

MANUAL: Facilities Services
TITLE: Confined Space
RESP: Assoc. Vice Chancellor – Facilities Services
REV. BY: Assoc. Vice Chancellor – Facilities Services

POLICY NO: FS-PR-9.02
PROC. NO: 9.02
ORIG. DATE: 02/22/2021
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CONFINED SPACES

PURPOSE

To ensure the safety of all employees and contractors working for San Jacinto College District and to comply with all regulations that pertain to confined spaces.

SCOPE

This program covers all employees and other workers that may be involved in confined space entry. When work is performed on a non-owned or operated site, the operator's program shall take precedence. This document covers San Jacinto College District employees and contractors and shall be used on owned premises, or when an operator's program doesn't exist or is less stringent.

ROLES AND RESPONSIBILITIES

All Managers and Supervisors:

- Shall ensure that all employees have been trained and fully understand the requirements of this program.
- Shall provide the necessary equipment to comply with these requirements and ensure that all employees are trained on its use.
- Shall ensure that all confined space assessments have been conducted and documented.
- Shall ensure that provisions and procedures are in place for the protection of employees from external hazards including but not limited to pedestrians, vehicles and other barriers and by use of the pre-entry checklist verifying that conditions in the permit space are acceptable for entry during its duration.
- Shall ensure that all Permit-Required Confined Spaces permits are posted.
- Shall ensure an annual review of the program including all entry permits issued that during that annual period.
- Shall ensure that confined spaces are identified properly as either a Non-Permit Confined Space or a Permit-Required Confined Space.
- Shall ensure that all confined spaces that have been identified as "no entry" have signs that state, "Danger – Do Not Enter"
- Shall ensure signs have been posted at all Permit-Required Confined Space areas that state, "Danger-Permit Entry confined space" along with the proper warning word such as "Asphyxiant, flammability or toxic hazard"
- Shall file all permits at the area offices for review. Permits shall be

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kept on file for one year.

All Affected Employees:

- Shall attend Confined Space Entry training commensurate with their duties and when duties change as required.
- Shall comply with all aspects of this program.

Authorized Entrants, Attendants and Entry Supervisors

- May be any San Jacinto College District employee that is authorized by management to work in a confined space setting and that has been trained and is proficient in the understanding of program requirements.

Authorized Entry Supervisor Duties:

- Shall have a tailgate safety meeting, with all workers to be involved in the confined space entry and review the job to be performed and what safety concerns may be present.
- Shall confirm that all isolation, Lockout and Tagouts have been completed prior to entry into a confined space
- Shall ensure that the requirements of this program are followed and maintained.
- Shall test all atmosphere conditions prior to entry and shall complete and maintain the confined space permit form and have it accessible for review on the job site at all times.
- Shall notify San Jacinto College District supervisor of entry into a confined space and notify the supervisor of any changes that may occur, during an entry.
- If the confined space poses a hazard that cannot be eliminated, the Entry Supervisor must arrange for a rescue service.
- If the confined space poses no hazards to the Entrants, the Entry Supervisor can reclassify the confined space to a Non-Permit Confined Space.
- A stand-by rescue team is not required to be on site for Non-Permit Confined Space entries

Authorized Attendant Duties:

- Knows the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure.
- Is aware of possible behavioral effects of hazard exposure in authorized Entrants.
- Continuously maintains communication and an accurate count of authorized Entrants in the confined space and ensures that the

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means used to identify authorized Entrants, and accurately

identifies who is in the confined space.

- Remains outside the confined space during entry operations until relieved by another Attendant.
- If more than one confined space is to be monitored by a single attendant, the program must include the means & procedures that will be used in order to enable the attendant to respond to emergencies in one or more permit spaces that he/she is monitoring without distraction from all responsibilities.
- Attendants may enter a confined space to attempt a rescue, if they have been trained and equipped for rescue operations as required and only when they have been relieved by another authorized Attendant
- Monitors activities inside and outside the confined space to determine if it is safe for Entrants to remain in the space and orders the authorized Entrants to evacuate the confined space immediately under any of the following conditions:
 - If the attendant detects: a prohibited condition
 - the behavioral effects of hazard exposure in an authorized Entrants situation outside the space that could endanger the authorized Entrants; cannot effectively and safely perform all the duties required.
 - Summon rescue and other emergency services as soon as the Attendant determines that authorized Entrants may need assistance to escape from confined space hazards.
 - Takes the following actions when unauthorized persons approach or enter a confined space while entry is underway:
 - Warn the unauthorized persons that they must stay away from the confined space;
 - Advise the unauthorized persons to exit the confined space immediately, if they have entered the space;
 - Inform the authorized Entrants and the Entry Supervisor if unauthorized persons have entered the confined space.
 - Performs no duties that might interfere with the Attendant's primary duty to monitor and protect the authorized Entrants.
 - Authorized Attendants shall not monitor more than one confined space at a time.

Authorized Entrant Duties

- Knows the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure.

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- Uses appropriate personal protective equipment properly, e.g., face and eye protection, and other forms of barrier protection such as gloves aprons, coveralls, and breathing equipment
- Is aware of possible behavioral effects of hazard exposure in authorized Entrants.
- Shall witness and verify calibrated air monitoring data and if approved, sign off, before entry is made.
- Is entitled to request additional monitoring at any time.
- Maintain communication with the Attendants to enable the Attendant to monitor Entrants status as well as to alert the Entrant to evacuate if needed; and
- Exit from confined spaces as soon as possible when ordered by an Attendant or Entry Supervisor, when the Entrant recognizes the warning signs or symptoms of an exposure exists, or when a prohibited condition exists, or when an alarm is activated.

DEFINITIONS

Acceptable Entry Conditions - the conditions that must exist in a confined space to allow entry and to ensure that employees involved with a confined space entry can safely enter into and work within the space.

Attendant - an individual stationed outside one or more Confined spaces who monitors the authorized Entrants and who performs all Attendant's duties assigned in the San Jacinto College District Confined Spaces Program. Attendants must have sufficiently completed and fully understands the Confined Space training and is approved by the HSE Manager to work in a confined space as an Attendant

Authorized Entrant - an individual who is authorized by San Jacinto College District to enter a confined space. Entrants must have sufficiently completed and fully understands the Confined Space training and is approved by the HSE Manager to work in a confined space as an Authorized Entrant.

Blanking or Blinding - the absolute closure of a pipe, line, or duct by the fastening of a solid plate (such as a spectacle blind or a skillet blind) that completely covers the bore and that is capable of withstanding the maximum pressure of the pipe, line, or duct with no leakage beyond the plate.

Confined Space - a space that is large enough and so configured that an employee can bodily enter and perform assigned work; has limited or restricted means for entry or exit (for example, tanks, vessels, coolers, storage bins, hoppers, vaults, and pits are spaces that may have limited means of entry); and is not designed for continuous

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occupancy.

Double Block and Bleed - the closure of a line, duct, or pipe by closing and locking or tagging two in-line valves and by opening and locking or tagging a drain or vent valve in the line between the two closed valves.

Emergency - any occurrence (including any failure of hazard control or monitoring equipment) or an event internal or external to the confined space that could endanger Entrants.

Engulfment - the surrounding and effective capture of a person by a liquid or finely divided (flowable) solid substance that can be aspirated to cause death by filling or plugging the respiratory system or that can exert enough force on the body to cause death by strangulation, constriction, or crushing.

Entry - the action by which a person passes through an opening into a confined space. Entry includes ensuing work activities in that space and is considered to have occurred as soon as any part of the Entrant's body breaks the plane of an opening into the space.

Entry permit – means the written or printed document that is provided by San Jacinto College District to allow and control entry into a confined space that contains the information specified in this program.

Entry Supervisor - the person responsible for determining if acceptable entry conditions are present at a confined space where entry is planned, for authorizing entry and overseeing entry operations, and for terminating entry as required by this section.

- i. Entry Supervisors must have sufficiently completed and fully understands the Confined Space training and is approved by the HSE Manager to work in a confined space.
- ii. Entry Supervisors also may serve as an Attendant or as an authorized Entrant, as long as that person is trained and equipped as required by this section for each role he or she fills. Also, the duties of Entry Supervisor may be passed from one individual to another during the course of an entry operation.
- iii. Entry Supervisor is responsible to test and monitor the atmosphere conditions.

Hazardous atmosphere - an atmosphere that may expose employees to the risk of death, incapacitation, impairment of ability to self-rescue (that is, escape unaided from a confined space), injury, or acute illness from one or more of the following causes:

- i. Flammable gas, vapor, or mist in excess of 10 percent of its lower flammable

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- limit (LFL), (0% is normal)
- ii. Atmospheric oxygen concentration below 19.5 percent or above 23.5 percent

Non-Permit Confined Space - confined space that does not contain or, with respect to atmospheric hazards, have the potential to contain any hazard capable of causing death or serious physical harm(20.9% is normal).Any other atmospheric condition that is immediately dangerous to life or health. (Ex.-H2S 10%, 0% is normal). If OSHA has not determined a dose or permissible exposure limit for air contaminants, other sources of information, such as Safety Data Sheets that comply with the Hazard Communication Standard, published information, and internal documents can provide guidance in establishing acceptable atmospheric conditions.

Hot Work Permit - the written authorization to perform operations (for example, riveting, welding, cutting, burning, and heating) capable of providing a source of ignition.

Immediately Dangerous to Life or Health (IDLH) - any condition that poses an immediate or delayed threat to life or that would cause irreversible adverse health effects or that would interfere with an individual's ability to escape unaided from a confined space. Some materials, for example, hydrogen fluoride gas and cadmium vapor may produce immediate transient effects that, even if severe, may pass without medical attention, but are followed by sudden, possibly fatal collapse 12-72 hours after exposure. The victim "feels normal" from recovery from transient effects until collapse. Such materials in hazardous quantities are considered to be “immediately dangerous to life or health”.

Inserting - the displacement of the atmosphere in a permit space by a non-combustible gas (such as nitrogen) to such an extent that the resulting atmosphere is non-combustible. This procedure produces an IDLH oxygen deficient atmosphere.

Isolation - the process by which a confined space is removed from service and completely protected against the release of energy and material into the space by such means as: blanking or blinding; misaligning or removing sections of lines, pipes, or ducts; a double block and bleed system; lockout or tag out of all sources of energy; or blocking or disconnecting all mechanical linkages.

Line Breaking - the intentional opening of a pipe, line, or duct that is or has been carrying flammable, corrosive, or toxic material, an inert gas, or any fluid at a volume, pressure, or temperature capable of causing injury.

Non-Permit Confined Space - confined space that does not contain or, with respect to atmospheric hazards, have the potential to contain any hazard capable of causing

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death or serious physical harm.

Oxygen Deficient Atmosphere - an atmosphere containing less than 19.5 percent oxygen by volume.

Oxygen Enriched Atmosphere - an atmosphere containing more than 23.5 percent oxygen by volume.

Permit-Required Confined Space - a confined space that has one or more of the following characteristics: Contains or has a potential to contain a hazardous atmosphere; contains a material that has the potential for engulfing an entrant; 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; and contains any other recognized serious safety or health hazard.

Permit System - the employer's written procedure for preparing and issuing permits for entry and for returning the confined space to service following termination of entry.

Prohibited Condition - any condition in a confined space that is not allowed by the permit during the period when entry is authorized.

Rescue Service - the personnel designated to rescue employees from Permit-Required Confined Spaces.

Retrieval System - the equipment, including a retrieval line, chest or full-body harness, wristlets, if appropriate, and a lifting device or anchor, used for non-entry rescue of persons from confined spaces.

Testing - the process by which the hazards that may confront Entrants of a confined space are identified and evaluated. Testing includes specifying the tests that are to be performed in the permit space.

PROCEDURE

I. Non-Permit Confined Space Entry

A. If testing of the confined space atmosphere is within acceptable limits without the use of forced air ventilation and the space is properly isolated, the space can be entered by following the requirements for Level I confined space entry.

- i. Entrants and/or their representative shall be given the opportunity to observe and participate in the air monitoring process.

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- ii. Entrants shall review and sign the confined space permit.

B. Employees may enter and work in the confined space as long as:

- i. LEL, O₂, and toxicity hazards remain at safe levels.
- ii. Complete the San Jacinto College District Confined Space Entry Permit to document that there are no confined space hazards. Make this certification available to all personnel entering the space.
- iii. A trained Attendant must always be outside the confined space. The Attendant must monitor the authorized Entrants for the duration of the entry operation.

II. Exception:

A. The Attendant requirements for Level I confined space entry may be exempted, if the job assessment is performed and has determined that there are no inherent dangers to allow single person entry.

- i. This provision is intended to permit field operations to enter crankcases, shallow valve boxes, cellars, excavations, etc. without an Attendant being present and all other aspects of the entry permit complied with.
- ii. When there are changes in the use and configuration of a confined space that might increase the hazards to the Entrants (e.g., using epoxy coating on a tank floor, welding, painting, etc.), re-evaluate the space. If necessary, reclassify the space as a Permit- Required Confined Space.
- iii. Continuously monitor the confined space atmosphere to ensure that it is still safe.
- iv. The space must not contain a hazardous atmosphere while personnel are inside.
- v. If a hazardous atmosphere is detected during an entry, personnel must immediately evacuate the space.
- vi. Re-evaluate the space to determine how the hazardous atmosphere developed.
- vii. The Entry Supervisor shall cancel the entry permit.
- viii. Take action to protect personnel before any subsequent activity to re-enter the space takes place.
- ix. Reissue the San Jacinto College District Confined Space Entry Permit before allowing Entrants to re-enter the space.
- x. If necessary, reclassify the space as a Permit-Required Confined Space.
- xi. Ensure that vehicle or other equipment exhaust does not enter the space.

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III. Permit-Required Confined Space Entry

A. If the space is properly isolated and results of air monitoring are above acceptable parameters without local exhaust ventilation in operation, classify the entry as a Permit-Required Confined.

- i. Complete the San Jacinto College District Confined Space Entry Permit before proceeding with work in a Permit-Required Confined Space.
- ii. Entrants and/or their representative shall be given the opportunity to observe and participate in the air monitoring process.
- iii. Entrants shall review and sign the confined space permit.
- iv. At least one trained Attendant must always be outside the Permit-Required Confined Space.
- v. The Attendant must monitor the authorized Entrants for the duration of the entry operation.
- vi. Only authorized Entrants may enter a Permit-Required Confined Space.
- vii. Entrants must sign in and out on the entry permit when entering and leaving a Permit-Required Confined Space.
- viii. The back of the permit or a sign-in sheet must be used for this purpose.
- ix. Post signs and barricades outside all Permit-Required Confined Spaces to notify personnel that a confined space entry is in progress and unauthorized entry is prohibited.
- x. Conditions must be continuously monitored where Entrants are working to determine that acceptable conditions are maintained during entry.
- xi. If a hazardous atmosphere is detected during an entry, personnel must immediately evacuate the space. The following must be completed:
 - xii. The Entry Supervisor shall cancel the entry permit.
 - xiii. Re-evaluate the space to determine how the hazardous atmosphere developed.
 - xiv. Take action to protect personnel before any subsequent activity to re-enter the space takes place.
 - xv. Re-issue the San Jacinto College District Confined Space Entry Permit before allowing Entrants to re-enter the space.
 - xvi. Employees or their representatives are entitled to request additional monitoring at any time.
- xviii. The permit must be terminated when the entry operations are complete or when permit conditions
- xix. The minimum rescue equipment required for Permit-Required Confined Space entry is covered in the Rescue & Emergency

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- section of this program.
- xx. Permit-Required Confined Space entry operations will be reviewed when San Jacinto College District believes that the requirements of this confined space program may not adequately protect personnel.
- xxi. If deficiencies are found in the program, the program will be revised, and personnel will be trained in the new revisions before subsequent entries are authorized.

IV. Pre-Job Planning and Space Preparation

A. The Entry Supervisor must:

- i. Determine that the confined space is properly isolated by blinding, disconnecting, and/or by following local Lockout/Tag out procedures.
- ii. Discuss with all entrants the hazards of the space, communication methods and emergency procedures during the confined space entry.
- iii. Eliminate any condition making it unsafe to open the equipment to atmosphere.
- iv. Promptly guard the opening to prevent an accidental fall through the opening and to protect each employee working in the space from foreign objects entering the space.
- v. If applicable, wash, steam, ventilate or degas the confined space to properly free it of possible contaminants. Vent vapors to a safe location.
- vi. Do not allow unauthorized personnel to enter a confined space. Barricade and/or guard all confined spaces to prevent entry of unauthorized Entrants.
- vii. If performing hot work in the confined space, precautions must be taken consistent with the San Jacinto College District Hot Work Permit procedure.
- viii. Ensure that vehicle or other equipment exhaust does not enter the space.

V. Pre-Entry Safety Meeting

A. The Entry Supervisor is responsible for:

- i. Declaring when the confined space is ready for entry.
- ii. Hold a pre-entry safety meeting to discuss all requirements with the entry
- iii. He/she will discuss other concerns such as previous contents, vessel coating, PPE required etc., during this meeting.
- iv. Coordinating entry operations when employees of more than one

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San Jacinto College District are working simultaneously in the confined space.

VI. Equipment

- A. Check all work equipment to ensure that it has the proper safety features and is approved for the locations where it will be used.
- B. The Entry Supervisor shall ensure that all equipment is properly maintained in a safe condition and that Entrants use the equipment properly.
- C. When entering a confined space, the following equipment must be considered and may be required when entering a confined space:
 - i. Atmospheric Testing and Monitoring Equipment.
 - ii. Barriers, Shields, and Signs Post signs and barricades outside all Permit-Required Confined Spaces to notify personnel that a confined space entry is in progress and unauthorized entry is prohibited. Any signs used must state “Danger – Permit Entry Confined Space” along with the proper warning word such as “Asphyxiant, Flammability or Toxic Hazard”. All barricades must be capable of preventing a person from inadvertently walking into or kicking an object into the space.
 - iii. Communications Equipment – Only use intrinsically safe equipment in areas where a hazardous atmosphere may exist. Use a communication system that will keep the Attendant in constant, direct communication with the Entrant(s) working in the confined space. Also, use a communication system that allows the Attendant to summon help from rescue or emergency service.
 - iv. Entry and Exit Equipment – (For example: ladders may be needed for safe entry and exit).
 - v. Lighting Equipment – Needed for safe entry, work within the space and exit. Lighting equipment used in the confined space must be certified safe for the location.
 - vi. Portable electric lighting used in wet and/or other conductive locations (drums, tanks, vessels) must be operated at 12 volts or less. 120 volt lights may be used if protected by a ground-fault circuit interrupter.
 - vii. Personal Protective Equipment – Ensure that personnel wear the required personal protective equipment. Note: For respiratory protection requirements, refer to the Respiratory Protection Program.
 - viii. Rescue and Emergency Equipment – unless if provided by outside rescue services.
 - ix. The Attendants must also have an approved first aid kit.
 - x. Vacuum Trucks – When used, trucks must be properly grounded

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- xi. or bonded to prevent static sparks.
- xii. Ventilating Equipment – Local exhaust air movers used to obtain acceptable atmospheric entry conditions (e.g., copious air movers).
- xiii. Other – Any other equipment necessary for safe entry into and rescue from permit required confined spaces.

VII. Air Monitoring

- A. Before an employee enters the space, the internal atmosphere shall be tested, with a calibrated direct-reading instrument, for oxygen content, for flammable gases and vapors, and for potential toxic air contaminants, in that order. Monitoring of the space must inform the entrants of the potential hazards and results and they must participate in the permit review and signing.
- B. Air shall be periodically test while continuous ventilation is applied.
- C. Any employee, who enters the space, or that employee's authorized representative, shall be provided an opportunity to observe the pre-entry testing required by this paragraph.
- D. Employees or their representatives are entitled to request additional air monitoring at any time.

VIII. Ventilation

- A. Continuous forced air ventilation must be used and tested as follows:
 - i. An employee may not enter the space until the forced air ventilation has eliminated any hazardous atmosphere; The forced air ventilation shall be so directed as to ventilate the immediate areas where an employee is or will be present within the space and shall continue until all employees have left the space.
 - ii. The air supply for the forced air ventilation shall be from a clean source and may not increase the hazards in the space.
- B. The atmosphere within the space shall be periodically tested as necessary to ensure that the continuous forced air ventilation is preventing the accumulation of a hazardous atmosphere. Any employee, who enters the space, or that employee's authorized representative, shall be provided with an opportunity to observe the periodic testing and may request additional monitoring at any time.
- C. If a hazardous atmosphere is detected during entry each employee shall leave the space immediately and the space shall be evaluated to determine how the hazardous atmosphere developed and measures shall be implemented to protect employees from the hazardous atmosphere before any subsequent entry takes place.

IX. Multiple Employer Procedure

In order not to endanger the employees of any other employer, the Entry Supervisor shall:

- A. Verify that all contractor employees have been trained in confined

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- space and that all contractor employees fully understand the San Jacinto College District procedures pertaining to Confined Space.
- B. Inform the contractor that the workplace contains permit spaces and that permit space entry is allowed only through compliance with a permit space program meeting the requirements of this section.
 - C. Apprise the contractor of the elements, including the hazards and the employees experience with the space, that make the space in question a permit space.
 - D. Inform the contractor of any precautions or procedures that San Jacinto College District has implemented for the protection of employees in or near permit spaces where contractor personnel will be working.
 - E. Coordinate entry operations with the contractor, when both San Jacinto College District personnel and contractor personnel will be working in or near confined spaces.
 - i. Debrief the contractor at the conclusion of the entry operations regarding the permit space program followed and regarding any hazards confronted or created in confined spaces during entry operations.
 - F. In addition to complying with the confined space requirements that apply to all employees; each contractor, who is retained to perform permit space entry operations, shall:
 - i. Obtain any available information regarding confined space hazards and entry operations from the San Jacinto College District Entry Supervisor.
 - ii. Coordinate entry operations with the San Jacinto College District Entry Supervisor, when both San Jacinto College District personnel and contractor personnel will be working in or near permit spaces.
 - iii. Inform San Jacinto College District of the confined space program that the contractor will follow and of any hazards confronted or created in the confined space, either through a debriefing or during the entry operation.

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RESCUE AND EMERGENCY SERVICES**GENERAL**

- I. Rescue service must be on-site for immediately dangerous to life and health (IDLH) conditions while work is being performed. Rescue services must be either:
 - A. Provided by:
 - i. The host facility,
 - ii. An outside service which is given an opportunity to examine the entry site, practice rescue and decline as appropriate, or
 - iii. San Jacinto College District by selecting a rescue team that is equipped and trained to perform the needed rescue services.
 - B. The Attendant shall order the other Entrants not to move the injured nor allow untrained or unauthorized workers into the space that are not trained to handle a confined space rescue.
 - C. Safety Data Sheets for substances that an injured Entrant was exposed to must be provided to the medical facility treating the injured worker.

- I. Permit-Required Confined Space Rescue:
 - A. When the Attendant becomes aware of the need for rescue, the Attendant shall immediately summon the onsite rescue team by the agreed upon communication method, verbally, radio or cell phone, without leaving the vicinity of the confined space.
 - B. The Attendant shall prevent unauthorized personnel from attempting a rescue.
 - C. After the rescue team has been notified, the Attendant shall alert the Entry Supervisor of the emergency via the same communication methods.
 - D. The preferred means of providing rescue service is through the use of a qualified outside rescue service vendor. The outside rescue service vendor must be:
 - E. Informed of the hazards that they may confront during a rescue.
 - F. Provided access to the Permit-Required Confined Space to examine the entry site, practice rescue, and decline as appropriate.
 - G. Access to the space allows the rescue service and local supervision to jointly develop appropriate rescue plans.
 - H. If the host operator is designated to provide rescue services for SJCD, the agreement of services must be included in contract for the job.
 - I. If San Jacinto College District employees are to perform Permit-Required Confined Space rescues, they must be:

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- i. Provided and trained in the use of the proper personal protective equipment necessary to make the rescue;
- ii. Provided PPE at no cost
- iii. Trained to perform the assigned duties;
- iv. Required to practice making rescues at least once every 12 months;
- v. Trained in basic first aid and CPR.
- vi. A minimum of one member of the rescue team must hold a current certification in first aid and CPR.

II. Non-entry Rescue

- A. To facilitate non-entry rescue, an Entrant must be attached to a retrieval system whenever he/she enters a Permit-Required Confined Space with a vertical depth of more than 5 feet.
- B. The retrieval equipment is not required if it will increase the overall risk of the entry, e.g., creating an entanglement hazard, or will not contribute to the rescue of the Entrant.
- C. Each Entrant shall use a full body harness equipped with a “D” ring located between the shoulders or above the head.
- D. Wristlets may be used instead of the full body harness, if the use of the full body harness is not feasible or creates a greater hazard *and* that using wristlets is the safest and most effective alternative.
- E. The retrieval line must be attached to the “D” ring and the other end of the retrieval line attached to a retrieval device or fixed point located outside the space so that rescue can begin as soon as the rescuer becomes aware that rescue is necessary.

III. Issuance/Reviewing of Permit

- A. Only when all pre-entry requirements are satisfied, the Entry Supervisor shall issue a completed and signed confined space permit. The confined space permit is valid for one shift.
- B. In the event of any unauthorized entry, employee complaints, a hazard not covered by the permit, the occurrence of an injury or near miss the entry permit shall be cancelled and a review shall be conducted to provide employee protection and for revising the program prior to authorizing subsequent entries.
- C. An annual review of this program, using the cancelled permits retained within 1 year after each entry shall be conducted by the HSE Manager to revise the program as necessary, to ensure that employees are protected. If no confined space entries were performed during a 12 month period, no review is necessary.

MANUAL: Facilities Services
TITLE: Confined Space
RESP: Assoc. Vice Chancellor – Facilities Services
REV. BY: Assoc. Vice Chancellor – Facilities Services

POLICY NO: FS-PR-9.02
PROC. NO: 9.02
ORIG. DATE: 02/22/2021
EFF. DATE: 02/22/2021

IV. Termination and Closing or Cancelling of Permits

A. The Entry Supervisor shall:

- i. Terminate the confined space permit, at the end of the job operation, at the end of the shift or when the Entry Supervisor or Attendant determine that conditions in or near the confined space have changed and is hazardous to the Entrants.
- ii. At the conclusion of entry operation, close out the permit and provide the safety department the original copy of the Confined Space Permit.

V. Training

A. Training shall be provided:

- i. So that all employees whose work is regulated by this program acquire the understanding, knowledge, and skills necessary for the safe performance of the duties assigned to them.
- ii. To each affected employee, before the employee is first assigned duties under this program, if a new hazard has been created or special deviations have occurred and before there is a change in assigned duties.

B. The employee shall be retrained:

- i. Whenever there is a change in confined space operations that presents a hazard about which an employee has not previously been trained.
- ii. Whenever the supervisor has reason to believe either that there are deviations from the permit space entry procedures required by this section or that there are inadequacies in the employee's knowledge or use of these procedures.
- iii. The training shall establish employee proficiency in the duties required by this program and shall introduce new or revised procedures, as necessary.
- iv. The supervisor shall certify that the training required by this program has been accomplished.

C. Certifications shall:

- i. Contain each employee's name, the signatures or initials of the trainers, and the dates of training
- ii. Be available for inspection by employees, their authorized representatives, management, and the safety department.