

(e.g., audio, visual, radio)

9. Designate and identify procedures for summoning rescue and emergency services personnel. *(Please see Appendix B Emergency/Rescue Procedures)*
10. Implement procedures to coordinate entry operations when contractors will be performing assigned work in the permit space simultaneously. *(Please see Section 11.0 Contractors)*
11. Provide the necessary equipment given the circumstances of the particular confined space in order to ensure employee safety and safe entry operations. *(Please see Section 5.0 Equipment for detailed description.)*
12. Identify any other information necessary for the protection of employees and safe entry operations.
13. Determine if permit space operations will require issuance of any additional permits such as HOT WORK PERMIT. *(Please see Policy for issuance of Hot Work Permit)*

B. Issuing Entry Permits

1. Before entry is authorized, preparing the permit space safe for entry shall be complete.
2. The Entry Supervisor identified on the permit shall sign the entry permit to authorize entry.
3. The completed permit shall be made available at the time of entry to all authorized employees by posting the permit at the space opening.
4. The duration of the entry permit may not exceed the time required to complete the job identified on the permit. Permits may be valid for up to twelve hours or shift change, whichever occurs first.

C. Canceling Entry Permits

The Entry Supervisor shall terminate entry and cancel the entry permit when:

1. The entry operations covered by the permit have been completed; or
2. A condition that is not allowed under the entry permit arises in or near the permit space.

D. Recordkeeping

1. Management shall retain each canceled entry permit for at least one year to facilitate review of the Permit Required Confined Space Program
2. A list of employees who have completed certification for Authorized

Entrant, Attendant, Entry Supervisor and Rescue level training shall be available and maintained on file.

V. EQUIPMENT

Management will provide the necessary equipment to all employees who work in permit spaces. The equipment provided may include, but is not limited to, the following:

- A. Atmospheric testing and monitoring equipment
- B. Ventilation equipment
- C. Communications equipment
- D. Personal protective equipment
- E. Respiratory protection equipment
- F. Safe lighting equipment
- G. Barriers/shields as required
- H. Retrieval systems, tripod, harnesses, wristlets, ladders for safe ingress/ egress

Note: A full body harness is required to be worn by all entrants who enter a confined space. A lifeline must be worn by each entrant during all entries into a confined space except where there is equipment or configuration that would entangle the lifeline or where the line creates a greater hazard. This exception must be approved by the Management prior to authorizing entry. Mechanical retrieval equipment is required to retrieve personnel from vertical type spaces more than (5) five feet deep.

- I. Rescue and emergency equipment
- J. Any other equipment necessary for safe entry.

Management will maintain all equipment in working condition. All defective equipment shall be removed from service and reported to your Supervisor immediately. Training and proficiency drills will ensure that all affected employees obtain the knowledge and skills necessary to properly select and use confined space equipment.

Before entry is authorized, it shall be the responsibility of the Entry Supervisor identified on the permit to ensure that all equipment necessary for safe entry operations and rescue is available, operational and used properly.

VI. Duties: Authorized Entrants

Employees who have successfully completed training and are authorized to enter permit spaces (Authorized Entrants) are assigned specific duties and responsibilities under the permit space program. Their duties and responsibilities include, but are not limited to, the following:

- A. Know the hazards that may be faced during entry including information on the modes, signs or symptoms and consequences of the exposure. (e.g., MSDS)
- B. Properly use all equipment as necessary for safe permit space operations.
- C. 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 should they detect a prohibited condition. (e.g., audio, visual, radio)
- D. Alert the Attendant whenever the Entrant recognizes any warning sign or symptom of exposure to a dangerous situation or the Entrant detects a prohibited condition.
- E. Exit from the permit space as quickly as possible whenever:
 - 1. an order is given to evacuate by the Attendant or Entry Supervisor;
 - 2. the Entrant recognizes any warning sign or symptom of exposure;
 - 3. detects a prohibited condition, or;
 - 4. an alarm to evacuate has been activated.
- F. Performs no tasks beyond those covered by the permit.
- G. Participates in the Lock Out/Tag Out Energy Control Program

VII. DUTIES: AUTHORIZED ATTENDANTS

Employees who have successfully completed training and have been designated as authorized permit space Attendants are assigned specific duties and responsibilities under the permit space program. Their duties and responsibilities include, but are not limited to, the following:

- A. Know the hazards that may be faced during entry including information on the modes, signs or symptoms and consequences of the exposure. (e.g., MSDS)
- B. Is aware of possible behavioral effects of hazard exposure in Authorized Entrants.
- C. Continuously maintains an accurate count of Authorized Entrants.

- D. Remains outside the permit space until relieved by another qualified Attendant.
- E. Communicates with Authorized Entrants as necessary to monitor Entrant status and alarm Entrants of the need to evacuate if they detect a prohibited condition. (e.g., audio, visual, radio)
- F. Alarm Entrants to evacuate the space immediately if:
 - 1. prohibited condition is detected;
 - 2. Entrants show the effects of over exposure;
 - 3. a situation outside the space could endanger the Entrants or;
 - 4. you cannot effectively and safely perform all required duties.
- G. Warn unauthorized persons that they must stay away from the permit space.
- H. Summon Rescue and Emergency Services as soon as the Attendant determines the Authorized Entrants may need assistance to escape the permit space.
- I. Performs non-entry rescue as specified in the rescue emergency plan for that space.
- J. Monitor and record atmospheric testing levels at regular intervals throughout the duration of the entry.
- K. Performs no other duties that might interfere with the primary duty to monitor and protect the Authorized Entrants.
- L. Participates in the Lock Out/Tag Out Energy Control Program

VIII. DUTIES: ENTRY SUPERVISORS

Employees who have successfully completed training and have been designated as permit space Entry Supervisors are assigned specific duties and responsibilities under the permit space program. Their duties and responsibilities include, but are not limited to, the following:

- A. Know the hazards that may be faced during entry including information on the mode, signs or symptoms and consequences of the exposure.
- B. Verifies, by checking:
 - 1. that the appropriate entries have been made on the permit,
 - 2. that all tests specified by the permit have been conducted, and