

CONFINED SPACE PROGRAM

Safety regulations protect employees from the serious hazards associated with entering confined spaces. A confined space that is one or more of the following:

1. A space large enough that an employee can enter, has limited means for entry or exit, and is not designed for continuous occupancy.
2. Has a potential to contain a hazardous atmosphere that may expose employees to a risk of death, injury, incapacitation, impairment of ability to escape, or acute illness from:
 - Combustible gas, vapor, or mist
 - Airborne combustible dust that obscures vision
 - Any atmospheric condition immediately dangerous to life and health
3. Contains a material with the potential for engulfing an entrant.
4. Has a configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls, or a floor which slopes down and tapers to a smaller cross-section.
5. Contains any other recognized serious safety or health hazard.
6. Confined spaces that normally present no hazards can become permit-required if hazards are introduced into the space (e.g., by painting or cleaning with solvent-based products, by welding, etc.).
7. The following is a partial listing of spaces that are typically considered permit-required confined spaces:
Manholes, pits, boilers, vaults, tanks, pump stations, grease traps, ozone tanks, etc.

OUTSIDE CONTRACTORS

If you have a confined space in your building, employees are not permitted to enter any confined space. It is Company policy that any work involving confined spaces must be performed by outside contractors who are trained, certified, and permitted. Contact your Regional Facilities Manager for further instruction.

Outside contractors are subject to OSHA's confined space entry regulations. Manager must ensure that contractors adhere to all laws and regulations:

1. Inform the contractor that the workplace contains permit spaces meeting the requirements of OSHA.
2. Apprise the contractor of the potential hazards associated with the space.
3. Apprise the contractor of any precautions used to protect employees near permit spaces where contractor personnel will be working.
4. The use of company services, PPE, or equipment by contractors is strongly discouraged but can be used in an emergency.

See also the "Contractor Safety Rules" section of this Manual.

COMPANY RESPONSIBILITIES

Even though outside contractors will perform any necessary work within confined spaces, you are responsible for ensuring certain laws are followed at the location.

1. Identify all known permit-required confined spaces at your location. Contact the Corporate Safety Manager or your Regional Facility Manager for assistance in identifying potential permit spaces.
2. Ensure that all employees whose duties require them to work around permit-required confined spaces receive "hands-off" training.

3. Prevent unauthorized entry into permit spaces by ensuring that danger signs are posted at the entrance of every permit-required confined space (including the confined space itself and on any door leading to any room containing a confined space) which can be entered by unauthorized persons at any time.

Danger signs will read:

DANGER
PERMIT-REQUIRED CONFINED SPACE
DO NOT ENTER

More detailed regulations can also be found on OSHA's website at www.osha.gov, or contact Corporate Risk Management.