



Confined Space Entry Program

Purpose

The purpose of this program is to identify confined spaces, prohibit unauthorized entry, establish procedures for authorized entry and work within confined spaces, and to protect employee health and safety.

Scope

This program covers all servicing and/or maintenance activities on Hagen Decorator job-sites. Work in confined spaces may require a Hot Work Program, a Lockout-Tagout Program, an Electrical Safety Program, a Respirator Program, or other programs. This Confined Space Entry Program does not include any of these programs.

Definitions

Attendant - an individual stationed outside one or more permit spaces who monitors the authorized entrants and who performs all attendants' duties as assigned in our confined space program.

Authorized entrant - an employee who is authorized to enter a permit space.

Confined space - a space that (1) is large enough and so configured that an employee can bodily enter and perform work; and (2) has limited or restricted means for entry or exit (for example, tanks, vessels, silos, storage bins, hoppers, vaults, and pits are spaces that may have limited means of entry); and (3) is not designed for continuous employee occupancy.

Entry - the action by which a person passes through an opening into a permit-required 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 supervisor - the person responsible for determining if acceptable entry conditions are present at a permit space where entry is planned, for authorizing entry and overseeing entry operations, and for terminating entry.

Hazardous atmosphere - an atmosphere that may expose employees to the risk of death, incapacitation, and impairment of ability to self-rescue injury or acute illness from one or more of the following causes:

- (1) flammable gas, vapor, or mist in excess of 10 percent of its lower flammable limit (LFL);
- (2) airborne combustible dust at a concentration that meets or exceeds its LFL;
- (3) atmospheric oxygen concentration below 19.5 percent and above 23.5 percent;
- (4) atmospheric concentration of any toxic substance that could result in employee exposure in excess of its permissible exposure limit.
- (5) any other atmospheric condition that is immediately dangerous to life or health.

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 permit space.

Permit required confined space (permit space) - a confined space that has one or more of the following characteristics:

- (1) contains or has a 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; or
- (4) contains any other recognized serious safety or health hazard.

Responsibilities

Program Administrator

The safety director is responsible for administering our Confined Space Entry Program. This person's responsibilities include:

- Issuing and administering this program and making sure that the program satisfies the requirements of all applicable federal, state, or local requirements.
- Providing initial and annual refresher training for all employees on our Confined Space Entry Program.
- Maintaining training records of all employees included in the training session.
- Coordinating activities of other contractors that may affect confined space procedures within our company.
- Reviewing the Confined Space Entry Program annually.

- Naming an entry supervisor prior to each confined space entry.

Entry Supervisor

The program administrator will name an entry supervisor prior to each confined space entry. This person's responsibilities include:

- Know the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of exposure.
- Verify by checking that the appropriate entries have been made on the permit, that all tests specified by the permit have been conducted and that all procedures and equipment specified by the permit are in place before endorsing the permit and allowing entry to begin.
- Verify that rescue services are available and that the means for summoning them are operable.
- Removes unauthorized individuals who enter or attempt to enter the permit space during entry operations.
- Ensure that entry operations remain consistent with the terms of the entry permit and that acceptable entry conditions are maintained.

Attendant

The entry supervisor will name an attendant prior to each confined space entry. This person's responsibilities include:

- Know the hazards that may be faced during entry, including information on the mode, signs or symptoms and consequences of exposure.
- Be aware of possible behavioral effects of hazard exposure in authorized entrants.
- Continuously maintain an accurate count of authorized entrants in the space.
- Remain outside the permit space during entry operations until relieved by another attendant.
- Maintain communication with entrants and alert entrants of the need to evacuate the space.
- Monitor activities inside and outside the space to determine if it is safe for entrants to remain in the space and order the authorized entrants to evacuate the space if it becomes necessary.
- Summon rescue and other emergency services if the attendant determines that entrants may need assistance to escape from the space.
- Warn unauthorized persons that they must stay away from the space.
- Perform non-entry rescue
- Do not perform other duties that would interfere with the primary duty to monitor and protect the entrants.

Authorized Entrants

The entry permit will name each authorized entrant prior to each confined space entry. Their responsibilities include:

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

- Wear rescue harnesses while in the space.
- Wear Personal Protective Equipment as necessary.
- Communicate with the attendant as necessary to enable the attendant to monitor the status of the entrant.
- Alert the attendant when the entrant detects an unsafe condition, or recognizes symptoms of exposure.
- Exit the space when the order to evacuate is given, or when the entrant recognizes the need to evacuate.

Policy

Confined spaces are inherently hazardous. Because of the confining areas, conditions can rapidly change. Your safety while working in confined spaces is our number one concern. Your safety will not be compromised. If you feel that your safety is in jeopardy, you are to immediately report that to the entry supervisor. If you feel appropriate measures still have not been made to ensure your safety, you are to report to any member of company management.

Our confined space entry program is truly a cooperative effort between management and employees. It is management's responsibility to provide a safe and healthy work environment. It is your responsibility to follow the program. Short cuts to this program can endanger your life and the lives of your fellow employees. Your suggestions for improvement to this program are welcomed and encouraged.

All employees are prohibited from entering a confined space until a confined space entry permit is issued and signed by the entry supervisor in charge of that confined space work area.

Anyone working within a confined space should take necessary precautions to guard against this hazard. This would include independent subcontractors as well.

Company procedure requires that at least these minimum criteria be met prior to commencing any work:

1. Testing and continuously monitoring conditions in the permit space;
2. Stationing an attendant outside the permit space during entry and while work is being performed in the confined space.
3. Establishing procedures to summon rescuers and prevent unauthorized personnel from attempting any rescue;
4. Requiring a permit including the following information:
 - A. Identification of the space;
 - B. Purpose of the entry;
 - C. Date and duration of the permit;
 - D. List of authorized entrants;

- E. Names of current attendants and entry supervisor;
- F. List of hazards in the permit space;
- G. List of measures to isolate permit space and eliminate or control hazards;
- H. Results to test, including initials;
- I. Rescue and emergency services and means to summon such services;
- J. Communication plan for entrants and attendants;
- K. List of required equipment (i.e., respirators, communication systems, lighting, alarms);
- L. Any additional permits required (i.e., hot work, lock out/tag out);
- M. Any other necessary information, as required.

Note: If work is stopped or interrupted by a change in conditions, the original permit must be canceled, and a new permit issued following the standard procedure.

- 5. Training employees to ensure initial understanding, with annual refresher training, as mandated by the standard;
- 6. Requiring the people involved in confined space entry know and do the following:
 - Know the hazards they face;
 - Recognize signs or symptoms of exposure;
 - Understand the consequences of exposure;
 - Know the use of any needed equipment;
 - Have passed medical tests required to wear needed equipment;
- 7. Ventilating the confined space and monitoring the atmosphere at all times. Employees must wear all necessary personal protective equipment and follow permit procedures every time they enter the confined space;
- 8. Providing explosion proof lighting inside the confined space (12 volt or battery powered/or with ground fault interrupters);
- 9. Testing the atmosphere inside the confined space, before each shift change and after each work interruption, to ensure the following ranges: oxygen 19.5% to 23.5%, hydrogen sulfide 0%, and explosive vapors 0%;
- 10. Requiring personnel entering confined spaces to wear a safety body harness with life line attached, to permit rapid exit or rescue;
- 11. Ensuring all electrical power has been locked out and tagged out, and all process lines have been discontinued or otherwise plugged;