**SAMPLE**

**PERMIT-REQUIRED**

**CONFINED SPACE**

**PROGRAM**

**Permit Required Confined Spaces**

**29 CFR 1910.146**

**Boise Area Office**

**Revised 2005**

**CONFINED SPACE PROGRAM**

**Developing a Confined Space Program**

**What is a Confined Space Program?**

A confined space program is an employer's plan for protecting workers from serious hazards posed by confined spaces. The program should include methods for eliminating or controlling hazards, for safeguarding entrants (workers inside the space), and for regulating entry to the space.

**Developing an Appropriate Program**

Each confined space is a unique environment. Workers may be familiar with one type of environment, but unfamiliar with another one. Workers' tasks within the environment can change too. These differences make it difficult to describe a confined space program that fits the needs of everyone. Programs need to be tailored to the characteristics of the environment, the tasks that workers have to accomplish, and their experience conducting operations within the environment.

**Program Elements**

Although it's not possible to describe one confined space program that works for everyone, effective confined space programs include many of the elements listed below. Programs for permit‑required confined spaces must include all of the elements.

Reminder: A permit‑required confined space is a confined space that contains or has the potential to contain a serious health or safety hazard.

Elements of a Model Confined Space Program:

* Assignment of individual responsibilities for confined space operations.
* Description of appropriate equipment for workers to conduct entry operations.
* Identification of all confined spaces on the worksite.
* A list of all potential or existing confined space hazards.
* Documentation showing how unauthorized workers are prohibited from entering confined spaces.
* Procedures for safe entry operations.
* Test methods (and test findings) for atmospheric hazards.
* A system for creating, issuing and posting.
* Procedures to cancel entry operations.
* Alternative procedures for conducting confined space operations.
* Procedures for reclassifying a permit space to a non‑permit space.
* Attendants' procedures for effectively monitoring entry operations.
* The names, duties, and training of workers engaged in entry operations.
* Documentation of training requirements for confined space operations.
* Procedures to coordinate entry operations with other employers.
* Description of emergency response procedures and services.
* Procedures to ensure regular evaluation of entry procedures.

**An Example of a Model Confined Space Program**

The following example incorporates confined space program elements into a model program. Employers can tailor the program to meet their own needs. The program has 11 parts. Each part is briefly described and followed by sample text.

**COMPANY NAME**

1. **POLICY**

Company Name is committed to provide 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 Administration’s (OSHA) Permit-Required Confined Spaces Standard, Title 29, Code of Federal Regulations 1910.146.

1. **RESPONSIBILITIES**

Overall Program Responsibility

2.1 Name of person or position is responsible for the overall implementation and maintenance of any written program or any certification concerning the requirements of the Permit-Required Confined Space Standard at our facility.

2.2 Permit Required Confined Space Evaluation: Name of person or position is responsible for evaluating the workplace to determine if any permit spaces are present.

Note: If no permit-required confined spaces are determined to exist at the facility, no further action is needed.

Name of person or position will be responsible for determining if a PRCS program is required, or if the permit space can be reclassified as non-permit space, or if alternative procedures can be used.

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

2.4 Initial Contracting for Rescue Services: Name of person or position will ensure that rescue and emergency services have been informed of any permit-required confined spaces at company name and have been given access to the spaces for drills, training, etc.

Note: The completion of 2.4 is not required for entry if the permit space is reclassified as a non-permit space, or if alternative procedures are used. However, if an entry is required to verify the elimination of the hazard, then a full PRCS program is needed and 2.4 must be completed.

2.5 Equipment: Name of person or position will ensure that all equipment need for safe entry into any permit spaces and non-permit spaces and is available and in proper working order.

1. **PERMIT SPACE IDENTIFICATION**

3.1 Name of person or position has evaluated the workplace and determined (check appropriate box):

 □ No Permit-Required Confined Space(s) exist at the worksite.

 □ Permit-Required Confined Space(s) have been determined to exist.

Note: Develop a list of all permit-required confined spaces, including their locations and the identified hazards that qualify it as a permit space. Though not mandated by the standard, it would be wise to develop a second list of all non-permit confined spaces in the event that these spaces are reclassified in the future.

3.2 The location(s) and hazards posed by these permit spaces are listed in the table below:

| **Location** | **Hazard Identified** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

1. **PREVENTION OF UNAUTHORIZED ENTRY**

4.1 If permit spaces are identified at our worksite Name of person or position will inform exposed or potentially exposed employees of their existence and hazards. The methods used will be (check appropriate box):

 □ Posting of danger signs at each permit space reading “Danger - Permit-Required Confined Space – Do Not Enter”

 □ Other (describe below):

4.2 It has been determined by Name of person or position that the permit spaces at our worksite:

□ 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.

Note: The measures used to prevent entry could include permanently closing the space; use of barriers; specialized tools under management’s control to open the space; and supplementing these measure with training and signs. The steps take by the employer must be effective in preventing employee entry into the permit space.

**5.0 PERMIT-REQUIRED CONFINED SPACE (PRCS)**

5.1 Safe entry procedures have been developed for each permit space at our facility. These procedures specify the proper methods on equipment necessary to conduct the entry operation in a safe manner. A Permit Space Entry Procedure Worksheet has been completed for each permit space by Name of person or position and they are located at location.

1. **ALTERNATIVE PROCEDURES**

6.1 The OSHA regulations allow 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 the implementation of a full PRCS program. The following is a list of permit spaces at our workplace which currently qualify for alternative procedures:

1. **RECLASSIFYING PERMIT SPACE TO NON-PERMIT SPACE**

7.1 The OSHA regulations also allow permit spaces to be reclassified as non-permit spaces by the total elimination of hazards. A permit space can be reclassified as a non-permit space if there are no actual or potential atmospheric hazards and if all the other hazards within the space 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 by the elimination of the hazards:

1. **PERSONNEL, DUTIES AND TRAINING FOR FULL PERMIT-REQUIRED CONFINED SPACE 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:

* Authorized entrant(s)
* Attendant
* Entry Supervisor
* 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:

**Authorized Entrants**

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

**Attendants**

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

**Entry Supervisors**

* Know the hazards associated with the permit space and their effects.
* Verify that the safeguards required by the permit have been implemented.
* Verify that rescue services are available and that the means for summoning them is operable.
* Cancel the written permit and terminate the permit space entry when required.
* Remove personnel who are not authorized to enter the permit space during entry operations. 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.

**Rescue Personnel**

* Must receive the training required of authorized entrants.
* Know the proper use of all personal protective equipment and rescue equipment necessary to enable them to enter and perform rescue operations.
* Must practice making permit space rescues at least once every twelve months.
* Must be trained in basic first aid and in cardiopulmonary resuscitation (CPR). At least one member must hold current certification in first aid and CPR.
* Off-site rescue services must have access to permit spaces as necessary for those rescuers to develop an appropriate rescue plan.

8.4 Permit Required Confined Space (PRCS) Program Training. If a permit-required confined space program is required, training is needed on the following topics:

* Types of confined space hazards.
* Components of the written PRCS program.
* Components of the entry permit system.
* Components of the hot work permit.
* The need for prompt guarding of the entrance opening.
* Atmospheric testing equipment including its uses, calibration, and maintenance.
* Atmospheric testing protocol:
	+ - * Oxygen, combustibles, toxics
			* Before entry, frequent or continuous testing
			* Check all levels of the space.
* Methods for the control or elimination of any atmospheric hazards
	+ - * Inerting
			* Draining and rinsing
			* Purging and cleaning.
* Procedures the employees must follow if they detect a hazard.
* The evaluation process to be used for entry if hazards are detected.
* Train employees on the use of entry equipment (e.g. ladders, communication devices, etc).
* Personal protective equipment required:
	+ - * Full body harness
			* Respiratory protection
			* Chemical protective clothing
			* Eye and face protection.
* Personnel and their responsibilities:
	+ - * Authorized entrant
			* Attendant
			* Entry supervisor
			* Rescue team.
* On-site or Off-site rescue:
	+ - * Rescue Plan
			* Practice rescues
			* Basic first aid and cardiopulmonary resuscitation certification
			* Full body harness with retrieval line attached to mechanical retrieval device.
* Procedures for annual review of cancelled permits.
* Any other information necessary to ensure employee safety during a permit space entry operation.
* Documentation of the training.

Note: The training required is dependent on the specific space to be entered and the procedures which are needed to protect entrants. The information provided in this training subsection is a generalization of the topics which must be covered during employee training. Additionally, document employees’ training and refresher training. This certification simply requires the employees’ names, the signatures or inititals of the trainers, and the dates of 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 Entrant’s Name** | **Trainer Name** | **Training Date** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

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

|  |  |  |
| --- | --- | --- |
| **Attendant’s Name** | **Trainer Name** | **Training Date** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

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

|  |  |  |
| --- | --- | --- |
| **Entry Supervisor’s Name** | **Trainer Name** | **Training Date** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Note: Training must be provided before employees are assigned duties involving permit space entry, whenever their assigned duties change, and whenever there is a change in a permit space that creates hazards for which they have not been trained.

1. **Host Employer’s Responsibilities with Contractors**

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

* The location of the permit spaces at our facility and that entries into these spaces are only allowed through a permit space program or alternative procedures or space reclassification.
* Our rationale for listing the space as a permit space which has any identified hazards and our experiences with the particular space.
* Precautions that we have implemented to protect employees working in or near the space.
* Name of person or position will debrief the contractor at the completion of entry operation, or during if a need arises, and if any hazards were confronted or created during their work.
1. **CONTRACTOR’S RESPONSIBILITIES WITH HOST EMPLOYERS**

NOTE: Subsection 10 is required to be completed by a contractor when hired to perform work in a permit space.

10.1 When name of contracting company is hired to perform work in a PRCS, name of contractor’s representative will obtain the following information from the host employer and ensure the following tasks are performed:

* Obtain any information on the hazards of the permit space and information from previous entry operations from the host employer.
* Determine if the host employer’s workers will be working in or near the space.
* If the host employer will have employers working in or near the space during our operation, name of contractor’s representative will coordinate entry operations with the host employee’s representative.
* Will inform the host employer of the permit space program that will be utilized.
* 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.
1. **RESCUE AND EMERGENCY SERVICES**

Note: This subsection is not required if the permit space has been reclassified as a non-permit space, or if alternative procedures are used.

11.1 The precautions and procedures outlined in our written PCRS program are designed to ensure that our employees are safe while working in permit spaces. Under no circumstances are employees expected 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.

Name of company has decided to utilize (check all that apply):

□ onsite rescue services which include:

□ non-entry rescue procedures

□ entry rescue procedures

□ off-site entry rescue services

Note: Employers who choose to use off-site rescue services need not complete subsections 11.2, 11.3, and 11.4, but must complete 11.5. Information must be provided to off-site rescuers of the potential hazards associated with the space. This information should be given well in advance of any entry operation. This advanced information provides outside rescue services with the time to develop appropriate rescue strategies and practice rescue techniques.

11.2 Name of person or position will ensure that each member of the firm’s rescue service is appropriately trained.

11.3 Name of person or position 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 Name of person or position will ensure that rescue team members will practice rescue techniques at least annually from the actual or similarly configures space(s).

Note: Simulated rescue operations must include dummies, manikins, or persons entering representative permit spaces. Actual rescues during the 12-month period may also substitute for a practice rescue.

11.5 Name of person or position has made arrangements with name of off-site rescue service for off-site rescue and emergency services and they have consented to provide this service.

Name of person or position has informed name of off-site rescue service of the hazards they may encounter if they are summoned. Name of person or position 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:

Note: Describe the procedures that will be used for summoning the rescue and emergency services. Include the name, location, and telephone numbers of the rescue services in this program and also on the entry permit. Train employees on the specific procedures for summoning the rescue an emergency services.

Name of Rescue Service

Telephone Number

Location

Approximate Response Time

Name of Emergency Medical Service

Telephone Number

Location

Approximate Response Time

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

**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. For example, some employees may only be required to know the existence, location and danger posed by a permit space. Others would need considerably more training if they are members of a PRCS team. Still others would need training as it pertains to the type of entry procedure used (i.e., alternative procedures or reclassifying to non-permit space procedures).

The overall 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** – Awareness training for employees potentially exposed to permit spaces can be satisfied by providing them with an overall review of our written program.

12.2.2 **Training Required for Using Alternative Procedures** – If the space qualifies for alternative procedures, training on the following topics is warranted:

* A major point concerning the use of alternative procedures is that these procedures can only be used when a hazardous atmosphere is the ***only*** hazard of concern.
* The harm associated with the atmospheric hazards of concern including their acceptable entry levels and symptoms of overexposure.
* Awareness training to recognize other potential hazards in or around the space.
* Any condition which may make it unsafe to remove the entrance cover.
* The need of prompt guarding of the entrance opening.
* Atmospheric testing equipment including its use, method of calibration, and maintenance.
* Atmospheric testing protocol for oxygen, combustibles, toxics.
* Before entry, frequent of continuous testing of the permit space.
* Check all levels of the space for atmospheric hazards.
* Atmospheric Controls
	+ - Inerting
		- Draining and rinsing
		- Purging
		- Continuous forced air ventilation including type, proper use and placement, and its limitations.
* Procedures the employee must follow if a hazardous atmosphere is detected
* The evaluation process to be used for entry if a hazardous atmosphere is detected or the individual vacates the space and returns some later time.
* Train employees on the use of entry equipment used including ladders and intrinsically safe lighting.
* Personal Protective Equipment (e.g., gloves, hard hats, boots, etc). its use, limitations, and required maintenance.
* A review of the completed written certification form with the employee prior to entering the space.
* Any process which may introduce a hazard (e.g., welding, cleaning with chemical solvents, etc.) which would prohibit use of alternative procedures.
* The requirements of paragraph (c)(5) must be reviewed with the employee.
* Any other information needed to ensure the safety of the employee.
* 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:

* Documentation of the elimination of hazards. If the elimination of the hazards or verification of elimination requires employees to enter the space, then a full PRCS program is needed.
* Train employees on the hazards associated with the space (i.e. Mechanical, chemical, atmospheric) and the methods needed to eliminate the hazards as:
	+ - Isolation techniques
		- Lockout/Tagout
		- Disconnection and misalignment of pipes
		- Double block and bleed
		- Blanking and blinding
		- Removal of engulfment hazards
		- Elimination of hazardous atmosphere by draining, inerting, purging, cleaning, venting
		- Train employees on the use of entry equipment used including ladders, ground fault circuit interrupters for electrical equipment, etc.
		- Personal protective equipment (e.g., gloves, hard hat, boots, etc.) including its use, limitations and required maintenance.
		- A review of the completed written certification form with the employee entering the space.
* The requirements of paragraph (c)(7) must be reviewed with the employee(s).
* Inform employees that any procedures such as welding, cleaning with a chemical, etc. would negate the reclassification and convert space back to a permit space.
* Any conditions which may make it unsafe to remove entrance cover.
* The need for prompt guarding of entrance opening.
* Atmospheric testing equipment including its use, method of calibration, and maintenance.
* Atmospheric testing protocol
	+ - Oxygen, combustibles, toxics
		- Before entry, frequent or continuous testing
		- Check all levels of the space.
* Procedures the employee will follow if a hazard is detected.
* The evaluation process to be used for re-entry if a hazard is detected of the individual vacates eh space and returns some later time.
* Awareness training to recognize other potential hazards in our around the space.
* The documentation of the training.

12.2.4 Training required for using full Permit-Required Confined Space Procedures (see subsection 8.4).

Note: The training required depends on the specific permit space to be enetered and the procedures which are needed to protect entrants. The information provided in this training subsection is a generalization of the topics which must be covered during employee training.

**13.0 PERMIT-REQUIRED CONFINED SPACE PROGRAM REVIEW**

Note: This subsection is note required if the permit space has been reclassified as a non-permit space, or if alternative procedures are used.

13.1 Within one year of any entry operation, name of person or position will conduct a review of the program using the cancelled 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 name of person or position. If no permit space entry operations are conducted during the year, no review is needed