## Non-Mandatory Appendix E Permit Required Confined Space Entry Program Information and Template

Use with the Confined Spaces book, Chapter 296-809 WAC

This appendix is provided for your information, and to help you determine the information needed for your program. To develop an effective program for your facility or work environment, you will need to identify work conditions and hazards typical to your industry, unique to your workplace and confined spaces. You also need to consider other rules. For a list of rules in other chapters that cover confined spaces, see the Appendix C.

This appendix includes a fill-in-the- blank form. You are responsible for developing, implementing, and maintaining your written program and entry procedures.

# FILL-IN-THE-BLANK TEMPLATE

## The following is a fill-in-the-blank template for a confined space entry program. You are responsible for:

* Providing the actual content; and
* Implementing and maintaining your written program.

Complete this document by adding your specific information to meet the requirements of WAC 296-809-30002, Develop a written permit-required confined space program.

*(Insert company name)*

# CONFINED SPACE ENTRY PROGRAM OVERVIEW

This confined space entry program:

Identifies all permit-required confined spaces in our workplace; and

Describes our procedures for worker safety and health in permit-required confined spaces Employees will participate in developing and implementing the program in the following ways:

Click or tap here to enter text.

*(Insert company name)* will treat all confined spaces as permit-required spaces until hazards have been eliminated and the spaces meet alternative methods requirements. All entries will require either a permit or alternative methods documentation.

## ROLES & RESPONSIBILITIES

The following table allows you to name the employees responsible for the tasks outlined:

|  |
| --- |
| *For information only*  Remove this box from your completed program after you complete Table 1 In addition to the roles below, you need want to designate:   * A Confined Space Program Administrator - Someone with overall responsibilities for your program. |

## Table 1 Confined Space Program Assignment and Responsibilities

| **Responsibility:** | **Person assigned**  **this responsibility:** |
| --- | --- |
| Evaluate our work locations and determine:   * Determine confined space(s) exist at the worksite. * Identify Permit-required confined space(s) at the worksite.   *For example: Name of the Competent Person or Entry Supervisor* | Click or tap here to enter text. |
| Record information in the confined space catalog. See Table 2 for more information. | Click or tap here to enter text. |
| Evaluate hazards and determine the appropriate entry Procedure(s) for the space.  **Note:**   * Classify all confined spaces as permit required until you meet all the requirements of the 600 section Alternative methods. * Alternative methods Only apply after the elimination of the physical hazards, and monitoring data of the space demonstrates only hazard remaining in the space is a potential hazardous atmosphere controlled by the use of forced air ventilation. Atmospheric monitoring required. | Click or tap here to enter text. |
| Create employee training program that results in the necessary knowledge, skills and abilities for all the active participants to implement your confined space entry program including training on your program, entry procedures. | Click or tap here to enter text. |
| Determine employee proficiency in knowledge, skills and abilities. | Click or tap here to enter text. |
| Implement the corresponding confined space entry procedures. | Click or tap here to enter text. |
| Evaluate our work locations and determine:   * Determine confined space(s) exist at the worksite. * Identify Permit-required confined space(s) at the worksite.   *For example: Name of the Competent Person or Entry Supervisor* | Click or tap here to enter text. |
| Record information in the confined space catalog. See Table 2 for more information. | Click or tap here to enter text. |
| Evaluate hazards and determine the appropriate entry Procedure(s) for the space.  **Note:**   * Classify all confined spaces as permit required until you meet all the requirements of the 600 section Alternative methods. * Alternative methods Only apply after the elimination of the physical hazards, and monitoring data of the space demonstrates only hazard remaining in the space is a potential hazardous atmosphere controlled by the use of forced air ventilation. Atmospheric monitoring required. | Click or tap here to enter text. |
| Create employee training program that results in the necessary knowledge, skills and abilities for all the active participants to implement your confined space entry program including training on your program, entry procedures. | Click or tap here to enter text. |
| Determine employee proficiency in knowledge, skills and abilities. | Click or tap here to enter text. |
| Implement the corresponding confined space entry procedures. | Click or tap here to enter text. |

## IDENTIFY CONFINED SPACES AND HAZARDS

The following table provides a list of our confined spaces and hazards:

|  |
| --- |
| *For information only*  Remove this box from your completed program  Using the table below insert your list of confined spaces and their hazards here. Keep in mind permit required confined space hazards come from a variety of source, and may change over time like with different work processes - welding vs painting or inspecting. Or you can attach this information as an appendix instead. |

## Table 2 Catalog of Confined Spaces and Hazards

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Confined Space (name or number) | Type of Space (tank, hopper, sump, pit etc.) plus configuration (length x width x depth or height) | Access ( hatch, ladder, crawling, through a pipe chase etc.)  Access dimensions | Location | Hazards include Potential and Actual including hazards from the process | Entry procedures Available Y/N |
| *(Insert your confined space information)*  Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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## CONTROL OF CONFINED SPACE ENTRY

We use the following method(s) to inform employees about the existence and hazards of confined spaces, and prevent unauthorized entry:

* (Check appropriate box(es))

Posting danger signs at each permit space reading “Danger-Confined Space - Do Not Enter”

*(Insert additional means you will use to prevent entry)*

|  |
| --- |
|  |
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|  |
| --- |
| *For information only*  Remove this box from your completed program   * Using barriers that completely seal the permit required confined space * Specialized tools under management’s control to open the space * Supplementing these measures with training and signs |

## PERMIT ENTRY PROCEDURES

Our entry procedures for permit spaces include the following:

## *Either insert your safe work practices and procedures here. OR provide references to the actual location of the procedures you expect your employees to use.*

|  |
| --- |
| *For information only*  Remove this box from your completed program  You will likely have multiple entry procedures for each space. Specific examples of some of the procedures you may use to enter and complete work include the following:   * Procedure 001 Energy Control Lockout (LOTO) program and procedures * Procedure 002 Atmospheric monitoring including instrument calibration, functional testing (calibration or “bump” check) * Procedure 003 Job Hazard Analysis (Hazard identification) * Procedure 004 Hazard identification * Procedure 005 Ventilation * Procedure 006 Inerting Process * Procedure 007 Equipment related procedures like testing, calibration, maintenance use for all the equipment * Procedure 008 Rescue Procedure(s) non-entry and entry rescue * Procedure 009 Closing a permit required confined space(s) and canceling the permit * Procedure 010 Coordinating with an outside employer * Procedure 011 Communication procedures including emergency communications * Procedure 012 Specific hazard elimination procedures   Other examples of procedures include: using barriers and signs, monitoring or testing the air , energy control (lockout), ventilation (purging, flushing, use of local exhaust), inerting, engulfment control, equipment use, equipment maintenance, equipment inspections, specialized equipment and tools, evacuation, coordination with another employer, rescue, procedures to cancel the permit and close the permit required confined space, and hazard elimination procedures to prepare for alternative methods like alternate entry. If you have multiple spaces assigned to one attendant, include the means and procedures necessary to enable the attendant to respond to an emergency affecting one or more of those permit- required spaces without distraction from responsibilities as required by WAC 296-809- 50020.  See WAC 296-809-30002 Develop a written permit required confined space program for additional information. |

## ALTERNATE METHODS and HAZARD ELIMINATION PROCEDURES

|  |
| --- |
| *For information only*  Remove this box from your completed program  Complete this section only when using alternative methods |

Our hazard elimination procedures for permit spaces include the following:

*Either insert your safe work practices and procedures here. OR provide references to the actual location of the procedures you expect your employees to use.*

Our permit spaces that have had all hazards eliminated or all physical hazards and the only hazard that remains an actual or potential hazardous atmosphere may use alternative methods. While using alternative methods require the use of documentation to communicate the required information to the entrant. See WAC 296-809-600 Alternative methods for additional information.

Alternate method procedures may be used for the spaces listed in the following table when the hazard elimination procedures located *(insert location here) have been implemented prior to entry, and we have completed the required documentation for the entrant.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Confined Space Name or Number | Hazards | Method of Hazard Elimination | Potential Hazardous Atmosphere | Ventilation Equipment Required |
| *(insert your specific information)* | *(insert your specific information)* | *(insert your specific procedure)* | *(insert your specific*  *information)* | *(insert your specific information)* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

We will do all of the following when using alternate methods procedures:

* + Eliminate unsafe conditions and hazards by implementing our alternative methods procedures.
    - Including removing entrance covers safely, promptly guard the opening with a railing, temporary cover, or other temporary barrier to prevent accidental falls through the opening and protect entrants from objects falling into the space; using hazard elimination procedures.
    - Certify that pre-entry measures and implementing hazard elimination procedures on the documentation required for entry.
    - Make the pre-entry certification available to each entrant before entry.
  + Before an employee enters the confined space, check the calibration date on the instrument to ensure that calibration is within the manufacture’s specification; complete a calibration check or functional test with a known traceable gas test mixture; record the results in the log, ensure you have the correct gas sensors in the instrument for the hazardous atmospheric testing. Follow the confined space sampling procedure (*insert number or location here). Allow the instrument sufficient time to respond at each sampling location. Record the results of the atmospheric tests on the documentation.* Test the internal atmosphere with a calibrated, direct-reading instrument for all of the following, in this order:

1. Oxygen content
2. Flammable gases and vapors
3. Potential toxic air contaminants.
   * Provide entrants, or their authorized representatives, with an opportunity to observe the pre-entry and periodic testing.
     + Make sure the atmosphere within the space is not hazardous when entrants are present.
   * Use continuous forced air ventilation, as follows:
     + Wait until the forced air ventilation has removed any hazardous atmosphere before allowing entrants into the space.
     + Direct forced air ventilation toward the immediate areas where employees are, or will be, and continue ventilation until all employees have left the space.
     + Provide the air supply from a clean source and make sure it does not increase hazards in the space.
   * Test the atmosphere within the space as needed to make sure hazards do not accumulate.
   * If a hazardous atmosphere is detected during entry, we will do all of the following:
     + Evacuate employees from the space immediately.
     + Evaluate the space to determine how the hazardous atmosphere developed.
     + Implement measures to protect employees from the hazardous atmosphere before continuing the entry operation.
     + Verify the space is safe for entry before continuing the entry operation.
   * The written documentation is available to each employee entering the space or to that employee’s representative at the confined space bulletin board.

## Alternative Methods Documentation Form

|  |  |  |  |
| --- | --- | --- | --- |
| Location of the Space | | | |
| Entry Date: | | Entry Duration | |
| List of Entrants | | | |
|  | | | |
|  | | | |
|  | | | |
| List of Physical Hazards in the space | | List of (Potential or Actual) Atmospheric Hazards in the space | |
|  | |  | |
|  | |  | |
| List each action taken to eliminate physical and atmospheric hazards in the space | | | |
| Action | | Description | |
|  | |  | |
|  | |  | |
|  | |  | |
| Ventilation | | | |
| Is forced air ventilation required? | Yes | | No |
| If “Yes” specify type of ventilation like local exhaust?  Are multiple units required? | | Amount of ventilation (cfm or AC/hr.) | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Air Monitoring** | | | | | |
| **Substance Monitored** | **Unit** | **Permissible Levels** | | **Monitoring Results** | |
|  | | | | **Initial Test** | **Peak Reading during entry** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Instruments used for Air Monitoring | | | | | |
| Model number or type | | | Calibration date: | Calibration Check Date | |
|  | | | | | |
| Additional notes about the space and entry (including whether evacuation was necessary) | | | | | |
|  | | | | | |
|  | | | | | |
| **Person Responsible for Ensuring the Space is Safe to Enter** | | | | | |
| **Name:** | | | **Job Title:** | | |
| **Signature:** | | | | | |

## TRAINING

* + We will provide permit space training to employees at the following times:
    - When hired, so new employees are aware of our confined spaces
    - Before they are assigned permit space entry duties
    - When their assigned duties change; and
    - When there is a change in a space that creates hazards for which they have not been trained

## Retraining for employees when you have any reason to believe they are not proficient at their confined pace duties including procedural changes or not following existing procedures.

|  |
| --- |
| *For information only*  Remove this box from your completed program  **Following are 6 basic categories of training, based on duties and potential exposure:**   1. Awareness training provided to all employees potentially exposed to permit spaces, covering the following:    1. The location and hazard of each space    2. The company program for confined spaces    3. Emphasis on **not** entering the space for any reason 2. Identification of permit required confined spaces:    1. Competent person    2. Entry supervisors 3. Program administrator. 4. Entry and exit training for the following team members:    1. Entrants    2. Attendants    3. Entry Supervisors    4. Rescue team members    5. Competent Person    6. Confined Space Program Administrator 5. Training on how to manage confined space entries for entry supervisors. 6. Rescue – rescue procedures, equipment, inspections, set up, and use:    1. Non-entry rescue including - attendants    2. Entry rescue team members 7. Pre-entry program and procedure training for all:    1. entrants    2. supervisors    3. Attendants    4. Rescue team members 8. Training on evaluating and testing confined spaces for:    1. Entry supervisors    2. Staff assigned to test and evaluate the space 9. Retraining for employees when you have any reason to believe they are not proficient at their confined pace duties. |

# OUR RESPONSIBILITIES FOR CONTRACTORS

|  |
| --- |
| *For information only*  Remove this box from your completed program |

‘Complete this section **only** when you hire a contractor to work in your confined space(s)

* + A copy of this Confined Space Entry Program will be provided to each contractor involved in permit space entry work at our company. Each contractor will be briefed on the following:
  + The location of the permit spaces at our *insert location here*
  + Entry into permit spaces is only allowed by following the written entry program.
  + The reasons for listing the space as a permit space, including both of the following:
    - The identified hazards
    - Our experience with the particular space.
  + Precautions we have implemented to protect employees working in or near the space.
  + Who will debrief the contractor at the completion of entry operations, or during entry if needed, on whether any hazards were confronted or created during their work.

# OUR RESPONSIBILITIES WITH HOST EMPLOYERS

|  |
| --- |
| *For information only*  Remove this box from your completed program  Complete this section **only** when you are a contractor working in someone else’s confined space.   * Our entry supervisor will do the following to make sure entry operations are coordinated with host employers: * Obtain any information on the hazards of the permit space and information from previous entry operations * Determine if other workers will be working in or near the space. * Coordinate entry operations with other workers * Inform the host employer of the permit space program that we follow. * 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 during work in the space. |

# RESCUE AND EMERGENCY SERVICES

We have developed the following rescue and emergency action plan:

Click or tap here to enter text.

|  |
| --- |
| *For information only*  Remove this box from your completed program  Insert your specific company rescue and emergency plan(s) here.   1. For more information about rescue from confined spaces, see the Helpful Tool-*Evaluating Rescue Teams or Services* 2. You need to use non-entry rescue procedures and equipment, unless this would increase the risk of injury to the entrant or would be ineffective. 3. For entry rescue, see Entry Rescue Plans in this section. 4. This section is **not** required for the following confined space entries:    1. Classified and documented nonpermit spaces.    2. Proper use of alternative methods. |

# ENTRY RESCUE PLANS

## Permit Spaces Requiring Stand-by Rescue Services

## *Note: You must complete the evaluation of the rescue and emergency service and have an agreement in place.*

|  |  |
| --- | --- |
| **Permit space:** | **Stand-by rescue service name and telephone number:** |
| Click or tap here to enter text. | Click or tap here to enter text. |
|  |  |
|  |  |

# PERMIT-REQUIRED CONFINED SPACE PROGRAM REVIEW

|  |
| --- |
| *For information only*  Remove this box from your completed program  This section is not required if you only entering and use alternative methods. |

At least every 12 months we will conduct a review using canceled entry permits to identify any deficiencies in our program. We will conduct a review immediately if there is reason to believe that the program does not adequately protect our employees, such as the following situations:

* + Unauthorized entry of a permit space
  + Discovery of a hazard not covered by the permit
  + Detection of a condition prohibited by the permit
  + An injury or near-miss during entry
  + Change in the use or configuration of the space; or
  + Employee complaints of permit space program ineffectiveness.

Corrective measures will be documented by revising the program. Employees will participate in revising the program, and will be trained on any changes.

If no permit space entry operations are conducted during the year, no review is needed.