



Confined Space

1. Purpose

To establish safe and proper procedures and responsibilities for testing, entering and working in confined spaces in order to preclude injury or death due to exposure of hazardous, toxic or oxygen (O₂) deficient atmospheres, as well as prevent injury or property damage resulting from fires or explosions. This policy contains requirements for practices and procedures to protect employees from the hazards of entry into permit-required and non-permit required confined spaces as prescribed in 29 CFR 1910.146.

2. Responsibilities

a. Human Resources Will:

- (1) Ensure an effective Confined Space Entry Policy is established and maintained.
- (2) Ensure there are sufficient personnel and support to more accurately and efficiently perform all duties required by the Confined Space Entry Policy.
- (3) Ensure that all personnel receive appropriate training prior to involvement with the Confined Space Entry Program.

b. The Health and Safety Office Will:

- (1) Evaluate the departments to determine if any spaces are Permit-Required Confined Spaces (PRCS). The Health and Safety Office will identify and evaluate the hazards of permit spaces before employees enter confined space.
- (2) Inform exposed employees by posting danger signs or any other equally effective means of the existence and location of the danger posed by the permit spaces.
- (3) Develop and implement a written Permit Space Entry Policy that complies with all applicable regulations. The written policy will be available for inspection by employees and their authorized representatives.
- (4) Ensure a Confined Space Calibration System for the calibration of portable gas monitors.
- (5) A space classified by the Health and Safety Office as a PRCS may be reclassified as a non-permit-required confined space (NPRCS) under the following procedures:
 - (a) Provided that the permit space poses no actual or potential atmospheric hazard and if all hazards within the space are eliminated without entry into the space.



(b) If it is necessary to enter the permit space to eliminate hazards, forced air ventilation will be used to eliminate the hazardous atmosphere.

(c) If testing and inspection during that entry demonstrate that the hazards within the permit space have been eliminated, the space may be reclassified as a non-permit confined space for as long as the hazards remain eliminated.

(d) Document procedures establishing a NPRCS.

(6) Re-evaluate spaces when conditions change.

(7) Before initial work assignment begins, the Health and Safety Office must coordinate proper training for all employees who are required to work in permit confined spaces. Additional training is required when the job duties change; there is a change in the permit space policy, when the permit space operation presents a new hazard, and when an employee's job performance shows deficiencies. Upon completion of training, employees must receive confined space permit identification (ID) card. The certification must be made available for inspection by employees and their authorized representatives.

(8) Identify the PPE that will be necessary for safe entry for the work being performed.

(9) Ensure that at least one attendant is stationed outside each permit space for the duration of entry operations.

(10) Establish and implement a system for the preparation, issuance, use, and cancellation of entry permits.

(11) Implement appropriate procedures for summoning rescue and emergency services.

c. The Entry Supervisor (Authorizing Person) Will:

(1) Authorize permit entry into confined spaces by completing CHS Confined Space Entry Permit (Available on the Human Resource web page, in the Health and Safety tab). The Entry Supervisor will print and sign their name on the permit ensuring they are taking responsibly for the permit.

(2) Ensure that only employees with a valid Confined Space Entry Identification Card are permitted into the confined space as either an authorized entrant or attendant.



- (3) Know space hazards including information on the mode of exposure, signs, symptoms, and consequences of exposure.
- (4) Perform entry monitoring of permit confined spaces. If the test of the confined space is not acceptable, then the authorizing person will not permit entry.
- (5) Verify emergency plans and specified entry conditions such as permits, tests, procedures, and equipment before allowing entry.
- (6) Terminate entry and cancel permits when entry operations are completed, or if a new condition exists.
- (7) Determine the type of continuous monitoring appropriate for each respective entry to a permit confined space.
- (8) Require confined space to be continuously ventilated when warranted.
- (9) Take appropriate measures to remove unauthorized entrants.
- (10) Ensure that entry operations remain consistent with the entry permit.
- (11) Ensure confined space entry sign and permit is posted.
- (12) Maintain a copy of each permit issued for each respective confined space for a period of 12 months. A copy of each permit will be maintained by the supervisor and the Health and Safety Office.

Note: If hazardous conditions are detected during entry, employees must immediately leave the space and notify Health and Safety Office and CHS Fire Department to evaluate the space to determine the cause of the hazardous atmospheres.

d. Supervisors With Personnel Entering Confined Spaces Will:

- (1) Ensure that only employees trained in confined space entry serve as authorized entrants or attendant.
- (2) Coordinate with all departments involved (e.g. lockout/tag out).
- (3) Where appropriate or emergency rescue, ensure each entrant uses a chest or full body harness with a retrieval line attached at the center of back, near shoulder level or above the entrant's head. CFR 1910.146(k)(3)(i)

e. Each Authorized Entrant Will:



(1) Attend training coordinated by the Health and Safety Office and possess a valid confined space work card which will be issued by the Health and Safety Office upon satisfactory completing the confined space training.

(2) Know the hazards that may be faced during entry; (e.g. routes of entry, signs or symptoms, and consequences of exposure).

(3) Use appropriate PPE properly.

(4) Maintain communication; (e.g. telephone, radio, visual observation) with attendants to enable the attendant to monitor the entrant's status as well as to alert the entrant to evacuate.

(5) Exit from permitted confined space as soon as possible when ordered by an authorized person, when the entrant recognizes the warning signs or symptoms of exposure exist, or when an automatic alarm is activated.

(6) Not eat, drink, or smoke in any confined space areas.

(7) Where appropriate, authorized entrants who enter a permit space must wear a chest or full body harness with a retrieval line attached to the center of their backs near shoulder level or above their heads.

(8) Perform preparation procedures such as isolation/lockout-tag out, etc., for entering a confined space.

f. Attendant Will:

a. CFR 1910.146(i) Attend training provided coordinated by the Health and Safety Office and possess a valid confined space work card.

(1) Remain outside permit space during entry operations unless relieved by another authorized attendant.

(2) Maintain communication with, and keep an accurate account of workers entering the confined space.

(3) Know existing and potential hazards including information on the mode of exposure and their physiological effects.

(4) Order evacuation of the confined space when a prohibited condition exists, when a worker shows signs of physiological effects from hazardous exposure, when an emergency outside the confined space exists, and when the attendant cannot effectively and safely perform required duties.



(5) Summons, rescue, and other emergency services, as soon as the attendant determines that authorized entrant may need assistance to escape from permit space hazards. **911** is the official Emergency rescue services number to call per Fire Department.

(6) Ensure that unauthorized persons stay away from permit-confined spaces or exit immediately if they have entered the permit space.

(7) Inform authorized entrants and entry supervisor of entry by unauthorized persons.

(8) Perform no other duties that interfere with the attendant's primary duties.

(9) **UNDER NO CIRCUMSTANCES** will entry be permitted into a PRCS during an emergency until help arrives; and then, only rescue personnel may enter with the proper protective equipment such as lifelines, safety harnesses, and self-contained breathing apparatuses (SCBA).

3. Policy

City policy is that all confined spaces will be considered hazardous and entry into or work on the boundaries of such space is prohibited until the space has been evaluated by a qualified person to establish appropriate safety precautions. This policy outlines the program to implement this policy. The requirements outlined in this policy apply to all activities conducted by City of Hot Springs employees. **UNDER NO CIRCUMSTANCES** should anyone else be allowed into the confined space unless they have completed training and issued a confined space entry card by the Health and Safety Office.

4. General

a. Permit Systems. A permit, signed by appropriate personnel, verifying that pre-entry preparations have been completed and that the space is safe to enter, must be posted at entrances or otherwise made available to entrants before they enter a permit space. The duration of entry permits must not exceed a single shift. CHS Confined Space Entry Permit will be completed before entry into a confined space.

b. Entry Permits. Entry permits must include the following information:

- (1) Date of entry.
- (2) Time of entry.
- (3) Site Location/Building.



- (4) Description of Work to be performed.
- (5) Permit Expires (Date/Time). The permit is valid for only one shift.
- (6) Name of entry supervisor who authorizes entry. Entry supervisor will print and sign the permit.
- (7) Name of permit space to be entered, authorized entrant(s), eligible attendants, and name(s) of the authorized entry supervisors. After the entry supervisor places the names of the authorized entrant(s) and attendant(s), the entrant(s) and attendant(s) will sign next to their names verifying that they understand what is expected of them during confined space operations.
- (8) Preparation for Entry. All items in the block must be filled out with either yes, no, or N/A. If any box is check no, then entry will not be authorized.
- (9) Rescue Team contact number.
- (10) Communication procedures and equipment to maintain contact during entry.
- (11) Hazards of the Permit Space. All hazards that the entrant may face will be listed.
- (12) Tests to be taken. Pre-Entry test results will be enter on the permit with the date/time of the test. Any additional test will be entered on the permit (2nd, 3rd, and 4th). The air monitor tests to be taken are O₂, Lower Explosive Limit, Carbon Monoxide, Hydrogen Sulfide, and others (If another air test is taken then other will be lined through and the name of the test will be entered).
- (13) Name of permit space to be entered, authorized entrant(s), eligible attendants, and name(s) of the authorized entry supervisors. After the entry supervisor places the names of the authorized entrant(s) and attendant(s), the entrant(s) and attendant(s) will sign next to their names verifying that they understand what is expected of them during confined space operations.

5. Emergencies

CHS Fire Department will ensure that rescue service personnel are provided and are available. CHS Fire Department will also ensure that emergency rescue services are provided access to all confined spaces so that they can practice rescue operations. The CHS Fire Department personnel are provided with and trained in the proper use of personal protective and rescue equipment, including respirators, and are trained to perform assigned rescue duties, including entrant's training. Contact number for CHS Fire Department emergency rescue services call **911**.



6. Training

Training will be coordinated by Health and Safety Coordinator for City employees who are required to be authorized entrants, attendants, or entry supervisors. Authorized entrants and attendants will be given valid confined space work cards which will be good for one year. Training for Entry Supervisors will be good for two years. CHS Fire Department Training Officer will conduct annual Permit Required Confined Space Training for entrants, attendants and entry supervisors.

7. MultiRAE Gas Monitor Calibration

Each department with monitors will take their monitor to the CHS Fire Department (Central Fire Station) to be calibrated within the first three days of each month.

8. Summary

Each entrant, attendant and entry supervisor must have confined space training and issued a card before entering a confined space. Each confined space must have a confined space entry permit. Confined Space Training will be conducted by the CHS Fire Department Training Officer on an annual basis.