potential for engulfing an entrant.
- Has an internal configuration such that the entrant could be trapped or asphyxiated by inwardly converging walls or a floor that slopes downward and tapers to a smaller cross-section.
- Contains any other recognized serious safety and/or health hazard.

Duties and Responsibilities

Authorized Attendant— the trained individual stationed outside the permit space to monitor the authorized entrants and to perform all attendant duties. The attendant will:

- Remain outside the permit space during entry operations unless relieved by another authorized attendant.
- Perform non-entry rescues when specified by the company's rescue procedure.
- Know existing and potential hazards, including information on the mode of exposure, signs or symptoms, consequences, and physiological effects.
- Maintain communication with, and keep an accurate account of, those workers entering the permit space.
- Order evacuation of the permit space when a prohibited condition exists; when a worker shows signs of physiological effects of hazard exposure; when an emergency outside the confined space exists; or when the attendant cannot effectively and safely perform required duties.
- Summon rescue and other services during an emergency.
- Ensure that unauthorized people stay away from permit spaces or exit immediately if they have entered the permit space.
- Inform authorized entrants and the entry supervisor if any unauthorized person enters the permit space.
- Perform no other duties that interfere with the attendant's primary duties.

The following personnel have been trained and are authorized attendants:

Authorized Entrant—the trained individual who enters the permit space. The entrant is required to:

- Know space hazards, including information on the means of exposure such as inhalation or dermal absorption, signs and symptoms, and consequences of the exposure.
- Use appropriate personal protective equipment properly.
- Maintain communication with attendants as necessary to enable them to monitor the entrant's status and alert the entrant to evacuate when necessary.
- Exit from the permit space as soon as possible when ordered by the attendant; when he or she recognizes the warning signs or symptoms of exposure; when a prohibited condition exists; or when an automatic alarm is activated.
- Alert the attendant when a prohibited condition exists or when warning signs or symptoms of exposure exist.

The following personnel have been trained and are authorized entrants:

Entry Supervisor—The trained individual with the responsibility to ensure that acceptable entry conditions are present within a permit space under his or her jurisdiction; issuing a permit authorizing entry; overseeing entry operations; and terminating the entry and permit.

For each entry into a PRCS, the designated entry supervisor will:

- Perform the pre-entry duties of the entry supervisor on the permit space to be entered.
- Prepare an entry permit.
- Perform the post-entry duties of the entry supervisor.
- Collect the permit from the attendant at the end of entry or prepare the documentation for reclassification or alternate entry.

For the duration of each entry into a permit space, the entrants and attendants will perform the duties outlined in these procedures, and will return the permit or documentation to (insert job title of responsible person) upon termination of entry.

The following personnel have been trained and are authorized entry supervisors:

Contractors—the Company must ensure that every contract for work within an identified permit space or work within a non-permit space will:

- Notify the contractor what spaces are permit-required confined spaces and of the hazards within those spaces and any on-going entry operations.
- Require the contractor to control entry into the space by a permit system meeting the requirements of 29 CFR 1910.146—Permit-Required Confined Spaces.
- Require the contractor to eliminate any temporary hazards created by the work or notify the supervisor responsible for the space of any permanent hazards created by the work.

Rescue Service Personnel—The Company must identify emergency responders (either on- or off-site) who are capable of responding to an emergency in a timely manner. The responders must have appropriate rescue equipment, including respirators, and be trained how to use all equipment.

Rescue service personnel must receive the authorized entrants training and be trained to perform assigned rescue duties. The following personnel have been trained as rescue service personnel:

The standard also requires that all rescuers be trained in first aid and CPR. At a minimum, one rescue team member must be currently certified in first aid and CPR. Employers must ensure that practice rescue exercises are performed yearly and that rescue services are provided access to permit spaces so they can practice rescue operations. Rescuers also must be informed of the hazards of the permit space. This includes off-site rescue teams such as local fire and rescue companies.

Note: *If the company is relying on off-site rescue services, the company must notify the off-site rescue of the permit-required confined space entry and ensure that the rescue service is on standby during entry.*

Harnesses and Retrieval Lines

Authorized entrants who enter a permit space must wear a chest or full body harness with a retrieval line attached to the center of their backs near shoulder level or above their heads. Wristlets may be used if the company can demonstrate that the use of a chest or full body harness is not feasible or creates a greater hazard.

The other end of the retrieval line must be attached to a mechanical device or a fixed point outside the permit space. A mechanical device must be available to retrieve someone from vertical type permit spaces more than 5 feet (1.52 m) deep.

Safety Data Sheets

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 other written information must be made available to the medical facility personnel treating the exposed entrant.

Training

All Employees—the respective supervisor will ensure that each employee receives awareness training on:

- The characteristics of a confined space.
- The characteristics of a permit-required confined space.
- Whether they are allowed to enter permit-required confined spaces.
- Required actions when working around or near a permit space entry.
- The authority of authorized attendants and entry supervisors.

Training will be required:

- During orientation.
- Prior to entry into a permit-required confined space.
- Whenever the supervisor becomes aware that the employee has failed to follow the instructions provided in the training.

The supervisor will provide verification of training to: (insert job title of responsible person).

Entry Supervisors, Attendants and Entrants—the supervisor will ensure that employees designated as entry supervisors, attendants and entrants receive training in:

- The requirements of this policy and procedures.
- The duties, authority and responsibilities of entry supervisors, attendants, lead entrants and entrants.
- The types of hazards expected to be encountered in permit spaces.
- The calibration, use, care and cleaning of equipment expected to be used during entry operations
- The performance of pre-entry actions expected to be required in permit spaces.

Training will be provided:

- Prior to assignment or authorization of duties within permit spaces.
- Within one month of revisions to this policy or procedures. Assignment or authorization for permit space entry will be suspended until training is completed.
- Whenever the supervisor becomes aware that an employee is deviating from the procedures of this policy. Assignment or authorization for permit space entry will be suspended until training is completed.
- Annually.

The company will certify that each affected employee has successfully completed training. The certification must include at least the following:

- Employee name
- Name, signature or initials of the trainer
- Dates of training

Additionally, the certification may include a synopsis of the topics covered, copies of materials used during training such as handouts and presentations, and copies of tests (if used) to determine trainee understanding and proficiency, and other documentation deemed appropriate by the company. The certification must be maintained by the company and a copy may be provided to the employee. Refer to the Training Program section for certification sheets.

Program Review

The company will review the effectiveness of the program annually, using the canceled permits and other documentation from the preceding 12 months, entry supervisor comments, and other available information. If no entries were made during the preceding 12 months, no annual review is required.

The entry supervisor, authorized attendant or entrant may make recommendations to management at any time to make changes in procedures to address and correct weaknesses in the procedures.

The entry supervisor or unit manager may notify the company at any time of potential weaknesses in policy or procedures. The company will view and initiate whatever changes necessary to address confirmed weaknesses.

Retention of Records

Canceled permits and other documentation will be retained by the company not less than one year following the date of entry. Permits will then be retained as an employee exposure record if applicable.

ALTERNATE ENTRY PROCEDURES

Alternate entry procedures may only be used when the only hazard is an actual or potential hazardous atmosphere. If alternate entry procedures are used, no permits are needed, no attendant or supervisor are required, and rescue provisions need not be used. Training and a written certification are required.

Conditions to Be Met To Qualify For Alternate Procedures:

- a. The only hazard posed by permit space is an actual or potential hazardous atmosphere. (See Note after the Permit Space Reclassification section.)
- b. Continuous forced air ventilation alone is sufficient to maintain safe permit space.

- c. Monitoring and inspection data that supports above demonstrations have been developed and documented.
- d. If initial entry is necessary to obtain above data, it shall be performed in accordance with this program.
- e. Documented determinations and supporting data will be made available to entrants.

Entry must be in accordance with the following requirements:

- a. Any condition making it unsafe to remove an entrance cover shall be eliminated before removing the cover. When entrance covers are removed, the opening shall be promptly and effectively guarded.
- b. Before entry, the internal atmosphere shall be tested with a calibrated direct-reading instrument, for the following conditions in the order given:
 - (1). Oxygen content: 19.5 - 23.5%
 - (2). Flammable gases and vapors: $\leq 10\%$ of LEL
 - (3). Potential toxic air contaminants: $< \text{PEL}$
- c. There may be no hazardous atmosphere within the space whenever any employee is inside the space.
- d. Continuous forced air ventilation shall be used as follows:
 - (1). Entry not permitted until hazardous atmosphere is eliminated.
 - (2). Ventilation shall be directed to immediate areas where employees are or will be present and will continue until all employees have left the space;
 - (3). Air supply shall be from a clean source and may not increase hazards in space.
- f. Atmosphere within space shall be periodically tested as necessary to ensure that ventilation is adequate. If hazardous atmosphere is detected during entry:
 - (1). each employee shall leave space immediately;
 - (2). Space shall be evaluated to determine how hazardous atmosphere developed; and
 - (3). Measures must be taken to protect employees from hazardous atmosphere before any subsequent entry.

- g. The entry supervisor will verify that the space is safe for entry and that all of the above requirements have been met. Such verification will be in writing to include the date, location of the space, and the signature of the person providing the certification, and shall be made available to each employee before entry.

PERMIT SPACE RECLASSIFICATION

A permit space may be reclassified as a non-permit space:

- a. If there are no actual or potential atmospheric hazards and if all hazards within permit space are eliminated without entry, space may be reclassified for as long as the non-atmospheric hazards remain eliminated.
- b. Hazards may be eliminated by such actions as purging or inerting tank/vessels of contaminants, emptying material from hoppers/bins, use of company lockout/tag procedures for electrical/ mechanical hazards. The control of atmospheric hazards through forced air ventilation does not constitute elimination of that hazard (it only controls the hazard: the preceding Alternate Entry Procedures must be used in such cases).
- c. If entry is required to eliminate hazards, it shall be according to regulations and the space may be reclassified for as long as the hazards remain eliminated.
- d. Entry supervisors will certify in writing that all hazards in permit space have been eliminated and make this document available to each entrant.
- e. If hazards arise in declassified permit space, employee(s) shall exit and the employer shall determine whether to reclassify space.

NOTE: A combination of reclassification procedures and alternate entry procedures (e.g. using lockout/tagout to eliminate a physical hazard, then continuous forced air to control an atmospheric hazard) may not be used together. Situations as such must be entered under the permit program.

WRITTEN PERMIT

The following information must be included in the written permit. The permit must be a standardized format for each entry.

1. The permit space to be entered.
2. The purpose of the entry.
3. The date and the authorized duration of the entry permit.
4. The authorized entrants within the permit space, by name or by such other means.
5. The personnel, by name, currently serving as attendants.
6. The individual, by name currently serving as entry supervisor, with space for signature or initials.
7. The hazards of the permit space to be entered.
8. The measure used to isolate the permit space and to eliminate or control permit space hazards before entry.
9. The acceptable entry conditions.
10. The results of initial and periodic tests, with the names or initials of the testers and when the test were done.
11. The rescue and emergency services that can be summoned and the means for summoning them.
12. The communications procedures used by authorized entrants and attendants to maintain contact during the entry.
13. Equipment (such as personal protective equipment, testing, communications, alarm system, and rescue equipment) to be provided for compliance with this section.
14. Any other information whose inclusion is necessary in order to ensure employee safety.

(Attached to permit) Any additional permits, such as for hot work, that have been issued for work in the permit space.

Confined Space Entry Permit

Date: _____

Site location and description: _____

Purpose of entry: _____

Supervisor(s) in charge of crews: _____

Crew Phone #: _____

Communication procedures: _____

Rescue procedures (phone numbers at bottom): _____

Requirements Completed	Date	Time
Lockout/de-energize/verify	_____	_____
Line(s) broken-capped-blanked	_____	_____
Purge (flush and vent)	_____	_____
Ventilation	_____	_____
Secure area (post and flag)	_____	_____
Breathing apparatus	_____	_____
Resuscitator—inhalator	_____	_____
Standby safety personnel	_____	_____
Full body harness with “D” ring	_____	_____
Emergency escape retrieval equipment	_____	_____
Lifelines	_____	_____
Fire extinguishers	_____	_____
Lightning (explosive proof)	_____	_____
Protective clothing	_____	_____
Respirator(s) (air-purifying)	_____	_____
Burning and welding permit	_____	_____

Note: Items that do not apply enter N/A in the blank.
 **Record continuous monitoring results every two hours

Continuous monitoring** Test(s) to be taken	Permissible entry level	Results	Results	Results	Results	Results
Percent of oxygen	19.5% to 23.5%					
Lower flammable limit	Under 10%					

*Short-term exposure limit: Employee can work in the area up to 15 minutes.
 +8-hour time-weighted average: Employee can work in area 8 hours (longer with appropriate respiratory protection).

Remarks: _____

Gas tester name and check #	Instrument(s) used	Model and/or type	Serial and/or unit #
_____	_____	_____	_____
_____	_____	_____	_____

Standby person(s)	Check #	Instrument(s)	Check #	Confined space entrant(s)	Check #
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Supervisor authorizing—all conditions satisfied: _____

Department/phone: _____

Phone # for ambulance: _____

Phone # for fire department: _____

Phone # for rescue: _____

Phone # for gas company: _____