

3. that all procedures and equipment specified by the permit are in place before endorsing the permit and authorizing entry.
- C. Terminates the entry and cancels the permit when the task is complete, the entry permit expires or when a prohibited condition is detected.
  - D. Verifies that Rescue Services are available and that the means for summoning them are operable. Assures proper retrieval/rescue equipment is available.
  - E. Removes unauthorized individuals who enter, or attempt to enter, the permit space during entry operations.
  - F. Determines whenever responsibility for a permit space entry operation is transferred that the entry operations remain consistent with the terms of the entry permit.
  - G. As the Entry Supervisor you must vacate the space immediately if there are any prohibited entry conditions detected including, but not limited to:
    1. The diagram and/or procedure do not match the confined space;
    2. Air monitoring device is non-functional;
    3. Required equipment is not present or non-functional;
    4. Air contaminant(s) exceed acceptable entry conditions;
    5. Conditions arise outside the scope of the entry permit;
    6. Failure of Lock Out/Tag Out, Line Breaking etc.;
    7. Attendant is not present;
    8. Entrants show the effects of exposure;
    9. A situation outside the space could endanger the entrants.
  - H. Entry supervisor must ensure that the means for summoning Rescue Services are operable and know the best route for Rescue Services to reach the confined space.

## IX. DUTIES: RESCUE AND EMERGENCY SERVICES

Before entry is authorized, it will be the responsibility of the Entry Supervisor to make all necessary provisions for emergency rescue. Rescue trained employees are assigned specific duties and responsibilities under the permit space program. Their duties and responsibilities include, but are not limited to, the following:

All qualified rescue level employees are trained at a minimum to Authorized

Entrant level. Rescue level employees also have additional knowledge, skills and have developed proficiency in the areas of:

- A. Know the hazards that may be faced during entry including information on the mode, signs or symptoms, and consequences of the exposure. (e.g., MSDS)
- B. Developed rescue plans for specific permit space(s) to enable the rescue team the capability to reach victim(s) within a time frame that is appropriate for the permit space hazard(s). Upon assessing the permit space and developing a rescue plan, the designated Rescue Personnel shall sign the entry permit.
- C. Trained, equipped for and proficient in performing rescue(s) for specific permit spaces.
- D. Provided all necessary Personal Protective Equipment.
- E. Respiratory Protection Certified.
- F. Ambient air instrument testing qualified.
- G. Ventilation training.
- H. Basic First Aid & Cardiopulmonary Resuscitation (CPR) certified. (At least one member of the team holding current certification.)
- I. Rescue Equipment Training (self-rescue, non-entry rescue, rescue team) harnesses, wristlets, lifelines, tripods, mechanical retrieval winches, packaging equipment, etc.
- J. All rescue team employees practice making permit space rescues at least annually from actual permit spaces or representative permit spaces with respect to opening size, configuration and accessibility. Management shall be responsible for providing rescue and emergency training.

Management shall develop specific protocol and procedures for establishing and summoning in-house rescue trained employees in the unlikely event of a confined space emergency/rescue situation. *(Please see Appendix B for a detailed outline of emergency / rescue procedures.)*

#### X. TRAINING PROGRAM

Confined Space Entry training shall be provided to all affected employees. The training program is organized and presented to include lecture, audiovisual and hands-on practical equipment training. To successfully complete training, an employee must acquire the understanding, knowledge and skills necessary for the safe performance of their duties. Upon successful completion of training employees will receive a certificate that will contain the employee's name, signature of the trainer and the expiration date. All training programs shall be documented and remain on file. *(Please contact Management for a list of employee training for Entrant, Attendant, Entry Supervisor and Emergency Rescue*

*level qualification/certification.)*

The level of Confined Space Entry training that an employee receives will be determined by his/her role under the Confined Space Program.

The levels of training are as follows:

- Confined Space Level I (Awareness)
- Confined Space Level II (Entrant, Attendant, Entry Supervisor)
- Confined Space Level III (Rescue)

Note: Certified Level III Rescue training is inclusive of Level II training. *(Please see Section 9.0, Rescue and Emergency Services.)*

Re-training will be provided to all affected employees whenever there is a change in duties or responsibilities that present a new hazard that would render previous training obsolete. Or, if there is reason to believe that an employee does not demonstrate comprehension and understanding from previous training, re-training will be provided.

#### XI. MULTIPLE EMPLOYER ENTRY PROCEDURES (CONTRACTORS)

When outside employers/contractors enter to work in permit spaces, Management will coordinate entry and work operations following these procedures:

- A. When Management arranges to have employees of another employer (contractor) perform work that involves permit space entry, Management will require the contractor, at a minimum, to conform to the policies and procedures outlined in the OSHA 29CFR 1910.146 Confined Space Entry standard.
- B. Management shall inform contractor that permit spaces are present, the hazards associated with these spaces and that entry is allowed only through compliance with the OSHA Permit Required Confined Space Entry standard.
- C. Management shall inform the contractor of any precautions or procedures that have been implemented for the protection of employees in or near permit spaces where contract personnel will be working.
- D. Management shall coordinate entry operations with the contractor when both company employees and contractor employees will be working in or near confined spaces simultaneously.
- E. Contractors shall be responsible for providing provisions for confined space entry including rescue/emergency services for their employees. Provisions for rescue and emergency services must be in place and the means for summoning them available prior to authorizing entry.
- F. Management shall debrief the contractor at the conclusion of the entry

operations regarding the confined space program/procedures followed and communicate any hazards confronted or created in permit spaces during entry operations.

## XII. POST-OPERATIONS PROCEDURES

Upon the completion of work in a permit space, it will be the responsibility of the Entry Supervisor to close off the space and cancel the permit. At that time, he/she will forward a copy of the canceled permit to be maintained on file.

The Entry Supervisor shall debrief the crew at the conclusion of the entry operations regarding the confined space program and procedures followed and communicate any hazards confronted or created in the confined space during entry operations. The debriefing will provide valuable information that will be utilized to further strengthen the Permit Required Confined Space Entry Program.

## XIII. REVIEW-PROCEDURES

To ensure that all employees participating in entry operations are protected from confined space hazards, Management will review the Permit Required Confined Space Entry Program annually. The program review will include an evaluation of canceled permits and any/all related documents from the previous twelve months.

## XIV ENFORCEMENT

Constant awareness and respect for confined space entry hazards and compliance with all safety rules is a condition of employment. Management reserves the right to issue disciplinary warnings up to, and including, termination for failure to follow the guidelines of this policy.

## XV APPENDIX

Appendix A. Sample Entry Permit and Monitor Record

Appendix B. Sample Emergency/Rescue Procedures