

Model Confined Space Plan

This written confined space plan may serve as a model in developing a plan for your company. This model is not a "fill in the blank" document. Your company should develop specific plan elements that apply to its operations.

1.0 POLICY

_____ is committed to provide a safe and healthful work environment for our entire staff. In pursuit of this endeavor, the following written program is in place to first identify any permit required confined spaces (PRCS) and to eliminate or control hazards associated with PRCS operations. This program is in accordance with the Occupational Safety and Health (OSHA) Permit Required Spaces Standard 29 CFR 1910.146.

2.0 RESPONSIBILITIES

2.1 Overall Program Responsibility. _____ is responsible for the overall implementation and maintenance of any written program or any certification concerning the requirements of the PRCS standard at our facility.

2.2 PRCS Evaluation. _____ is responsible for evaluating the workplace to determine if any permit spaces are present. _____ will be responsible for determining if a PRCS program is required, or if the permit space can be reclassified as a non-permit space, or if alternative procedures can be used.

2.3 Training. _____ is responsible for ensuring that all affected personnel are properly trained and that refresher training is given. Personnel who maybe included are any authorized entrants, attendants, entry supervisors, on-site rescue team members, and employees who may potentially enter the space.

2.4 Initial Contacting for Rescue Services. _____ will ensure that rescue and emergency services have been informed of any PRCS's at _____ and have been given access to the spaces for drills, training, etc.

2.5 Equipment. _____ will ensure that all equipment needed for safe entry into any PRCS and non-permit spaces is available and in proper working order.

3.0 PERMIT SPACE IDENTIFICATION

3.1 Determination. _____ has evaluated the workplace and determined: (check one) ___ No PRCS exist at the worksite. ___ PRCS's have been determined to exist at the worksite.

3.2 Locations. The location(s) and hazard(s) posed by these permit spaces are listed below:

Location	Hazard
_____	_____
_____	_____
_____	_____

4.0 PREVENTION OF UNAUTHORIZED ENTRY

4.1 Procedures. If permit spaces are identified at our worksite _____ will inform exposed or potentially exposed employees of their existence and hazards. The method(s) that will be used will be:

____ Posting of danger signs at each permit space reading "Danger-Permit Required Confined Space - Do Not Enter".

____ Other procedures _____.

4.2 Entry Determination. It has been determined by _____ that the permit spaces identified at our worksite: (check one)

____ Will not be entered by our employees.

The following measures have been taken to prevent employees from entering the space(s):

____ Will be entered by employees of our workplace.

5.0 PERMIT-REQUIRED CONFINED SPACE

5.1 Procedures. Safe entry procedures have been developed for each permit space at our facility. These procedures specify the proper methods and equipment necessary to conduct the entry operation in a safe manner. A PRCS entry worksheet has been completed for each PRCS by _____ and they are located at

5.2 Written Plan. The written PRCS Plan addresses the following elements for each permit space entered:

- a. The methods used to prevent unauthorized entry.
- b. Identify and evaluate the specific hazards before entry.

- c. Establish measure for the safe control of identified hazards such as isolation, purging, inerting, ventilation, barricades, lockout/tagout, etc.
- d. Providing and maintaining equipment necessary for safe entry, including testing and monitoring, ventilation, communications, personal protection, lighting, barriers, entry and egress, and rescue equipment.
- e. Procedure to test the permit space and document results.
- f. Procedure to maintain acceptable conditions in the permit space.
- g. Identify duties of each employee required and provide training.
- h. Provide at least one attendant outside the permit space for the duration of the entry operations.
- i. Implement proper procedures for rescue.
- j. Establish a written system for preparation, issuance, use and cancellation of permits.
- k. Coordinate entry operations during multiple employer entries.
- l. Review entire entry program at least annually, unless previously reviewed at the conclusion of a specific entry.

6.0 ALTERNATIVE PROCEDURES

6.1 The PRCS standard allows permit spaces which have, as their only hazard, an actual or potential hazardous atmosphere to use alternative procedures for entry. These alternative procedures do not require implementation of a full PRCS program. The following is a list of permit spaces at our workplace which currently qualify for alternative procedures:

7.0 RECLASSIFYING PERMIT SPACE TO NON-PERMIT SPACE

7.1 The PRCS standard also allows permit spaces to be reclassified as non-permit spaces by the total elimination of all hazards. A permit space can be reclassified as a non-permit space if there are no actual or potential atmospheric hazards within the space all non-atmospheric hazards are eliminated without entry into the space. The following is a list of permit spaces at our workplace that can be reclassified as non-permit spaces.

8.0 PERSONNEL, DUTIES AND TRAINING FOR FULL PRCS ENTRY OPERATIONS

8.1 Entry into any PRCS where a full PRCS program is mandated will require a specially trained and equipped team. Each team will consist of an: authorized entrant(s), attendant, entry supervisor, and rescue personnel.

8.2 Each member of the team will receive initial and annual refresher training. The training will be specific for the duties of each team member and include the procedures and practices necessary to protect them from the dangers of the permit space.

8.3 The training program will include the duties of each team member as listed below:

a. Authorized Entrants

- 1) Know the hazards associated with the permit space and their effects.
- 2) Properly use the equipment required for entry.
- 3) Maintain a continuous means of communication with the attendant.
- 4) Alert the attendant in the event of an emergency.
- 5) Evacuate the space if an emergency occurs.

b. Attendants

- 1) Know the hazards associated with the permit space and their effects.
- 2) Maintain an accurate account of the authorized entrants.
- 3) Remain at their assigned station until relieved by another attendant or until the permit space entry is complete.
- 4) Monitor conditions in and around the permit space.
- 5) Summon rescue and applicable medical services in the event of an emergency.
- 6) Perform non-entry rescue procedures.
- 7) Perform appropriate measures to prevent unauthorized personnel from entering the permit space.

c. Entry Supervisors

- 1) Know the hazards associated with the permit space and their effects.
- 2) Verify that the safeguards required by the permit have been implemented.
- 3) Verify that rescue services are available and that means for summoning them are operable.
- 4) Cancel the written permit and terminate the permit space entry when required.
- 5) Remove personnel who are not authorized to enter the permit space during entry operations.
- 6) Periodically, determine that the entry operation is being performed in a manner consistent with the requirements of the permit space entry procedures and that acceptable entry conditions are maintained.

d. Rescue Personnel

- 1) Permit space recognition.
- 2) Permit space hazards.
- 3) Control of Permit Space Hazards.
- 4) Atmospheric monitoring equipment and testing protocol.
- 5) Use and maintenance of personal protective equipment.
- 6) Rescue equipment.
- 7) Simulate permit space rescues and required rescue techniques.
- 8) Basic first aid and cardiopulmonary resuscitation (CPR).
- 9) Requirements stated in paragraph (k) and (g) of 1910.146.
- 10) Use of the rescue plan checklist.

8.4 PRCS Program Training. If a full PRCS program is required, training will be conducted in the following topics:

- a. Types of confined space hazards.
- b. Components of the written PRCS program.
- c. Components of the entry permit system.
- d. Components of the hot work permit.
- e. The need for prompt guarding of the entrance opening.
- f. Atmospheric testing equipment including its use, calibration, and maintenance.
- g. Atmospheric testing protocol:
 - 1) oxygen, combustibles, toxics.
 - 2) pre-entry, frequent or continuous testing.
 - 3) check all levels of the space.
- h. Methods for the control and elimination of any atmospheric hazards:
 - 1) Inerting.
 - 2) Draining and rinsing.
 - 3) Purging and cleaning.
 - 4) Continuous forced air ventilation.
- i. Procedures the employees must follow if they detect a hazard.
- j. The evaluation process to be used for reentry if hazards are detected.
- k. Train employees on the use of entry equipment (e.g., ladders, communication devices, etc.).

l. Personal protective equipment required:

- 1) full body harness.
- 2) respiratory protection.
- 3) chemical protective clothing.
- 4) eye and face protection.

m. Personnel and their responsibilities:

- 1) authorized entrant.
- 2) attendant.
- 3) entry supervisor.
- 4) rescue team.

n. On-site or off-site rescue:

- 1) rescue plan.
- 2) practice rescues.
- 3) basic first-aid and cardiopulmonary resuscitation certification.
- 4) full body harness with retrieval line attached to mechanical retrieval device.

o. Procedures for annual review of canceled permits.

p. Any other information necessary to ensure employee safety during a permit space entry operation.

q. Documentation of the training.

8.4.1 The following is a list of employees who have been equipped and trained to serve as authorized entrants at our facility:

Authorized Entrants	Trainer	Date of Training
_____	_____	_____
_____	_____	_____
_____	_____	_____

8.4.2 The following is a list of employees who have been equipped and trained to serve as attendants:

Authorized Entrants	Trainer	Date of Training
_____	_____	_____
_____	_____	_____
_____	_____	_____

8.4.3 The following is a list of employees who have been equipped and trained to serve as entry supervisors:

Entry Supervisors	Trainer	Date of Training
_____	_____	_____
_____	_____	_____
_____	_____	_____

8.4.4 The following is a list of employees who have been equipped and trained to serve as rescue personnel:

Rescue Personnel	Trainer	Date of Training
_____	_____	_____
_____	_____	_____
_____	_____	_____

9.0 HOST EMPLOYER'S RESPONSIBILITIES WITH CONTRACTORS

9.1 When contractors are involved in permit space entry work at our workplace, _____ will inform them of the following information and coordinate any entry operations:

- a. The location of the permit spaces at our facility and that entry into these spaces is only allowed through a permit space program or alternative procedures or space reclassification.
- b. Our rationale for listing the space as a permit space such as any identified hazards and our experiences with the particular space.
- c. Precautions that we have implemented to protect employees working in or near the space.
- d. _____ will debrief the contractor at the completion of the entry operation, or during if a need arises, and if any hazards were confronted or created during their work.

10.0 CONTRACTOR'S RESPONSIBILITIES WITH HOST EMPLOYERS

10.1 When _____ is hired to perform work in a PRCS, _____ will obtain the following information from the host employer and ensure the following tasks are performed.

- a. Obtain any information on the hazards of the permit space and information from previous entry operations from the host employer.

- b. Determine if the host employer's workers will be working in or near the space.
- c. If the host employer will have employees working in or near the space during our entry operation, _____ will coordinate entry operations with the host employer's representative.
- d. Will inform the host employer of the permit space program that will be utilized.
- e. Hold a debriefing conference at the completion of the entry operation or during the entry operation (if needed) to inform the host employer of any hazards confronted or created.

11.0 RESCUE AND EMERGENCY SERVICES

11.1 The precautions and procedures outlined in our written PRCS program are designed to ensure that our employees are safe while working in permit spaces. Under no circumstances do we expect our employees to enter a permit space where hazards have not been eliminated or effectively controlled.

Additionally, we recognize that unexpected situations might arise that prevent entrants from self-rescue. In response, the following rescue and emergency action plan has been developed and will be strictly enforced. We have decided to use:

____ On-site rescue services which include:

____ Non-entry rescue procedures

____ Entry rescue procedures

____ Off-site entry rescue services.

11.2 _____ will ensure that each member of the firm's rescue service is appropriately trained.

11.3 _____ will ensure that each member of the rescue service will receive basic first aid and cardiopulmonary resuscitation (CPR). At least one of these members must hold current certification in first aid and CPR.

11.4 _____ will ensure that rescue team members will practice rescue techniques at least annually from the actual or similarly configured spaces(s).

11.5 _____ has made arrangements with _____ for off-site rescue and emergency services and they have consented to provide this service.

_____ has informed _____ of the hazards they may encounter if they are summoned. _____ has also provided access to the rescue service so they can evaluate the permit spaces to develop appropriate rescue plans and practice rescue operations. If rescue and emergency services are needed, the following procedures will go into effect:

The specific procedures for summoning rescue and emergency services for our workplace is outlined as follows:

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Name of rescue service: _____

Telephone: _____

Location: _____

Approximate response time: _____

Name of emergency medical service: _____

Telephone: _____

Location: _____

Approximate response time: _____

12.0 TRAINING

12.1 Training must be given to each employee who has access or potential access to a permit space. The amount and type of training needed will depend on the individual's duty assignment. The intent of this training is to give employees the understanding, knowledge, and skills necessary for the safe performance of their assigned duties in relation to the permit spaces of concern.

12.2 Four basic categories have been set up to train employees based on duties and potential exposure.

12.2.1 Awareness training. Will be provided to all employees.

12.2.2 Training required for using alternative procedures. If the space qualifies for alternative procedures, training on the following topics is warranted:

a. That procedures can only be used when a hazardous atmosphere is the only hazard of concern.

b. The harm associated with the atmospheric hazards of concern including their acceptable entry levels and symptoms of overexposure.

- c. Awareness training to recognize other potential hazards in or around the space.
- d. Any conditions which may make it unsafe to remove the entrance cover.
- e. The need for prompt guarding of the entrance opening.
- f. Atmospheric testing equipment including its use, method of calibration, and maintenance.
- g. Pre-entry, frequent or continuous testing of the permit space.
- h. Check all levels of the space for atmospheric hazards.
- i. Atmospheric controls: inerting, draining and rinsing, purging, and continuous forced air ventilation including type, proper use and placement, and its limitations.
- j. Procedures the employee must follow if a hazardous atmosphere is detected.
- k. The evaluation process to be used for reentry if a hazardous atmosphere is detected or the individual vacates the space and returns some time later.
- l. The use of entry equipment including ladders and intrinsically safe lighting.
- m. Personal protective equipment, its use, limitations, and required maintenance.
- n. A review of the completed written certification form with the employee prior to entering the space.
- o. Any process which may introduce a hazard which would prohibit use of alternative procedures.
- p. The requirements of paragraph (c)(5) must be reviewed with the employee.
- q. Any other information needed to ensure the safety of the employee.
- r. The documentation of the training.

12.2.3 Training required for using the reclassifying permit space procedures. If the permit space can be reclassified as a non-permit space, the following items must be discussed:

- a. Documentation of the elimination of the hazards. If the elimination of the hazards or verification of elimination requires employees to enter the space, then a full PRCS program is needed.

b. Train employee on the hazards associated with the space and the methods needed to eliminate the hazards such as:

- 1) Isolation techniques.
- 2) Lockout/tagout.
- 3) Disconnection and misalignment of pipes.
- 4) Double block and bleed.
- 5) Removing engulfment hazards.
- 6) Training in use of equipment.
- 7) Personal protective equipment.

c. The requirements of (c)(7) must be reviewed with the employee(s).

d. Inform employees that any procedures such as welding, cleaning with a chemical, etc. would negate the reclassification and convert the space back to a permit space.

e. Any conditions which may make it unsafe to remove entrance cover.

f. The need for prompt guarding of the entrance opening.

g. Atmospheric testing equipment including its use, method of calibration, and maintenance.

h. Atmospheric testing protocol: oxygen, combustibles, toxics, pre-entry, and testing.

i. Procedures the employee will follow if a hazard is detected.

j. The evaluation process to be used for reentry if a hazard is detected or the individual vacates the space and returns some time later.

k. Awareness training to recognize other potential hazards in or around the space.

l. The documentation of the training.

12.2.4 Training required for using full PRCS procedures. See Section 8.4.

13.0 PERMIT REQUIRED CONFINED SPACE PROGRAM REVIEW

13.1 Within one year of any entry operation _____ will conduct a review of the program using the canceled entry permits to identify any deficiencies in

our program. A review will be conducted sooner if there is reason to believe that the program does not adequately protect our employees. Any corrective measures will be documented by a revision of the program. Employees will be trained on any changes. Additionally, employees who note any inadequacies with the program can contact _____ . If no permit space entry operations are conducted during the year, no review is needed.