

Confined Space Program

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Purpose

The purpose of the Confined Space Program is to set procedures that will ensure ABC COMPANY worker safety when entering non-permit required confined spaces. This program will also set minimum requirements and expectations of 3rd parties that ABC COMPANY may hire to perform permit-required Confined Space entry. This procedure is designed to provide the minimum safety requirements in accordance with the Occupational Safety and Health Administration’s (OSHA) Confined Space Standard (1910.146).

Scope

This program applies to all confined space entries performed by ABC COMPANY employees, or 3rd parties hired directly by ABC COMPANY, working on the ABC Company Americas ABC COMPANY account. This program *does not* cover confined space entry by ABC Company Investment Americas employees or 3rd parties they directly hire.

Definition

A confined space is defined as any location that has limited openings for entry and egress, is not intended for continuous employee occupancy, and is so enclosed that natural ventilation may not reduce air contaminants to levels below the threshold limit value (TLV). Examples of confined spaces include manholes, stacks, pipes, storage tanks, trailers, tank cars, pits, sumps, hoppers, and bins. Entry into confined spaces without proper precautions could result in injury, impairment, or death due to:

- a. An atmosphere that is flammable or explosive.
- b. Lack of sufficient oxygen to support life.
- c. Contact with or inhalation of toxic materials; and
- d. General safety or work area hazards such as steam or high-pressure materials.

Responsibilities

ABC COMPANY (Employer)	<ul style="list-style-type: none"> ● Monitor the effectiveness of the program. ● Provide atmospheric testing and equipment as needed. ● Provide personal protective equipment as needed. ● Provide training to affected employees and supervisors. ● Provide technical assistance as needed. ● Preview and update this program on at least an annual basis or as needed.
ABC COMPANY HSE Manager	<ul style="list-style-type: none"> ● Ensure that a Confined Space inventory is created and managed by each location where ABC COMPANY employees may perform Confined Space activities. ● Ensure that canceled permits are reviewed for lessons learned. ● Ensure training of personnel is available, being held and documented. ● Maintain a list of monitoring equipment and personnel qualified to operate the equipment. ● Ensure contractor / 3rd party training and certification requirements are trained to the responsible person.
ABC COMPANY Facility Manager	<ul style="list-style-type: none"> ● Ensure that a list (inventory) of confined spaces is created and kept where ABC COMPANY employees may perform Confined Space activities. ● Ensure that HSE Manager is updated if there is any change to the confined space inventory. ● Ensure training of personnel under their scope is conducted and documented. ● Ensure that all confined spaces meet minimum compliance requirements, as outlined in this program.

	<ul style="list-style-type: none"> ● Ensure that all 3rd parties that will be entering confined spaces meet minimum compliance requirements, as outlined in this program. ● Ensure all ABC COMPANY equipment used for confined space entry meets compliance and is calibrated per manufacturer recommendation. ● Ensure that ABC COMPANY personnel are not performing permit-required confined space entry and that work is performed by a qualified 3rd party.
Responsible Person	<p><i>ABC COMPANY does not perform permit-required confined space entry, this responsibility shall be communicated as a minimum requirement for the qualified 3rd party contractor performing the entry:</i></p> <ul style="list-style-type: none"> ● Ensure requirements for entry have been completed before entry is authorized. ● Ensure confined space monitoring is performed by personnel qualified and trained in confined space entry procedures. ● Ensure a list of monitoring equipment and personnel qualified to operate the equipment is maintained. ● Ensure that a rescue team has simulated a rescue in a confined space within the past 12 months. ● Know the hazards that may be faced during entry, including the mode (how the containment gets into the body), signs or symptoms, and consequences of exposure. ● Provide and fill out a confined space entry permit. ● Determine the entry requirements. ● Require a permit review and signature from the authorized Entry Supervisor. ● Notify all employees of the permit requirements. ● Post the permit in a conspicuous location near the job. ● Renew the permit or have it reissued as needed (a new permit is required every shift). ● Determine the number of attendants required to perform the work. ● Ensure all Attendant(s) know how to communicate with the entrants and obtain assistance. ● Post any required barriers and signs. ● Remain alert to changing conditions that might affect the conditions of the permits (i.e. require additional atmospheric monitoring or changes in personal protective equipment). ● Change and reissue the permit or issue a new permit as necessary. ● Ensure periodic atmospheric monitoring is done according to permit requirements.

	<ul style="list-style-type: none"> ● Ensure that personnel doing the work and all support personnel adhere to permit requirements. ● Ensure the permit is canceled when the work is completed. ● Ensure the confined space is safely closed and all workers are cleared from the area.
Entry Supervisor(s)	<p><i>ABC COMPANY does not perform permit-required confined space entry, this responsibility shall be communicated as a minimum requirement for the qualified 3rd party contractor performing the entry:</i></p> <ul style="list-style-type: none"> ● Determining if conditions are acceptable for entry. ● Authorizing entry and overseeing entry operations. ● Terminating entry procedures as required. ● Serving as an Attendant if the person is trained and equipped appropriately for that role. ● Ensuring measures are in place to keep unauthorized personnel clear of the area. ● Checking the work at least twice a shift to verify and document permit requirements are being observed (more frequent checks should be made if operations or conditions are anticipated that could affect the permit requirements). ● Ensuring that necessary information on chemical hazards is kept at the worksite for the employees or rescue team. ● Ensure a rescue team is available and instructed in their rescue duties (i.e., an onsite team or prearranged outside rescue service). ● Ensuring the rescue team members have current certification in first aid and CPR.
Attendant(s)	<p><i>ABC COMPANY does not perform permit-required confined space entry, this responsibility shall be communicated as a minimum requirement for the qualified 3rd party contractor performing the entry:</i></p> <ul style="list-style-type: none"> ● Be knowledgeable of and be able to recognize potential confined space hazards. ● Maintain a sign in / sign out log with a count of all persons in the confined space, and ensure all entrants sign in and out. ● Monitor surrounding activities to ensure the safety of personnel in the space. ● Maintain effective and continuous communication with personnel during confined space entry, work, and exit. ● Order personnel to evacuate the confined space if he/she: <ul style="list-style-type: none"> ○ Observes a condition which is not allowed on the entry permit. ○ Notices the entrants active strangely, possible a result of exposure to hazardous substances.

	<ul style="list-style-type: none"> o Notices a situation outside the confined space which could endanger personnel within the space. o Notices a hazard within the confined space that has not been previously recognized or taken into consideration. o Must leave his/her workstation; or o Must focus attention on the rescue of personnel in some other confined space that he/she is monitoring. ● Immediately summon the Rescue Team if crew rescue becomes necessary. ● Keeps unauthorized persons out of the confined space, order them out or notify authorized personnel of an unauthorized entry.
Rescue Team(s)	<p><i>ABC COMPANY does not perform confined space rescue, this responsibility shall be communicated as a minimum requirement for the qualified 3rd party contractor performing the entry:</i></p> <ul style="list-style-type: none"> ● Have completed a training drill in a simulation of the confined space prior to the issuance of an entry permit at least annually. ● Respond immediately to rescue calls from the Attendant or any other person recognizing a need for rescue from the confined space. ● In addition to emergency response training, received the same training that is required of the authorized entrants. ● Have current certification in first aid and CPR.
Entrants / Affected Employees	<p><i>ABC COMPANY does not perform permit-required confined space entry, this responsibility shall be communicated as a minimum requirement for the qualified 3rd party contractor performing the entry:</i></p> <ul style="list-style-type: none"> ● Read and observe the entry permit requirements. ● Remain alert to the hazards that could be encountered while in the confined space. ● Properly use the personal protective equipment that is required by the permit. ● Immediately exit the confined space when: <ul style="list-style-type: none"> o they are ordered to do so by an authorized person. o They notice or recognize signs or symptoms of exposure. o A prohibited condition exists; or o The automatic alarm system sounds. ● Alert attendant(s) when a prohibited condition exists and/or when warning signs or symptoms of exposure exist.
ABC Company Investment HSE Representative	<ul style="list-style-type: none"> ● Maintain oversight on the ABC COMPANY Confined Space program or implement and enforce a stricter ABC Company Investment program. ● Communicate and train on ABC Company requirements as related to confined space entry.

- Ensure all confined spaces are identified and compliant with Federal, State and Local regulations.

Contractor Compliance

Contractors or 3rd parties entering a confined space within a facility managed by ABC COMPANY must adhere to all requirements at a minimum as outlined in the document. The ABC COMPANY Facility Manager is responsible for ensuring compliance before and during the entry. The 'Facility Manager Confined Space Compliance Checklist' in [Appendix A](#) can assist the Facility Manager in ensuring compliance.

Contractors hired directly by ABC Company and being managed/overseen by a ABC Company employee are not subject to the requirements in this document.

Process

Identification of Hazards and Evaluation of Confined Spaces

A. Assessment & Inventory

The Facility Manager shall ensure an assessment of the worksite is conducted to identify confined spaces on an annual basis. This assessment form can be partially completed from initial and continuing site characterizations, as well as other available data (i.e., blueprints, job safety analyses). The purpose of the assessment is to develop an inventory of those locations and/or equipment at their respective location that meet the definition of a confined space.

This information shall be communicated to all affected ABC COMPANY personnel and shared with the ABC Company HSE Representative(s). The initial assessment shall include air monitoring to determine the air quality in the confined spaces.

A review of each facility's confined space inventories must be reviewed and evaluated initially and on an annual basis by the ABC COMPANY HSE Manager and ABC Company Americas HSE Representative(s). The potential for the following situations shall be evaluated:

- Flammable or explosive potential.
- Oxygen Deficiency; and
- Presence of toxic and corrosive material.

The Confined Space Facility Assessment Form can be found in [Appendix B](#). An example of a confined space inventory can be found in [Appendix C](#).

B. Hazard Re-Evaluation

If any activities or other physical or environmental conditions that could adversely affect work happens, it is the responsibility of the Facility Manager to notify the ABC COMPANY HSE Manager and the ABC Company Americas HSE Representative(s). The ABC COMPANY HSE Manager and the ABC Company Americas HSE Representative(s) shall identify and reevaluate

hazards, ensure the confined space inventories are updated and refresher / updated training is pushed to affected personnel.

C. Pre-Entry Hazard Assessment

A hazard assessment shall be completed by the 3rd Party's Responsible Person prior to any entry into a permit-required confined space. The hazard assessment should identify:

1. The sequence of work to be performed in the confined space.
2. The specific hazards known or anticipated; and
3. The control measures to be implemented to eliminate or reduce each of the hazards to an acceptable level.

No entry shall be permitted until the hazard assessment has been reviewed and discussed by all persons engaged in the activity. Personnel who are to enter the confined space shall be informed of known or potential hazards associated with said confined spaces.

D. Hazard Controls

Hazard controls shall be instituted to address changes in the work processes and/or working environment. Hazard controls must be able to either control the health hazards by eliminating the responsible agents, reduce health hazards below harmful levels, or prevent the contaminants from encountering the workers.

The following order or precedence shall be followed in reducing confined space risks.

1. Engineering Controls

Engineering controls are those controls that eliminate or reduce the hazard through implementation of sound engineering practices.

Ventilation is one of the most common engineering controls used in confined spaces. When ventilation is used to remove atmospheric contaminants from a confined space, the space shall be ventilated until the atmosphere is within the acceptable ranges. Ventilation shall be maintained during the occupancy if there is a potential for the atmospheric conditions to move out of the acceptable range. When ventilation is not possible or feasible, alternate protective measures or methods to remove air contaminants and protect occupants shall be determined by the Responsible Person prior to authorizing entry.

When conditions necessitate and can accommodate continuous forced air ventilation, the following precautions shall be followed:

- a. Employees shall not enter the space until the forced air ventilation has eliminated any hazardous atmosphere.
- b. Forced air ventilation shall be directed to ventilate the immediate areas where an employee is or will be present within the space.
- c. Continuous ventilation shall be maintained until all employees have left the space.
- d. Air supply or forced air ventilation shall originate from a clean source.

2. *Work Practice (Administrative) Controls*

Work practice (administrative) controls are those controls which eliminate or reduce the hazard through changes in the work practices (i.e., rotating workers, reducing the amount of exposure, and housekeeping).

3. *Personal Protective Equipment (PPE)*

If the hazard cannot be eliminated or reduced to a safe level through engineering and/or work practice controls, PPE should be used. The Responsible Person shall determine the appropriate PPE needed by all personnel entering the confined space, including rescue teams. PPE that meets the specifications of applicable standards shall be selected in accordance with the requirements of the job to be performed.

Entry Permits

The Confined Space Entry Permit is the most essential tool for assuring safety during entry into confined spaces with known hazards, or unknown or potentially hazardous atmospheres. The entry permit process guides the supervisor and workers through a systematic evaluation of the space to be entered. The permit should be used to establish appropriate conditions. Before each entry into a confined space, an entry permit will be completed the Responsible Person. The Responsible Person will then communicate the contents of the permit to all employees involved in the operation and post the permit conspicuously near the work location. A standard entry permit shall be used for all entries.

An example of an Entry Permit can be found in [Appendix D](#).

1. Key Elements of Entry Permits

A standard entry permit shall contain the following items:

- Space to be entered.
- Purpose of entry
- Date and authorized duration of the entry permit
- Name of authorized entrants within the permit space.
- Means of identifying authorized entrants inside the permit space (i.e., rosters or tracking system)
- Name(s) of personnel serving as Attendant(s) for the permit duration.
- Name of individual serving as Entry Supervisor, with a space for the signature or initials of the Entry Supervisor, who originally authorized the entry.
- Hazards of the permit space to be entered.
- Measures used to isolate the permit space and to eliminate or control permit space hazards before entry (i.e., LOTO of equipment and procedures for purging, ventilating, and flushing permit spaces)
- Acceptable entry conditions.
- Results of initial and periodic tests performed, accompanied by the names or initials of the tests and the date(s) when the tests were performed.
- Rescue and emergency services that can be summoned and the means of contacting those services (i.e., equipment to use, phone numbers to call).

- Communication procedures used by authorized entrants and Attendant(s) to maintain contact during entry.
- Equipment to be provided for compliance with this program.
- Other information necessary for the circumstances of the confined space that will help ensure employee safety.
- Additional permits, such as for hot work, that have been issued to authorize work on the permit space.

2. Permit Scope and Duration

A permit is only valid for one shift. For a permit to be renewed, the following conditions shall be met before each reentry into the confined space:

- Atmospheric testing shall be conducted, and the results should be within acceptable limits. If atmospheric test results are not within acceptable limits, precautions to protect entrants against the hazards should be addressed on the permit and should be in place.
- The Responsible Person shall verify that all precautions and other measures called for on the permit are still in effect.
- Only operations or work originally approved on the permit shall be conducted in the confined space.

A new permit shall be issued, or the original permit will be reissued, if possible, whenever changing work conditions or work activities introduce a new hazard into the space. The Responsible Person shall retain each canceled entry permit and provide it to the ABC COMPANY Facility Manager, who will share it with the ABC COMPANY HSE Manager and ABC Company HSE Representative(s). Any problems encountered during an entry operation shall be noted on the respective permit(s) so that appropriate revisions to the permit program can be made.

Entry Procedures

When entry into a permit-required confined space is necessary, the ABC COMPANY Facility Manager must ensure that the 3rd party's Responsible Person has completed a confined space entry permit prior to initiating entry procedures. The 3rd party's Responsible Person must comply with the following guidelines at a minimum:

1. Prior to Entry

The entire confined space entry permit shall be completed. Entry shall be allowed only when all requirements of the permit are met, and it is reviewed and signed by an Entry Supervisor. The following conditions must be met prior to standard entry:

- Affected personnel shall be trained to establish proficiency in the duties that will be performed within the confined space.
- The internal atmosphere within the confined space shall be tested by the Response Person with a calibrated, direct reading instrument.
- Personnel shall be provided with necessary PPE as determined by the Entry Supervisor.

- Atmospheric testing shall take place during the entry. If a hazardous atmosphere is detected during entry:
 - Personnel within the space shall be evacuated by the Attendant(s) or Entry Supervisor until the space can be reevaluated by the Response Person to determine how the atmosphere developed; and
 - Controls shall be put into place to protect employees before reentry.

2. Opening a Confined Space

Any conditions making it unsafe to remove an entrance cover shall be eliminated before the cover is removed. When entrance covers are removed, the opening shall be promptly guarded by a railing, temporary cover, or other temporary barriers that will prevent someone falling through the opening. This barrier or cover shall protect each employee working in the space from foreign objects while entering the space. If it is in a traffic area, adequate barriers shall be erected.

3. Atmospheric Testing

Atmospheric test data is required prior to entry into a confined space. Atmospheric testing is required for two distinct purposes: (1) evaluation of the hazards of the space, and (2) verification that acceptable conditions exist for entry into that space. If a person must go into the space to obtain the needed data, then Standard Confined Space Entry Procedures shall be followed. Before entry into a confined space, the Responsible Person shall conduct testing for hazardous atmospheres. The internal atmosphere shall be tested with a calibrated direct-reading instrument for oxygen, flammable gases and vapors, and potential toxic air contaminants, in that order.

Testing equipment used in specialty areas shall be listed or approved for use in such areas by the Responsible Person. All testing equipment shall be approved by a nationally recognized laboratory, such as Underwriters Laboratories or Factory Mutual Systems.

a. Evaluation Testing

The atmosphere of a confined space should be analyzed using equipment of sufficient sensitivity and specificity. The analysis shall identify and evaluate any hazardous atmospheres that may exist or arise, so that appropriate permit entry procedures can be developed, and acceptable entry conditions stipulated for that space. Evaluation and interpretation of this data and development of the entry procedure should involve a technically qualified professional (i.e., consultant, certified industrial hygienist, registered safety engineer, or certified safety professional).

b. Verification Testing

A confined space that may contain hazardous atmosphere shall be tested for residues of all identified or suspected contaminants. The evaluation testing should be conducted with specified equipment to determine that residual concentrations at the time of testing and entry are within acceptable limits. Results of testing shall be recorded by the person performing the tests on the permit. The atmosphere shall be periodically

retested (frequency to be determined by the Responsible Person) to verify that atmospheric conditions remain within acceptable entry parameters.

c. Acceptable Limits

The atmosphere of the space shall be within acceptable limits when the following conditions are maintained:

- Oxygen: 19.5% to 23.5%.
- Flammability: Less than 10% of the Lower Flammable Limit (LFL); and
- Toxicity: less than recognized American Conference of Governmental Industrial Hygienists (ACGIH) exposure limits or other published exposure levels (i.e., OSHA Permissible Exposure Limits (PELs) or National Institute of Occupational Safety and Health (NIOSH) Recommended Exposure Limits (RELs).

4. Isolation and Lockout / Tagout Safeguards

All energy sources that are potentially hazardous to confined space entrants shall be secured, relieved, disconnected and/or restrained before personnel are permitted to enter the confined space. Equipment systems or processes shall be locked out and /or tagged as required by the **ABC COMPANY Control of Hazardous Energy Program**, which complies with OSHA's 29 CFR 1910.147 and ANSI Z244.1-1982 standards prior to permitting entry into the confined space. In confined spaces where complete isolation is not possible, the Responsible Person shall evaluate the situation and make provisions for as rigorous an isolation as practical. Special precautions shall be taken when entering double-walled, jacketed or internally insulated confined spaces that may discharge hazardous materials through the vessel's internal wall.

When there is a need to test, position, or activate equipment by temporarily removing a lock or tag or both, a procedure shall be developed and implemented to control hazards to the occupants. Any removal of locks, tags, or other protective measures shall be done in accordance with the **ABC COMPANY Control of Hazardous Energy Program**.

5. Ingress / Egress Safeguards

Means for safe entry and exit shall be provided for confined spaces. Each entry and exit points shall be evaluated by the Response Person to determine the most effective methods and equipment that will enable employees to safely enter and exit the confined space.

Appropriate retrieval equipment or methods shall be used whenever a person enters a confined space. Use of retrieval equipment may be waived by the Responsible Person(s) if use of the equipment increases the overall risks of entry or does not contribute to the rescue. A mechanical device shall be available to retrieve personnel from vertical confined spaces greater than five (5) feet in depth.

Warning Signs and Symbols

It is the responsibility of the ABC COMPANY Facility Manager to ensure that all confined spaces that could be inadvertently entered shall have signs identifying them as confined spaces. Signs shall be maintained in a legible condition. The signs shall contain a warning that a permit is required before entry. Access to all confined space shall be prominently marked.

Emergency Response

1. Emergency Response Plan

The 3rd party's Responsible Person shall maintain a written plan of action that has provisions for conducting a timely rescue of individuals within a confined space, should an emergency arise. The written plan shall be kept onsite where the confined space work is occurring and reviewed the ABC COMPANY Facility Manager prior to space entry. All affected personnel shall be trained on the Emergency Response Plan.

2. Retrieval Systems and Methods of Non-Entry Rescue

Retrieval systems shall be available and ready when an authorized person enters a permit space, unless such equipment increases the overall risk of entry, or the equipment would not contribute to the rescue of the entrant. Retrieval systems shall have a chest or full-body harness and a retrieval line attached at the center of the back near shoulder level or above the head. If harnesses are not feasible or would create a greater hazard, wristlets may be used in lieu of harness. The retrieval line shall be firmly fastened outside the space so that rescue can begin as soon as anyone is aware that retrieval is necessary. A mechanical device shall be available to retrieve personnel from vertical confined spaces more than five (5) feet deep.

Training

Confined Space Awareness Training

A competent person or equivalent course shall provide training to ABC COMPANY employees that work near or manage facilities with confined spaces, permit or non-permit required OR perform non-permit required confined space entry. This training shall be performed upon hire and annually thereafter. Roles within the ABC COMPANY ABC Company Americas account include, but are not limited to:

- Building Engineers
- Facility Managers
- Technicians

This training shall include, but is not limited to:

- Explanation of the general hazards associated with confined spaces.
- Discussion of specific confined space hazards associated with the facility, location, or operation.
- Reason for, proper use, and limitations of PPE and other safety equipment required for entry into confined spaces.

- Explanation of permits and other procedural requirements for conducting a confined space entry.
- A clear understanding of what conditions would prohibit entry.
- Procedures for reporting an emergency.

Permit-Required Confined Space Entrant / Responsible Person Training

NOTE: ABC COMPANY does not perform permit-required confined space entry, therefore this training requirement applies to any 3rd party that ABC COMPANY directly hires to perform this entry.

A competent person or equivalent course shall provide training for all personnel responsible for supervising, planning, entering, or participating in confined space entry and rescue. This training shall include, but is not limited to:

- Explanation of the general hazards associated with confined spaces.
- Discussion of specific confined space hazards associated with the facility, location, or operation.
- Reason for, proper use, and limitation of personal protective equipment and other safety equipment required for entry into confined spaces.
- Explanation of permits and other procedural requirements for conducting a confined space entry.
- A clear understanding of what condition would prohibit entry.
- Procedures for reporting and responding to an emergency.
- Duties and responsibilities of the confined space entry team.
- Description of how to recognize symptoms of overexposure to probably air contaminants in themselves and co-workers, and method(s) for alerting the Attendant(s).

Atmospheric Monitoring Personnel Training

NOTE: ABC COMPANY does not perform permit-required confined space entry, therefore this training requirement applies to any 3rd party that ABC COMPANY directly hires to perform this entry.

This training shall include proper use of monitoring instruments, including instruction on the following, but not limited to:

- Proper use of equipment.
- Calibration of equipment
- Sampling strategies and techniques; and
- Exposure limits (PELs, TLVs, LELs, UELs, etc.)

Attendant Training

NOTE: ABC COMPANY does not perform permit-required confined space entry, therefore this training requirement applies to any 3rd party that ABC COMPANY directly hires to perform this entry.

This training shall include the following, but is not limited to:

- Procedures for summoning rescue or other emergency services; and
- Proper utilization of equipment used for communicating with entry and emergency / rescue personnel.

Emergency Response Personnel

NOTE: ABC COMPANY does not perform permit-required confined space entry, therefore this training requirement applies to any 3rd party that ABC COMPANY directly hires to perform this entry.

This training shall include, but is not limited to:

- Rescue plan and procedures developed for each type of confined space that is anticipated to be encountered.
- Use of emergency rescue equipment.
- First aid and CPR techniques; and
- Work location and confined space configuration to minimize response time.

Resources

- ABC COMPANY Control of Hazardous Energy Program
- PPE Program
- Confined Space Policy?

Revision History

Date	Revisions	Revision #	Made By
02/xx/2024	Document Creation	1.0	Corinne Farleigh

APPENDIX A – Facility Manager Confined Space Compliance Checklist

This checklist can be used to monitor and ensure contractor compliance during confined space entry. Please ensure this is reviewed prior AND during the entry process. All items below are explained in detail in the **ABC COMPANY ABC Company Account Confined Space Entry Standard**.

Prior to Day 1

- € All entrants, attendants, and the responsible person have taken Confined Space Entry training (NOT awareness training) and are certified to perform confined space entries. *(Tip: ask for a sampling of training certificates / proof of training a few weeks prior to the project)*
- € The space is identified internally as permit or non-permit and is included in the Confined Space inventory for this facility.
- € The contractor provides their company's 'Confined Space Program' or requests ABC COMPANY's program. If utilizing ABC COMPANY's program, training specific to the program must occur prior to work occurring.
- € A "Responsible Person" is identified from the Contractor (per the account's Confined Space Entry Standard's definition).
- € The Contractor has provided an 'Emergency Rescue Plan' to you that includes specific details on the space.
- € The Contractor has provided a plan for hazard control in the space that aligns with ABC COMPANY's safety standards. *(Tip: for assistance reach out to the account HSE Manager).*

Day 1-Prior to Entry

- € Pre-Entry Hazard Assessment Completed by Contractor Responsible Person
- € Entry permit has been completed thoroughly and acknowledged by all entrants.
- € Entry permit has been posted near the entrance.
- € Atmospheric testing has occurred, and levels are at an "Acceptable Level"
- € All potential or actual hazardous energy has been controlled via Lockout / Tagout, or alternative.
- € There are proper Ingress / Egress Safeguards.
- € There is fall protection in place if entry into space creates a fall hazard.
- € There is emergency response plan posted and emergency service contacts visible.

Duration of Project:

- € Permit is renewed, acknowledged by each entrant, and posted each shift.
- € Atmospheric testing and verification are renewed each shift.

- € Attendants remain at their post for the duration of entry, no lone work occurring.
- € Rescue services remain scheduled or posted each day entry occurs.
- € Contractor has maintained proper communication with ABC COMPANY to ensure visibility and accountability for safety.

APPENDIX B – Confined Space Facility Assessment Form

Instructions: All confined spaces must be assessed using this form. The purpose of this form is to identify the hazards and characteristics of a space to determine if it is a non-permit required space or a permit-required confined space. This assessment does not replace a Confined Space Entry Permit. This assessment must be reviewed the Responsible Person prior to any permit-required space entry.

Section A: General Information						
1	Facility Name:		Type of Space:			
2	Date of Assessment:		Assessment Conducted By:			
3	Location of Space:					
Section B: Confined Space Determination				YES	NO	
4	The space is large enough and is so configured that an employee can bodily enter and perform assigned work.					
5	The space has limited or restricted means of entry or exit.					
6	The space is not designed for continuous employee occupancy.					
7	If the above 3 items were all marked YES , then the space is considered a confined space; proceed to the next section. If you answered NO to any, the space is not a confined space, check the box below.					
	This space does not qualify as a 'confined space'					
Section C: Atmospheric Hazards				YES	NO	
8	Does the space have or have the potential to contain a hazardous atmosphere? <i>If YES, check the hazards below.</i>					
9	Oxygen Deficient (O ₂ below 19.5%)	Oxygen Enriched (O ₂ above 23.5%)	Explosive Gas / Vapor:			
10	Hydrogen Sulfide (H ₂ S)	Carbon Monoxide (CO)	Chlorine (Cl ₂)			
11	Other (specify)					
Section D: Engulfment Hazards				YES	NO	
12	Does the space have the potential to engulf or suffocate the entrant? <i>If YES, check the hazards below.</i>					
13	Sand	Water	Soil	Gravel	Sewage	Oil
14	Other (specify):					
Section E: Entrapment Hazards				YES	NO	
15	Does the space have an internal configuration that an entrant could become trapped? <i>If YES, check the hazards below.</i>					

16	Converging Walls / Downward sloping:	Constriction / Taper to a smaller cross-section:	Difficult Exit / Access:
17	Other (<i>specify</i>)		

Section F: Other Serious Hazards **YES** **NO**

18	Is there a potential for any other serious safety and health hazards? <i>If YES, check the hazards below.</i>		
19	Electrical	Moving Parts	Slip / Trips Falls
20	Hot / Cold Extremes:	Noise / Vibration	Chemicals
21	Skin / Eye Irritants	Pressurized Steam	Unguarded Machinery
22	Pneumatic Energy:	Hydraulic Energy	Stored Energy
23	Other (<i>specify</i>)		

Section G: Access

24	Fixed Ladder	Portable Ladder	Stairs	Door	Hatch	Manhole	Lowering Winch
25	Other (<i>specify</i>)						

Section H: Ventilation

26	None	Unfavorable Natural	Favorable Natural	Mechanical
27	Mechanical Ventilation is required in this space:			

Section I: Rescue **YES** **NO**

28	Does the space have an internal configuration where non-entry equipment (e.g. tripod and winch) will be effective in rescuing an entrant
29	Does the space have an internal configuration where non-entry equipment may be ineffective in rescuing an entrant, depending on where the work is being performed inside the space?
30	Will a standby rescue service be required outside the space if non-entry rescue equipment is ineffective in rescuing the entrant?

Section J: Determination **YES** **NO**

31	Is the space a Permit-Required Confined Space? <i>If items 8, 12, 15, Or 18 are YES, a permit is required.</i>
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Section K: Notes

32	
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Section L: Hazardous Energy Isolation

Hazards indicated in sections C through F may require isolation or de-energization in accordance with **ABC COMPANY's Control of Hazardous Energy Standard** prior to entry.

APPENDIX C – Confined Space Inventory

Location	Space Name	Description	Facility Manager	Permit?	Entry Point Locations	Other Info	Last Space Review
123 Building, MI	North Tank	Storage tank for oil	Bob Smith	Y	North end of tank	N/A	01/01/01

APPENDIX D – Confined Space Entry Permit

COMPANY NAME:	DATE:
SPACE LOCATION / DESCRIPTION:	
PURPOSE OF ENTRY:	
DATE & TIME ISSUED:	DATE & TIME EXPIRES:

EMERGENCY SERVICES

HAZARDS	YES	NO	SPECIAL REQUIREMENTS	YES	NO
Oxygen Deficiency			Hot Work Permit Required		
Combustible Gas / Vapor			Lockout / Tagout		
Combustible Dust			Lines broken, capped, or blanked		
Carbon Monoxide			Purge, flush and vent		
Hydrogen Sulfide			Secure Area – Post and Flag		
Toxic Gas / Vapor / Fumes			Ventilation		
Chemical Hazard			Other :		
Hazardous Configuration			SPECIAL EQUIPMENT		
Electrical Hazard			Breathing apparatus – respirator		
Mechanical Hazard / Moving Parts			Escape Harness Required		
Engulfment Hazard			Tripod emergency escape unit		
Entrapment Hazard			Lifelines		
Extreme Hot / Cold			Lighting (explosive proof / low volt.)		
Fall Hazard			PPE – goggles, gloves, clothing, etc.		
Other:			Fire Extinguisher(s)		

ATMOSPHERIC / ENVIRONMENTAL TESTING			
DO NOT ENTER IF PERMISSABLE ENTRY LEVELS ARE EXCEEDED.			
	Permissible Entry Level	Test Start Time:	Test Stop Time:
% of Oxygen	19.5% to 23.5%		
% of LEL	Less than 10%		
Carbon Monoxide	35 PPM (8hr)		
Hydrogen Sulfide	10 PPM (8hr)		
Sulfur Dioxide	2 PPM (8hr)		
Temperature			
Other (Specify)			
Other (Specify)			
Name of Person Testing:			
Test Instrument Used			
Instrument Model / Serial Number			
Test Instrument Calibration Date			

ENTRANT COMMUNICATION METHOD

Line of Sight	Radios	Other (Specify)
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AUTHORIZED WORKERS

	Name	Initials <i>You have reviewed and acknowledge this permit.</i>
<i>Entrants</i>		
<i>Attendants</i>		
<i>Supervisors</i>		
<i>Responsible Person</i>		

RESCUE PLAN

Written Rescue Plan posted near space	
Employee Rescue in plan	
Employee Non-Entry Rescue in plan	
Outside Rescue Contact #	

ENTRY PREPARATIONS

Notify affected employees of work	Review hazards and work procedures
Isolate hazardous energy	Notify available rescue team
Apply locks and tags	Atmospheric testing was satisfactory
Verify isolation	Additional permits obtained
Secure area with posts and flags	Required PPE worn
Clean, drain and purge space	Communication method working
Establish required ventilation	Other (Specify)

RESPONSIBLE PERSON AUTHORIZATION

I certify required entry conditions are met and it is safe to commence work in this space.

NAME	SIGNATURE
TIME	DATE
PHONE #	