

Appendix C

CONFINED SPACE ENTRY PROCEDURES

Non-permit Entry

For spaces that do not have a physical or atmospheric hazard and do not have the potential to develop a physical or atmospheric hazards.

1. Enter space only under the direction of your supervisor.
2. Notify the supervisor in charge of the area where the space is located that an entry will take place.
3. Determine if there has been any changes in the use or configuration of the space that could change it's classification as a Non-permit space.
4. Determine if any activities in the area could cause a hazardous atmosphere to build up in the space.
5. Do not perform any activities in the space that could cause a build up of a hazardous atmosphere. (i.e. welding, painting, or use of chemicals)
6. Never work alone.

Permit Entries

Preparation

1. Determine if entry into the space is necessary.
2. Review available information on the space. (Confined Space Database)
3. Identify possible hazards and control measures.
4. Perform initial atmospheric testing. (Appendix G)
5. Determine if work to be carried out could create a hazard in the space.
6. Determine which Entry Level is required. (Alternate Procedure or Permit Required)
7. Identify equipment and PPE needed for entry.
8. Document entry plan by completing the Confined Space Entry Permit, (Appendix E)
9. Assemble all equipment.
10. Erect barriers around opening if necessary.
11. Provide traffic control if necessary.

Alternate Procedure Entry

For spaces that have only atmospheric hazards that can be controlled by continuous ventilation.

1. Review permit information and instructions.
2. Perform pre-entry atmospheric testing. Record results on Permit.
3. Ventilate space for a minimum of 5 minutes. (Appendix D)
4. Re-test atmosphere to confirm that acceptable entry conditions are present.
5. Enter space and check for hazards that may have not been detected.
6. Monitor atmosphere throughout the entry and record results every 30 minutes.

7. **Exit the space immediately if any of the following occurs:**
 - < A hazardous atmosphere is detected.
 - < Any health or safety hazard is detected.
 - < If entrants start to show signs of exposure to atmospheric hazards. (Appendix B)Re-evaluate space and /or modify entry procedure before re-entering.
8. When work is completed, return space to proper condition and secure opening.
9. Return Entry Permit to supervisor to be filed.

Permit Required

For spaces that have physical hazards or an atmospheric hazard that can not be controlled with continuous ventilation. (notify EHSC at 515-8658 or 515-6860))

1. Review permit information and instructions.
2. If possible, eliminate physical hazards by:
 - < **Locking out** - electrical sources at switches that are remote to the space.
 - < **Blanking & bleeding** - off pneumatic and hydraulic lines.
 - < **Disconnecting** - belt and chain drives and mechanical linkages.
 - < **Securing** - mechanically moving parts with chains, blocks, or other devices.

Note: If the physical hazard can be eliminated, the space can be entered as a Non-permit or Level 1 Entry, depending on the atmospheric conditions.

If the physical hazard can not be eliminated, notify EHSC for assistance in developing an entry procedure that will protect the entrants.

3. Assign all entry team members a specific role to serve with detailed instructions.
4. Determine method of communication between entrants and attendant.
5. Test atmosphere to identify all possible hazards. Note: Specialized monitoring equipment and/or training may be required. (Appendix G)
6. **Ventilate** the space for a minimum of **5 minutes**. (Appendix D)
7. Retest atmosphere to confirm that acceptable entry conditions are present. Contact EHSC at 515-8658 or 515-6860 if continuous ventilation can not maintain acceptable entry conditions.
8. Set up non-entry rescue equipment, (tripod and host).
9. Put on body harness, (entrants).
10. Connect body harness to line from tripod.
11. Enter space and check for hazards that may have not been detected.
12. Monitor atmosphere throughout the entry and record results every 30 minutes.
13. **Exit the space immediately if any of the following occurs:**
 - < A hazardous atmosphere is detected.
 - < Any health or safety hazard is detected.
 - < If entrants start to show signs of exposure to atmospheric hazards. (Appendix B)Re-evaluate space and /or modify entry procedure before re-entering.
14. When work is completed, return space to proper condition and secure opening.
15. Return Entry Permit to supervisor to be filed.