



# CONFINED SPACE ENTRY PROGRAM

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## CONFINED SPACE ENTRY

The purpose of the Elizabeth City State University Confined Space Program is to define procedures that ensure workers safe entry into confined spaces to perform routine tasks associated with their employment. This procedure is designed to provide the minimum safety requirements in accordance with the Occupational Safety and Health Administration's (OSHA) Confined Space Standard, 1910.146.

This standard applies to any operation that requires employees, inspectors, or contractors to enter or work inside any manhole, sewer, sump, vault, vat, pit, tunnel, tank, tank car, or similar confined space.

The OSHA Confined Space definition:

1. *a space that is large enough and so configured that an employee can bodily enter and perform assigned work;*
2. *a space that has limited means for entry or exit;*
3. *a space that is not designed for continuous employee occupancy.*

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:

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.*

See Appendix 1 for more information on Permit Required Confined Spaces

### A. General

The potential for hazardous atmosphere and limited means of egress represents a deadly risk to people who work in confined spaces (See Definitions - Appendix 4). This procedure addresses these hazards through the use of confined space entry permits, atmospheric testing, personal protective equipment (PPE), rescue procedures and employee training.

## B. Potential Hazards

1. Oxygen Deficiency - Atmospheres containing less than 19.5% oxygen are considered to be oxygen deficient. Normal breathing air contains 20.9% oxygen. Atmospheres with more than 23.5% oxygen are oxygen enriched and are immediately dangerous to life and health (IDLH).

Some of the more common causes of oxygen deficiency are:

- Oxidation of metals (rusting)
  - Bacterial action in sewers, which consumes oxygen and produces carbon dioxide and hydrogen sulfide
  - Fuel combustion – which uses oxygen and produces carbon monoxide
  - Displacement by other heavier gases, such as Argon
2. Combustible Gases and Vapors - These hazards are naturally occurring gases (natural gas) and the vapors of a large group of liquids which are used as fuels and solvents. Some of these liquids vaporize easily when placed in open air. Both gases and vapors may burn or explode when mixed with the required amount of air and an ignition source.
    - a. Many combustible & flammable gases/vapors are heavier than air and will flow down to the lowest point of a pit, tank, or opening in a confined area while other gases may be lighter than air and collect at the top of the space.
    - b. Many of these combustible gases/vapors are also toxic such as, petroleum solvents (paint thinner, gasoline, lacquer thinner) vapors when they are concentrated in a confined space without adequate ventilation.
  3. Toxic Atmospheres - Gases and vapors which are known to produce disease, acute discomfort, bodily injury or death are atmospheric toxins. The two main classifications of gases found in these atmospheres are irritants and asphyxiants.
    - a. Irritants - Gases which are irritating to the respiratory and nervous system at low levels and may cause death at higher levels. An example is hydrogen sulfide which can occur naturally or as a by-product of natural decomposition of organic material.
    - b. Asphyxiants - These are gases which cause asphyxiation by displacing the oxygen in the atmosphere. Three common examples are methane, hydrogen sulfide (sewer gas) and carbon monoxide. Methane and Hydrogen Sulfide is often encountered in sewers, storage bins, and tunnels. Carbon monoxide is the common toxic product of combustion.

## 4. General Safety Hazards

- a. Mechanical and Electrical – De-energization of mechanical and electrical systems must be completed to eliminate these hazards before entry into a confined space by an entrant. Special precautions must be taken to ensure that static electricity or other ignition sources are disconnected and other mechanical hazards are protected.
- b. Communication Problems - When visual monitoring of the worker is not possible, two way radio is necessary to ensure communication between the entrant and the attendant.
- c. Entry and Exit - Entry and exit time is a major factor because of physical limitations.
- d. Physical - Physical hazards include thermal effects, noise, vibration, slick/wet surfaces, rotation, fatigue, engulfment, and falling objects.
  - 1. Thermal factors are air temperature, radiant heat exchange, and air movement. If the space is hot with a large amount of residual heat, such as a boiler or steam manhole, it must be allowed to cool before any entry. Allow boilers at least 3 days to cool before attempting entry into the various compartments. Allow steam manholes enough time to cool and reach zero pressure on steam supply and condensate return lines before entry. Monitor entrants for signs of heat stress when entry is made into hot environments.
  - 2. Operations that generate vibrations also produce noise which may further interfere with communication and generate static electricity which could provide a source of ignition in atmospheres with flammable or combustible vapors.
  - 3. Rotational Hazards, such as electric motor shafts, fan belts, fan blades and blower squirrel cages pose physical hazards to entrants that must be controlled by de-energization (LO/TO) before entry into a confined space.
  - 4. Slick/wet Surfaces - Aside from slip and fall hazards, a wet surface will increase the likelihood for electric shock in areas where electrical circuits, equipment, and tools are used.
  - 5. Fatigue - Work/rest cycles should be determined prior to entry based upon temperature, humidity level and space limitations and modified as required.

### C. General Requirements

- 1. Work areas have been evaluated to determine if they meet the definition of

OSHA confined spaces. Additionally, confined spaces that meet the definition of permit-required confined spaces have been designated and specific entry permits drafted.

2. Permit-required confined spaces are identified and employees informed of their existence, location, and danger.
3. A written Permit-Required Confined Space program is used (See Appendix 1).
4. Entry permits are issued for each entry into a permit required confined space.
5. When there are changes in the use, risk/hazard level or configuration of a non-permit or permit required confined space, it will be re-evaluated and reclassified as appropriate.
6. When outside contractors are involved in permit confined space entry:
  - a. The contractor will follow the confined space entry requirements described in the University [Contractor Safety Program](#)
  - b. The contractor will complete the [Contractor Safety Program Checklist](#) and submit the document to the University as required before work is started. The Contractor will submit to the checklist to the University Project Manager. A copy of the checklist must be supplied to the Environmental Health and Safety office.

#### D. Training

1. Training is provided to ensure understanding, knowledge, and skills are developed for assigned duties.
2. Training is provided:
  - a. Before initial assignment.
  - b. When there is a change confined space entry requirements
  - c. When inappropriate deviations in program have been identified or employee knowledge levels indicate that additional training is warranted.
3. Employees must establish proficiency in duties assigned (See Appendix 3).
4. Certification of training includes trainee names, date of-training and trainer's signature.

#### E. Rescue and Emergency Services

1. Elizabeth City Fire Department provides rescue and emergency services.
  - a. ECFD must be informed of potential confined space hazards involved in rescue.
  - b. Access must be provided to all permit-required spaces for fire department / rescue team training purposes.
2. To facilitate non-entry vertical rescues, retrieval systems must be used for authorized entrants.
  - a. Each Entrant shall use a body harness with a retrieval line attached.
  - b. The other end of the retrieval line shall be attached to a mechanical device for any vertical permit-required space more than 5 feet deep.
  - c. Contact the Environmental Health and Safety Office for guidance in situations where the use of body harness, retrieval line and mechanical device could endanger the employee.
3. If exposure occurs to a substance for which a Material Safety Data Sheet (MSDS) is required, the MSDS must be provided to the medical facility.

# **APPENDICES**



## Appendix I

### Permit Required Confined Space Program

- A. Prevent unauthorized confined space entry. As outlined in each permit-required confined space permit, precautions such as cordoning/barricading the work area to prevent entry from students and other people must be employed to prevent unauthorized entry. [Confined Space Permits](#)
- B. Identify and evaluate hazards before entry. A summary sheet of all permit required confined spaces has been completed. If an additional permit required confined space are identified, please contact the Environmental Health and Safety Office before entry. [Confined Space Summary Sheet.](#)
- C. Safe permit entry operations include:
1. Ensuring all attendants, entrants and entry supervisors have received the appropriate level of training to perform their duties.
  2. Obtain a permit for the type of permit required confined space.
  3. Ensure all the mandatory equipment has been inspected, in good working order, and listed on the permit. This includes personal protective equipment (PPE).
  4. Ensure work area is properly barricaded to prevent unauthorized entry.
  5. The attendant, entry supervisor and/or entrant should complete items 1-12 on the entry permit. Special precautions should be administered before opening a confined space especially manhole covers. This includes but is not limited to eliminating any hazards and guarding the opening (standard guardrail, temporary cover, etc.) The entry supervisor should review all information and certify accuracy by signing line item number 13 on the entry permit and posting at the job site.
  6. The attendant, entrant and entry supervisor should pay particular attention to atmospheric testing (RKI Eagle 4 gas meter), purging, inerting, flushing, lock out tag out and/or ventilating the permit space as necessary to control the hazards. Please note continuous forced air ventilation shall be used, as follows:
    - a. If a hazardous atmosphere is detected by the 4 gas meter. An employee may not enter the space until the forced air ventilation has eliminated any hazardous atmosphere.
    - b. The 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.
    - c. The air supply for the forced air ventilation shall be from a clean source and may not increase the hazards in the space.

7. Once all precautionary measures have been taken and conditions are acceptable for entry, the authorized entrant may enter the confined space.
8. The permit must be cancelled after work has been completed not to exceed 24 hours. The entry supervisor, attendant or authorized entrant may cancel the permit by indicating the expiration date/time on line item 14 on the permit. A copy of the cancelled permit must be forwarded to the Environmental Health and Safety Office.

D. The following equipment may be mandatory depending on the specific confined space to be entered:

1. Air testing and monitoring equipment (RKI Eagle 4 gas meter).
2. Ventilating equipment.
3. Communications equipment.
4. Personal protective equipment where engineering and work practice controls are insufficient.
5. Adequate lighting equipment.
6. Barriers and shields.
7. Equipment for safe egress.
8. Rescue and emergency service equipment.

E Evaluation of permit space conditions

1. Pre-entry testing for acceptable entry conditions is required before entry and periodic testing for the duration of the operation.
2. Where it is not feasible to isolate the space (as in sewers) continuous monitoring is required.
3. Tests for atmospheric hazards require testing in this order (1) oxygen, (2) combustible gases and vapors, and (3) toxic gases and vapors.

F. One Attendant is required outside the permit space for the duration of entry operations. Please contact the Environmental Health and Safety Office if multiple spaces and/or entrants need to be monitored by one attendant.

- G. Duties are established and training provide for all participants.
- H. Rescue and emergency services are provided by Elizabeth City Department (EFD) only. The Attendant will be in radio contact with Campus Police who will summons ECFD.
- I. Entry operations follow the coordinated entry provisions when contractors or other employers are involved.
- J. A Permit-Required Confined Space Program review is conducted
  - 1. At least annually, and
  - 2. Whenever there is reason to believe deficiencies may exist.
- K. A mandatory Entry Permit System is used for all permit-required confined space entries.
  - 1. An Entry Permit must be completed prior to entry authorization and be signed by the identified Entry Supervisor.
  - 2. The Permit must be available at all times to authorized Entrants at or near the point of entry.
  - 3. The permit may not exceed the time required to complete the assigned task. **Permits are valid for a maximum 24 hour period.**
  - 4. The Entry Supervisor will terminate entry and cancel the Permit when
    - a. Entry operations have been completed or
    - b. A condition not allowed by the Permit arises.
  - 5. Cancelled Permits must be retained for at least 1 year by the issuing department to facilitate program review. A copy of the cancelled permits is to be forwarded to the Environmental Health and Safety Office.

## Appendix II

### Entry Permit Content Requirements

- A. The Elizabeth City State University Confined Space Entry Permits identify the items below by permit section:
1. The permit space to be entered
  2. The work to be performed
  3. The date and time of permit issuance
  4. The hazards of the permitted space
  5. Additional permits or forms required for entry
  6. Equipment required for entry/work in the confined space
  7. Communication method used by attendants and entrants
  8. Confined space rescue details
  9. Authorized Entrants
  10. Authorized Attendants
  11. Preparation for entry requirements
  12. Atmospheric testing – recording of acceptable conditions
  13. Entry supervisor authorization
  14. Permit cancellation

## **Appendix III**

### **Employee Duties**

#### **A. Authorized Entrant**

1. Knows the hazards that may be faced including mode, signs or symptoms, and consequences of exposure.
2. Proper use of equipment.
3. Proper communication with Attendant.
4. Alerts Attendant to any warning sign, dangerous condition, or detection of prohibited condition.
5. Exits the permit space whenever:
  - a. Ordered by Attendant or Entry Supervisor
  - b. Entrant recognizes warning signs or symptoms of danger.
  - c. Entrant detects prohibited condition.
  - d. Evacuation alarms are activated.
  - e. Attendant has to leave his/her monitoring location for any reason.

#### **B. Attendant**

1. Knows the hazards that may be faced including mode, signs or symptoms, and consequences of exposure.
2. Knows possible behavioral effects of hazardous exposure.
3. Continuously maintains an accurate accounting of authorized Entrants in the permit space.
4. Remains outside the permit space during operations until relieved by another Attendant.
5. Communicates with Entrants to monitor status for safety and orders evacuation as necessary.

6. Monitors activities inside and outside the space for safety and orders evacuation:
  - a. If a prohibited condition is detected.
  - b. If behavioral effects of hazardous exposure is detected in an Entrant.
  - c. If a dangerous situation outside the space could affect Entrants.
  - d. If unable to effectively and safely perform all duties required.
7. Summons rescue as soon as assistance may be needed.
8. Takes action when unauthorized person approaches permit space:
  - a. Warning of need to stay away.
  - b. Advising they must exit if they have entered space.
  - c. Informing Entrant and Entry Supervisor of such occurrence.
9. Performs non-entry rescue.
10. Performs no duties which might compromise duty to monitor and protect entrants.

### C. Entry Supervisor

1. Knows the hazards that may be faced including mode, signs or symptoms, and consequences of exposure.
2. Inspects the retrieval line and mechanical device components prior to entry into the confined space.
2. Verifies the Permit information to ensure all tests and requirements are in place before signing Permit and allowing entry.
3. Terminates the entry and cancels Permit when appropriate.
4. Verifies rescue services are available and communication system is functioning.
5. Removes unauthorized entrants.
6. When responsibilities change, determines that Permit is valid and acceptable entry Conditions are maintained.

## Appendix IV

### Definitions:

1. “Acceptable entry conditions” means the conditions that must exist in a permit space to allow employees to enter and work within the space.
2. “Attendant” means an individual stationed outside one or more permit spaces who monitors the authorized entrants and who performs all attendant’s duties.
3. “Authorized entrant” means an employee who is authorized by the employer to enter a permit space.
4. “Blanking or blinding” means the absolute closure of a pipe, line or duct by the fastening of a solid plate that completely covers the bore and is capable of withstanding the maximum pressure with no leakage.
5. “Confined space” means a space that:
  - (1) Is large enough that an employee can bodily enter and perform assigned work;  
and
  - (2) Has limited means for entry or exit; and
  - (3) Is not designed for continuous employee occupancy.
6. “Double block and bleed” means 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.
7. “Emergency” means any occurrence (including any failure of hazard control or monitoring equipment) or events internal or external to the permit space which could endanger entrants.
8. “Engulfment” means the surrounding and effective capture of a person by a liquid or finely divided (flowable) solid substance.
9. “Entry” means the action by which a person passes through an opening into a permit-required confined space. Entry is considered to have occurred as soon as any part of the entrant’s body breaks the plane of an opening into the space.
10. “Entry permit” (permit) means the written or printed document that is provided by the employer to allow and control entry into a permit space.
11. “Entry supervisor” means 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 as required by this standard.

12. "Hazardous atmosphere" means an atmosphere that may expose employees to the risk of death, incapacitation, impairment of ability to self-rescue (unaided escape from a permit space), injury, or acute illness from one or more of the following causes:
  - (1) A flammable gas, vapor, or mist in excess of 10 percent of its lower flammable limit LFL;
  - (2) An airborne combustible dust at a concentration that meets or exceeds its LFL; (This concentration may be approximated as a condition in which the dust obscures vision at a distance of 5 feet or less).
  - (3) An atmospheric oxygen concentration below 19.5 percent or above 23.5 percent;
  - (4) Atmospheric concentration of any substance for which a dose or a permissible exposure limit is published in Subpart Z, which could result in employee exposure in excess of its dose or permissible exposure limit.
  - (5) Any other atmospheric condition that is immediately dangerous to life or health.
13. "Hot work permit" means the employer's written authorization to perform operations (for example, riveting, welding, cutting, burning, and heating) capable of providing a source of ignition.
14. "Immediately dangerous to life or health (IDLH)" means any condition which 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.
15. "Inerting" means the displacement of the atmosphere in a permit space by a noncombustible gas (such as nitrogen) to such an extent that the resulting atmosphere is noncombustible. (Note: This procedure produces an IDLH oxygen-deficient atmosphere).
16. "Isolation" means the process by which a permit 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 tagout of all sources of energy; or blocking or disconnecting all mechanical linkages.
17. "Line breaking" means the intentional opening of a pipe, line or duct that is or has been carrying flammable, corrosive or toxic materials, an inert gas, or any fluid at a volume, pressure, or temperature capable of causing injury.
18. "Non-permit confined space" means a 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.
19. "Oxygen deficient atmosphere" means an atmosphere containing less than 19.5 percent



oxygen by volume.

20. "Oxygen enriched atmosphere" means an atmosphere containing more than 23.5 percent oxygen by volume.
21. "Permit-required confined space" (permit space), means a confined space that has one or more of the following characteristics:
  - (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; or
  - (4) Contains any other recognized serious safety or health hazard.
22. "Permit-required confined space program" (permit space program) means the employer's overall program for controlling, and, where appropriate, for protecting employees from, permit space hazards and for regulating employee entry into permit spaces.
23. "Permit system" means the employer's written procedure for preparing and issuing permits for entry and for returning the permit space to service following termination of entry.
24. "Prohibited condition" means any condition in a permit space that is not allowed by the permit during the period when entry is authorized.
25. "Rescue service" means the personnel designated to rescue employees from permit spaces.
26. "Retrieval system" means 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 permit spaces.
27. "Testing" means the process by which the hazards that may confront entrants of a permit space are identified and evaluated. Testing includes specifying the tests that are to be performed in the permit space.

## Appendix V

### Supervisor Confined Space Field Inspection Form Elizabeth City State University

Type of Confined Space: \_\_\_\_\_

Location: \_\_\_\_\_ Department: \_\_\_\_\_

Audit Date: \_\_\_\_\_ Auditor(s): \_\_\_\_\_

Instructions: Supervisor must use this form to assessment a confined space entry:

1. Review each applicable question with confined space personnel and check corresponding Yes (Y), No (N) and/or Not Applicable (N/A) boxes.
2. Please include any notes in the notes/comments section of form.
3. The supervisor must review this form and his/her observations with all confined space authorized employees and have them sign the attendance form.

<i>Please answer the following questions.</i>	<i>Yes</i>	<i>No</i>	<i>N/A</i>	<i>Notes / Comments / Corrective Actions</i>
Is this a confined space?				
Are open holes or areas properly barricaded?				
Is access for entry and egress adequate?				
Is a four gas meter being used to monitor atmosphere within the space?				
Is the calibration on the four gas monitor current?				
Have all proper Lockout / Tagout procedures been followed?				
Retrieval device/harnesses in place to remove entrant's in the event of an emergency?				
Is forced air ventilation being used to ventilate space?				
<b>Permit</b>				
Is the permit required form filled out correctly and properly signed?				
Is the permit posted at the entry site?				
<b>Attendant</b>				
Is there an Attendant at the site?				

<i>Please answer the following questions</i>	<i>Yes</i>	<i>No</i>	<i>N/A</i>	<i>Notes / Comments / Corrective Actions</i>
<b>Attendant Continued</b>				
Is the Attendant aware of the hazards the Entrant is exposed to?				
Is the Attendant aware of the possible behavioral effects of hazard exposure to the Entrant?				
Is the Attendant aware of the number of Entrants in the confined space?				
Does the Attendant know what to do if an unauthorized person tries to enter the confined space?				
Does the Attendant know who the Entry Supervisor is?				
What type of communication is in place between the Attendant and the Entrant?				
Does the Attendant know the procedure to follow if he/she needs to leave the confined space area?				
Does the Attendant have a means of immediate communication to summon help if necessary?				
Does the Attendant know the requirements if the Attendant is to leave the area?				
<b>Entrant</b>				
Is the Entrant familiar with the hazards in the confined space?				
Does the Entrant know the method of communication with the Attendant?				
Is the Entrant wearing rescue equipment?				
Does the Entrant know he/she is to follow the direction of the Attendant or Entry Supervisor?				
<b>Contractors</b>				
Are the Contractors aware of the UNC Charlotte contractor checklist that includes confined space requirements?				
	<b>Additional Comments:</b>			

Please complete the Supervisor Confined Space Field Inspection instructional review session with all authorized confined space employees and have them sign below.

<b>Print Name</b>	<b>Signature</b>	<b>ID Number</b>	<b>Date</b>

\_\_\_\_\_  
*Supervisor/Inspector (Print Name)*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

