

Subject: Confined Space Program:

Purpose Statement: The purpose of the Valley County Confined Space Program is to identify confined spaces and develop procedures to ensure workers safe entry into a confined space to perform routine tasks associated with their employment. This procedure are 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 standard applies to any operation that requires employees, inspectors, or contractors to enter a confined space and/or work inside any permit-required confined space. Examples include manholes, sewers, sumps, vaults, pits, tanks, crawl spaces or similar confined spaces.

No confined space shall be entered until adequate precautions have been taken to ensure the safety of the entrant/s and their work environment.

The OSHA Permit Required Confined Space (entry by permit only) means a confined space that has one or more of the following characteristics: permits will be administered by Valley County Safety Coordinator.

1. Contains or has the potential to contain a hazardous atmosphere
2. Contains a material that has the potential for engulfing an entrant
3. Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross section.
4. Contains any other recognized serious safety or health hazard.

Definition: Confined space has limited or restricted means for entry or exit and are not designed for continuous occupancy; these spaces include but are not limited to tanks, vessels, manholes, crawl spaces, ductwork... 29 CFR 1910.146

Responsibility: Each department will be responsible for identifying and labeling each confined spaces in their area. Each department head will be responsible for training employees, where of each confined space location and the procedures for entering each space. Each department is responsible for keeping and maintain a sign in-out log (appendix #1) with department specific policy attached.

### Valley County Safety Committee

- Serves as primary resource and contact on confined space issues
- Maintains, revises, and distributes county wide program (Each department shall submit a department specific program for approval of the safety committee; to be reviewed annually)

- Assists in the evaluation and identification of confined spaces
- Oversees field calibration of atmospheric monitoring equipment used for confined space entry work
- Develops and assists with conducting confined space training.

Policy: **General Requirements-**

Work area is has been evaluated to determine if it meets the definition of OSHA confined space.

In the event entry is needed the entering person shall notify supervisor, sign in before entering confined space

Perform work needed

Notify supervisor work is completed and exit has been made

Document exit on sign out log.

Definition: **Permit Required-**

Work areas have been evaluated to determine it meets the OSHA permit required 29 CFR 1910.146 Has one or more of these characteristics.

- Contains or has the potential to contain a hazardous atmosphere
- Contains a material with the potential to engulf someone who enters the space;
- Has an internal configuration that might cause an entrant to be trapped or asphyxiated by inwardly converging walls or by floor that slopes downward and tapers to a smaller cross section; and/or
- Contains any other recognized serious safety or health hazards.

Responsibilities:

**Permit- Required Document Retention:** Employers are required to identify all confined space with the workplace that employees or outside contractors may be required to enter and contain a hazardous atmosphere, engulfment hazard, and internal configuration that could trap or asphyxiate an entrant or other serious safety or health hazard. The employer must develop a written program and procedure for employees can enter the space. The standard requires the host-employer to provide certain information to other contractors who will have their employees enter the space.

**Document retention:** Employers must retain each canceled entry permit for at least one year and review them within one year after each entry. It is also advisable to retain employee confined space training records for the duration of the employment.

<https://www.shrm.org/resourcesandtools/hr-topics/risk-management/pages/osha-document-retention-requirements.aspx>

Policy:

- Identify Permit-Required confined space entry, is it absolutely necessary

- Notify Supervisor that entry is needed
- Supervisor to notify Safety Coordinator, request an entry permit form for permit required confined space. (Appendix #2)
- Complete top portion of the permit-required confined space entry form
- Make sure permit is approved by Safety Coordinator, before entering
- Post permit at job site. Note time of entry on the permit.
- Use all specified safety equipment as indicated by permit
- Make sure there is proper communication between attendant and entrant
- Attendant may never leave entry site and maintain constant communication with the entrant
- The attendant should contact Supervisor once the entrant has exited the confined space. Note the time of exit on the permit
- The Permit-Confined Space Entry Form should be given to safety coordinator, to file in the Confined Space Records.