

	<b>HEALTH &amp; SAFETY POLICY / PROCEDURE</b>	
<b>CONFINED SPACE ENTRY</b>		

## **Purpose**

This Code of practice outlines what is necessary to ensure the Safety & Health of all individuals at all times while entering and working in a confined space. This includes the responsibilities of all parties involved to ensure proper confined space identification, preparation, authorization and communication before and during the confined space entry and confined space work.

## **Scope**

This Code of Practice is applicable to all [Company Name](#) personnel, contractors and any other groups providing services at a [Company Name](#) worksite.

## **Definitions**

### **Confined Space**

A “confined space” is any work area which is not intended for continuous worker occupancy, and has, by design, structure, location, limited or restricted entry and/or exit and may contain or produce dangerous accumulations of hazardous gases, vapors, mists, dusts, fumes or biological agents and enrichment of, or lack of, oxygen in the confined space.

**\*\* note** – this definition is not intended to supercede any definition of Workplace Safety & Health regulation definition. [Company Name](#) will as a minimum, accept Workplace Safety & Health’s definition.

### **Entry into a Confined Space**

Entry into a confined space is defined as the action by which a person passes through a limited opening into a restricted or potentially hazardous work area. Entry is considered to occur as soon as any part of the entrant’s body breaks the plane of the entry point into the confined space.

### **Competent Worker**

- Adequately qualified, - Suitably trained, - With sufficient experience;

To safely perform the work, with a minimal degree of supervision.

### **Hazards**

Anything, by its nature that will or may, endangers the safety or health of a worker.

Hazards may include;

- Toxic vapors, mists, or dusts from welding, cleaning, or powder coating.
- Explosive atmospheres.
- Lack of Oxygen, causing asphyxiation.
- Electrical shock from powered tools or lights.
- Physical hazards such as slipping or falling.
- Entering a confined space without testing the atmosphere.
- Leaking cutting/welding hoses inside the confined space.
- Improper use, or not using, Personnel Protective Equipment.
- Noise
- Temperature extremes.
- Insufficient rescue equipment or procedures.
- Not following confined space entry procedures.

### **Confined Space “Safe Entry Tag”**

The “Safe Entry Tag”, is [Company Name](#) Confined Space Entry Permit and this tag is used to ensure that the existing hazards of a confined space have been properly identified, assessed (evaluated) and that necessary preventive and protective measures and procedures are put into place for the safety and health of workers involved in confined space work.

## **Responsibilities**

### **Supervisor**

- The supervisor in charge of the area for which the confined space entry will occur, is responsible to ensure that all preparations are in place for the safe entry of any worker.
- Ensure workers involved in the confined space are trained in the conditions of entry and the nature of any hazards they may be exposed to.
- Ensure the appropriate PPE is available and in good working order.
- Ensure rescue procedures, equipment and trained rescue personnel are in place.
- Ensure a Confined Space “Safe Entry Tag” is completed.
- Identify the “Class” of Confined Space.
- Assign a safety watch person on the outside of the tank.
- Periodically check the confined space entry jobs to ensure all Health & Safety procedures are being followed.
- To immediately shut down any unsafe confined space entry job.

## **Worker and any other Personnel entering the Confined Space**

- The worker prior to entering the confined space will ensure that all necessary precautions and procedures are in place to their satisfaction and then sign the Confined Space “Safe Entry Tag”.
- Will wear all Personal Protective Equipment assigned to them, to ensure their safety and health according to the hazards of the confined space job.
- Will inspect and use equipment and tools required to do the jobs inside the confined space, according to safe work practices and procedures.
- Will monitor conditions inside the confined space and if conditions should change inside that are not accounted for on the “Safe Entry Tag” they will discontinue the work and exit the confined space until the new hazards have been addressed.

## **Safety Watch**

- The qualified Safety Watch will ensure that all conditions on the “Safe Entry Tag” are complied with, prior to allowing anyone into the confined space.
- Ensure all of the names of workers who will enter the confined space are on the “Safe Entry Tag”.
- Will establish the communication system to be used with those workers who will enter the confined space.
- Will know the location of the Confined Space Entry Rescue equipment.
- Will sound the emergency alarm should workers inside the tank need to be rescued.
- \*\* Safety Watch personnel **will never enter the confined space** for any reason.

## **Rescue Personnel**

- Only workers properly trained and equipped for confined space rescue shall attempt a rescue by entering a confined space.
- A gas test of the confined space atmosphere must be done prior to any rescue personnel entering a confined space.
- When workers in a confined space are wearing a safety harness and lanyard, Rescue Personnel can work from the outside, without having to enter the confined space.
- Rescue Personnel must be physically capable of carrying out a rescue, and must be trained in First Aid/CPR.
- Communications must be available at the worksite to emergency response organizations i.e.; Fire Department, Ambulance.

## PROCEDURE FOR CONFINED SPACE ENTRY

1. Identifying the work area as a confined space.
2. Conduct a hazard assessment of the confined space.
3. Classify the confined space as an A, B, or C confined space.
4. Post the confined space classification at/near the confined space.
5. Train the workers in confined space entry procedures and review the hazard assessment for the confined space.
6. Prepare the confined space for entry by purging or ventilating the tank if there are hazardous atmosphere toxins, lack of oxygen or oxygen enriched environment. **Note; Oxygen content must be between 19.5% and 21.4%.**
7. Complete a “Safe Entry Tag” that will put into action Gas tests, Safety Procedures, Equipment to be used i.e. (ventilation, electrical with (GFI), tools), Personnel Protective Equipment, Potential hazards, Location of vessel/tank, Description of work, Lockout required, Safety watch required, Communication system to be used, Rescue equipment and personnel in-place, Duration of confined work, Date and time of entry, Names of all workers entering the confined space, Signature of qualified “Safe Entry Tag” issuer, Safety watch and the signature of a qualified worker accepting the “Safe Entry Tag”.
8. Once all criteria on the “Safe Entry Tag” has been completed, the worker(s) can enter the confined space.
9. Once the confined space work has been completed, the “Safe Entry Tag” issuer will inspect the confined space to ensure all workers, tools and equipment have been removed.
10. The “Safe Entry Tag” issuer will then sign-off on the tag, that this confined space work has been completed.
11. All completed “Safe Entry Tags” will be filed and kept by month and year.

## Training for Confined Spaces

The nature of the hazards encountered in confined space work requires that all individuals who will supervise, issue “Safe Entry Tags”, perform the work, be assigned as a safety watch or rescue person, be trained in the following;

1. Identification of Confined Spaces.
  2. Fundamentals of confined space hazard / risk assessment.
  3. Classification of confined spaces.
  4. Use of, “Safe Entry Tag” permit system.
  5. Lockout procedures.
  6. Monitoring equipment and atmospheric monitoring results.
  7. Use of applicable respiratory protective equipment.
  8. Other personnel protective equipment use.
  9. Use of ventilation equipment.
  10. Explosion proof lighting.
  11. Type of work to be performed.
  12. Entry / Exit methods.
  13. Noise.
  14. Temperature extremes.
  15. Human Factors.
  16. Emergency evacuation procedures.
  17. Communication techniques.
  18. First Aid and CPR requirements.
  19. Fire safety.
  20. Rescue procedures.
- This training will be conducted prior to anyone entering a confined space.
- All workers must sign off they understand the confined space entry procedures.
  - Periodic re-testing will be done to ensure workers and supervisors maintain their understanding of confined space entry procedures.
  - Competent, qualified trainers will do training in Confined Space.
  - Trained workers will adhere to these confined space entry procedures at all times.
  - Any untrained workers trying to access a confined space must be refused and the incident reported to their supervisor immediately.

# **VESSEL CLASSIFICATIONS**

## **PROCEDURE FOR CLASSIFYING A, B or C VESSELS**

1. Confined spaces will be classified by the Area Supervisor, according to the hazard potential, then reviewed/approved by the Health & Safety resource.
2. Vessel classifications will be posted in the confined space work area, in a conspicuous place where all workers can see the classification clearly.
3. The vessel classification will be entered onto the “Safe Entry Tag”.
4. If conditions change at any time inside the confined space, a re-classification may be warranted. The area supervisor will assess the condition changes and re-classify the vessel if additional hazards were found.
5. If a vessel is re-classified, the classification must be entered onto the “Safe Entry Tag”

## **VESSEL CLASSIFICATION SHEETS WILL BE IDENTIFIED BY THE FOLLOWING COLORS**

**CLASS “A”..... RED**

**CLASS “B”..... YELLOW**

**CLASS “C”..... GREEN**

Company Name.

VESSEL CLASSIFICATION – CLASS “A”

**VESSEL CONFINED SPACE:** \_\_\_\_\_

**CLASS “A” RISK EXPLANATION:**

**CLASS “A” MEANS:**

- **Known condition inside the confined space to exceed Occupational Exposure Limit (O.E.L.) or have a high potential to exceed O.E.L.**
- **Environment outside the confined space is in excess of or has a high potential to be in excess of O.E.L.**
- **Nature of the work has a high potential to produce conditions in excess of the O.E.L.**

**GAS TEST:**

- **Initial test at start of each shift.**
- **Continuous monitoring for duration of job, (O<sub>2</sub>, LEL and CO).**
- **Mid-shift check on continuous monitor.**
- **Periodic inspection of confined space job by supervision.**

**PERSONAL PROTECTIVE EQUIPMENT:**

- **Self contained breathing air must be worn when entering Class “A” vessels.**
- **A safety harness with tag line will be worn by workers entering the confined space.**
- **See the confined space “Safe Entry Tag” for further information.**

**RESCUE RESPONSE:**

- **Two Long Blast’s on an air horn will action First Aid, Fire or Rescue response.**
- **Rescue equipment will be readily available at a Class “A” confined space vessel.**

**SAFETY PROCEDURES (must be in place):**

- **Safety Lockout (if required).**
- **Safe Entry Tag.**
- **Gas Test Log.**
- **Confined Space / Safety Watch person.**

**Class “A” vessel entry may require additional precautions and procedures (consult the Hazard Assessment and/or “Safe Entry Tag”).**

**Company Name**

**VESSEL CLASSIFICATION – CLASS “B”**

**VESSEL CONFINED SPACE:** \_\_\_\_\_

**CLASS “B” RISK EXPLANATION:**

**CLASS “B” MEANS:**

- **Low potential inside the confined space to exceed the Occupational Exposure Limit (O.E.L.).**
- **Environment outside the confined space has low potential to be in excess of O.E.L.**
- **Nature of the work has low potential to produce conditions to be in excess of the O.E.L.**

**GAS TEST:**

- **Initial test at the start of each shift (O<sub>2</sub>, L.E.L. and CO).**
- **Re – test if conditions inside the vessel change at any time during the shift.**
- **Periodic inspections by supervision during shift.**

**PERSONAL PROTECTIVE EQUIPMENT:**

- **See “Safe Entry Tag” for all PPE requirements.**

**RESCUE RESPONSE:**

- **Two Long Blast’s on an air horn will action First Aid, Fire or Rescue response.**
- **Rescue equipment will be readily available at a Class “B” confined space vessel.**

**SAFETY PROCEDURES (must be in-place).**

- **Safety Lockout (if required).**
- **Safe Entry Tag.**
- **Gas Test Log.**
- **Confined Space / Safety Watch person.**

**Class “B” vessel entry may require additional precautions and procedures (consult the Hazard Assessment and/or “Safe Entry Tag”).**



Company Name

**VESSEL CLASSIFICATION – CLASS “C”**

**VESSEL CONFINED SPACE:** \_\_\_\_\_

**CLASS “C” RISK EXPLANATION:**

**CLASS “C” MEANS:**

- Conditions inside the confined space are such that there is no detectable risk inside the confined space to exceed Occupational Exposure Limits.
- Environment outside the confined space has no detectible O.E.L. risk.
- Nature of work has no detectable potential of generating risk.

**GAS TEST:**

- Initial test at start of shift (O<sub>2</sub>, L.E.L. and CO).

**PERSONAL PROTECTIVE EQUIPMENT:**

- See “Safe Entry Tag” for all PPE requirements.

**RESCUE RESPONSE:**

- Two Long Blasts on an air horn will action First Aid, Fire or Rescue response.
- Rescue equipment will be readily available at a Class “C” confined space.

**SAFETY PROCEDURES (must be in-place):**

- Safety Lockout (if required).
- Safe Entry Tag.
- Gas Test Log.
- Confined Space / Safety Watch person.

**Class “C” vessel entry may require additional precautions and procedures (consult the Hazard Assessment and/or “Safe Entry Tag”).**

# SAFE ENTRY TAG

VESSEL CLASS (circle one)..... **A** ..... **B** ..... **C** .....

**THIS CONFINED SPACE HAS BEEN  
CHECKED FOR THE FOLLOWING**

	RESULTS	INITIAL IF OK
FLAMMABLE OR EXPLOSIVE VAPOURS ..(L.E.L.).....		
CARBON MONOXIDE .. (CO).....		
OXYGEN .. (O2) .....		
OTHER GASES .....		
OTHER GASES .....		
OTHER GASES .....		
TEMPERATURE .....		
ELECTRICAL EQUIPMENT DISCONNECTED .....		
LOCKOUT COMPLETED .....		
CLEANLINESS .....		
VISUAL INSPECTION .....		

**FREQUENCY OF TESTS:** \_\_\_\_\_  
(ENTER SUBSEQUENT TEST RESULTS ON BACK OF TAG)

<b>CONFINED SPACE IS SAFE TO ENTER</b>	
<b>SIGNED:</b>	
SAFE ENTRY TAG ISSUER _____	
WORKER(s) Receiving TAG _____	
_____	
_____	
SAFETY WATCH PERSON _____	
DATE: _____ / _____ / _____	TIME: _____ am. pm.

**NOTE: THIS TAG MUST BE REMOVED AND WORK STOPPED SHOULD ANY OTHER UNSAFE CONDITIONS ARISE DURING THE CONFINED SPACE WORK.**

<b>ADDITIONAL GAS TEST RESULTS:</b>					
<b>O<sub>2</sub></b>	<b>LEL</b>	<b>CO</b>	<b>OTHER: (describe)</b>	<b>INITIAL if OK</b>	<b>DATE &amp; TIME</b>
<b>START NEW TAG IF THIS ONE IS FULL</b>					

<b>PROTECTIVE EQUIPMENT</b>			<b>SAFETY PROCEDURES</b>		
	<b>YES</b>	<b>NO</b>		<b>YES</b>	<b>NO</b>
<b>HARD HAT</b>			<b>POST SAFE ENTRY TAG</b>		
<b>GOGGLES</b>			<b>POST SAFE TANK WATCH</b>		
<b>SAFETY GLASSES</b>			<b>EXPLOSION PROOF LIGHTING</b>		
<b>WELDING HELMET</b>			<b>RESCUE EQUIPMENT NEARBY</b>		
<b>DUST MASK</b>			<b>FIRE EXTINGUISHER</b>		
<b>SUPPLIED AIR RESPIATOR</b>			<b>COMMUNICATION REQUIRED</b>		
<b>CARTRIDGE RESPIRATOR</b>			<b>NATURAL VENTILATION</b>		
<b>WET SUIT</b>			<b>AIR MOVER VENTILATION</b>		
<b>HAND PROTECTION</b>			<b>VENTALATION FAN</b>		
<b>FOOT PROTECTION</b>			<b>HAZARD ANALYSIS</b>		
<b>HEARING PROTECTION</b>			<b>LOCKOUTS</b>		
<b>SAFETY HARNESS</b>			<b>EXPLOSION PROOF TOOLS</b>		
<b>TAGLINE ATTACHED</b>			<b>OPEN FLAME ALLOWED</b>		

**OTHER** \_\_\_\_\_

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**WORK HAS BEEN COMPLETED AND AREA CHECKED; DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**SIGNATURES:**  
**WORKER** \_\_\_\_\_  
**SAFE ENTRY TAG ISSUER:** \_\_\_\_\_  
**SAFETY WATCH PERSON:** \_\_\_\_\_  
**SUPERVISOR:** \_\_\_\_\_