



Confined Space Entry Policy

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Note: this document supersedes any/all previous versions.

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City of Elk River

Confined Space Entry Policy

I. Purpose and Scope

The purpose of the Confined Space Entry Policy (“Policy”) is to prevent personal injury and illness to City of Elk River (“City”) employees and contractors while performing duties in Permit-Required Confined Spaces as per 29 CFR 1910.146.

This Policy applies to all City employees and any contracted personnel during Entry into any Permit-Required Confined Space.

II. Objectives

The objectives of this Policy are to:

1. Prevent employee injury, illness, or death resulting from hazards associated with a Confined Space.
2. Identify and evaluate Confined Spaces before Entry.
3. Identify and understand Confined Space hazards.
4. Develop techniques to control Confined Space hazards.
5. Prepare emergency rescue and other contingency plans.
6. Comply with regulatory requirements.

III. Definitions

1. Attendant is an individual stationed outside one or more Permit-Required Confined Spaces who monitors the Authorized Entrants and who performs all duties as assigned in this Policy. At least one individual must be stationed outside a Permit-Required Confined Space.
2. Authorized Entrant is a City employee who is authorized by the City to enter a Permit-Required Confined Space.
3. Blanking or Blinding is 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.
4. Confined Space is any space that has the following characteristics:
 - A. Large enough and so configured that an employee can bodily enter and perform assigned work.
 - B. Has limited or restricted means for Entry or exit.
 - C. It is not designed for continuous human occupancy.
5. Confined Space Entry Permit (Permit) is the written or printed document to allow and control Entry into a Permit-Required Confined Space and that contains information specified in this Policy.
6. Entry is the act by which a person intentionally passes through an opening into a Confined Space. Entry includes ensuing work activities in that space and is considered to have

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occurred as soon as any part of the entrant's body breaks the plane of an opening into the space.

7. Entry Supervisor is the person responsible for determining if acceptable Entry conditions are present at a Permit-Required Confined Space where Entry is planned, for authorizing Entry, and overseeing Entry operations, and for terminating Entry as required. The Entry Supervisor can also serve as an Attendant.
8. Hazardous Atmosphere is an atmosphere that may expose employees to the risk of death, incapacitation, impairment of ability to self-rescue, or acute illness resulting from the following:
 - A. Flammable gas, vapor, or mist in excess of 10% of its lower flammable limit (LFL);
 - B. Airborne combustible dust at a concentration that meets or exceeds its LFL. This condition may be approximated as a condition in which the dust obscures vision at a distance of 5 feet or less;
 - C. Atmospheric oxygen concentration below 19.5% or above 23.5%;
 - D. Atmospheric concentration of any substance that could result in an exposure greater than the Permissible Exposure Level (PEL);
 - E. Any other atmospheric concentration that is Immediately Dangerous to Life and Health (IDLH).
9. Immediately Dangerous to Life or Health (IDLH) is 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.
10. Isolation is the process by which a Permit-Required 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, lock out or tag out of all sources of energy or mechanical linkages.
11. Lower Flammable Limit (LFL) is the minimum vapor concentration of a flammable liquid in air below which flame propagation does not occur on contact with an ignition source.
12. Non-Permit Confined Space is a 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.
13. Oxygen Deficient Atmosphere is an atmosphere containing less than 19.5% oxygen by volume.
14. Oxygen Enriched Atmosphere is an atmosphere containing more than 23.5% oxygen by volume.
15. Permit-Required Confined Space is any Confined Space that has one or more of the following characteristics:
 - A. Contains or has known potential to contain a hazardous atmosphere.
 - B. Contains material with the potential for engulfment of an Entrant.
 - C. Has an internal configuration such that an Entrant could be trapped or asphyxiated by inwardly converging walls or a floor that slopes downward and tapers to a smaller cross section.

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- D. Contains any other recognized serious health hazard.
16. Retrieval System is equipment used for non-Entry rescue of persons from a Confined Space.
 17. Testing is the process by which hazards that may confront entrants of a Permit-Required Confined Space are identified and evaluated.
 18. Ventilation is the process used to control the atmospheric hazards of Confined Spaces by replacing unsafe air with clean, breathable air.

IV. Introduction

A Confined Space is a space whose configuration and/or contents may present special dangers not found in normal work areas. Confined Spaces may be poorly ventilated and, as a result, contain insufficient oxygen or hazardous levels of toxic gases. Working in a tight space can prevent a worker from keeping a safe distance from mechanical and electrical hazards in the space. Fumes from a flammable liquid that is used in a poorly ventilated area can reach explosive levels. Such hazards endanger both the workers in the Confined Space and others who become exposed to the hazards when they attempt to rescue injured workers. In a number of cases, rescue workers have died or been injured because they did not have the training and equipment necessary to conduct the rescue safely.

Because Confined Spaces are potentially dangerous, employers must evaluate all Confined Spaces in which their employees work to determine whether hazards exist or whether the work to be done in the space can create hazards. If a Confined Space contains an actual or potential hazard that can cause death, injury or acute illness, incapacitation, entrapment, or otherwise interfere with a worker's ability to leave the space in an emergency, it is a Permit-Required Confined Space. Employers must take certain precautions whenever workers enter a Permit-Required Confined Space. These include:

1. Specifying the precautions to be taken to protect the workers in the space;
2. Training the workers who are covered by the standard to give them the knowledge to protect themselves and others;
3. Planning how to rescue injured workers promptly and safely.

This Policy is written in accordance with the Occupational Safety and Health Administration's (OSHA) regulations, 29 CFR 1910.146, *Permit-Required Confined Spaces*.

Policy Statement

Entry into a Confined Space will be in conformance with all federal and Minnesota state laws, rules and regulations, as well as this Policy.

- Whenever possible, work that can be performed without entering a Confined Space is considered the preferred method.
- All Confined Spaces have been previously identified and properly classified as either a Permit-Required or Non-Permit required. If a change in condition occurs within a Non-Permit Confined Space (e.g. flooding, reconfiguration, contamination) it automatically becomes a Permit-Required Confined Space and all proper precautions must be taken.

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- A permit system has been established for all entries into Permit-Required Confined Spaces. Permit forms will be kept and once completed will be kept on file for a minimum of five (5) year.
- Prior to Entry of a Permit-Required Confined Space, an entry team consisting of at least one Authorized Entrant, Attendant, and Entry Supervisor shall be established.
- Atmospheric testing is required before entering any Permit-Required Confined Space. If a hazardous atmosphere is present, employees shall not enter the space until ventilation procedures have been carried out and testing reveals acceptable Entry conditions. Whenever possible, all atmospheric hazards will be completely eliminated before Entry.
- The City will provide all equipment required for Entry in accordance with 29 CFR 1910.146 and will ensure that all affected employees are trained and use the equipment properly. All required equipment will be maintained according to the manufacturer's recommendations.
- Effective communication procedures will be established between the entry team and to the rescue service prior to Entry.
- Training will be provided to any employee before they are assigned any duties related to Permit-Required Confined Space Entry.

This program shall be evaluated annually as well as on an as needed basis if any situation warrants the task.

V. Roles and Responsibilities

The City is responsible for developing and maintaining the Confined Space program. A master list of both Permit and Non-Permit Confined Spaces shall be established and updated as necessary by each department/division. The City is responsible for providing a Confined Space training program for Authorized Entrants, Attendants, and Entry Supervisors which will enable employees to recognize potential hazards and take the appropriate actions to control those hazards. This training will be offered to all employees who have the potential to work in Confined Spaces.

Department Directors are responsible to:

1. Implement the Policy by:
 - A. Directing all supervisors to assess and classify Confined Spaces in their work environment and to document this for future entrants.
 - B. Identify and train employees for appropriate Confined Space Entry.
 - C. Ensuring that all necessary equipment is available to comply with this Policy.
 - D. Require the use of Permits for every Permit-Required Confined Space Entry.
2. Enforce compliance with this Policy. All employees who are impacted by this Policy must be trained and responsible for compliance with this Policy.

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Supervisors are responsible to:

1. Identify and assess the Confined Space areas in their work environment that are affected by this Policy.
2. Ensure that all affected employees receive appropriate training and equipment.
3. Require the use of Permits for every Permit-Required Confined Space Entry.
4. Enforce compliance with this Policy.
5. Act, or delegate accordingly, as an Entry Supervisor and determine if acceptable Entry conditions are met at a Permit-Required Confined Space, oversee Entry operations, and terminate Entry upon conclusion of the permit.

Employees are responsible to:

1. Understand their assigned tasks relating to Confined Space Entry.
2. Apply the proper training and equipment to safety work in Confined Spaces.
3. Assist with the assessment and identification of Confined Spaces.
4. Comply with the directives of this Policy.
5. Act as the Entry Supervisor when delegated and trained as such.

The City's safety coordinator is responsible to:

1. Train supervisors and assist in the training of employees in the City's Policy.
2. Maintain a file of all completed or canceled Permits from all departments and divisions, to be retained for at least five (5) years. Entry permits may also be maintained within each department/division so long as they are accessible for review.
3. Assist with the identification of Permit Required Confined Spaces, and with identification of necessary equipment for Entry.
4. Audit each department/division's compliance with this Policy on an annual basis.

The Fire Department is responsible to:

The Fire Department is responsible for responding to all Confined Space rescue emergencies within the City.

With this responsibility, it is necessary to inform the Fire Department of all hazards that may be encountered when called for a rescue, with access to all permit spaces from which rescue may be necessary.

Non-Emergency: 763.635.1100
 763.765.3595 (after-hours; request call-back by Duty Officer)

Emergency: Dial 911

Contractors/Outside Vendors

Any work for the City at any City facility must be conducted in accordance with all applicable regulations. Contractors must have a written Confined Space program that complies with all applicable regulations. All contractors must provide copies of their written program and employee training documentation along with their rescue agreement to the contracting department/division. Contractors are also responsible to supply all needed equipment to perform safe Entry and/or rescue. When a contractor is required to enter or work in a Permit-Required Confined Space, the

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contracting department/division will furnish a written copy of the known hazards identified in that space to the contractor.

VI. Space Evaluation, Classification, and Reclassification

It is the intent of this Policy that all departments/divisions involved in Confined Space Entry will work to assess and compile data about the hazards contained in various Confined Spaces that are required to be entered in the workplace. Each department/division is responsible for maintaining an inventory of all Permit-Required Confined Spaces, a copy of which must be submitted to the City's safety coordinator. If a new Confined Space is identified it will be considered a Permit-Required Confined space until proven otherwise.

If conditions change in a space causing the need for a reclassification, a department director and/or supervisor must be notified. If a Permit-Required Confined Space can be declassified to a Confined Space due to the elimination of all hazards, it must be documented and changed in the inventory. If conditions change and a Confined Space becomes a Permit-Required Confined Space, all hazards must be documented and added to the inventory.

VII. Entry Requirements for Non-Permit Confined Spaces

Entry into Non-Permit Required Confined Spaces is not regulated. Employees are always required to evaluate the potential hazards of all jobs prior to beginning work. If any questions or concerns arise during the evaluation, the employee should discuss the issue with their supervisor.

If the Confined Space is a "Non-Permit" Confined Space, the space may be entered by Authorized Employees without the need for a written Permit or Attendant under this procedure.

Smoking in or around ANY Confined Space is prohibited.

VIII. Permit System

The permit process guides the entry team through a systematic evaluation of the Permit-Required Confined Space to be entered.

The Permit should be used to establish and document appropriate Entry conditions. A Permit must be completed before approval can be given to enter a Permit-Required Confined Space. All members of the entry team are entitled to review the Permit.

A Permit shall be kept at the job site for the duration of the job. Permits may not exceed the time required to complete a task or extend over multiple shifts. Once completed, the Entry Supervisor must sign the permit to authorize Entry.

If an Entry Supervisor must be relieved of their duties, the Permit shall be cancelled and a new Permit must be filled out by new Entry Supervisor. All Entrants must exit the space and conditions must be reassessed.

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If circumstances cause an interruption in the work or a change in the alarm conditions for which Entry was approved, a new Permit must be completed. Terminated or expired Permits must be kept for at least five (5) years; the expired or canceled Permit shall be forwarded to the City's safety coordinator or may be retained by the department/division so long as they are accessible.

IX. Duties of the Entry Team

Entry teams must be established prior to Entry and consist of at least one Attendant, one Authorized Entrant, and must have an Entry Supervisor.

Entry Supervisor

The Entry Supervisor shall:

1. Know and understand the hazards that may be faced during Entry including signs or symptoms, and consequences of an exposure to suspected hazards.
2. Verify 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.
3. Terminate the Entry and cancel the Permit when reasons for entering the space have been completed or when an unacceptable condition within the space or outside the space is detected.
4. Verify that rescue services are available and that the means of calling the rescue service is operable. The Entry Supervisor will ensure that the attendant knows the method for summoning help if rescue is required.
5. Enforce this Policy to ensure safe Entry into any space identified as a Permit-Required Confined Space.
6. Determine that throughout the Entry process all responsibilities and functions remain consistent with safety, regardless of production requirements, time, or cost.
7. Have the authority to stop work if they feel that the Entry is unsafe for any reason.
8. Be trained to the proper level of responsibility.

If an Entry Supervisor must be relieved at any point during the Entry, the Permit must be cancelled by said Entry Supervisor. All Authorized Entrants must evacuate the space and the new Entry Supervisor must assess the space and conditions with the entry team and a Permit.

Authorized Entrant

All Authorized Entrants shall know and understand the following:

1. Verify that rescue services are available and that the means of calling the rescue service is operable.
2. Hazards that may be faced during Entry, signs or symptoms, and consequences of an exposure to suspected hazards
3. Proper use of equipment.
4. Means and methods of communication with other Authorized Entrants and the Entry Supervisor.
5. Warning signs to a dangerous situation, or the entrant detects a condition that would warrant immediate evacuation.

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6. When self-rescue must occur by means of an order by the attendant or Entry Supervisor, when signs or symptoms of exposure are detected, or when any prohibited condition is recognized.

All Authorized Entrants must be qualified for the task assigned, (electrical, welding, etc.).

Attendant

The Attendant shall:

1. Know the hazards that may be faced during Entry or while in the space, including information on the mode, signs or symptoms, and consequences of an exposure to suspected hazards.
2. Be aware of possible behavioral effects of hazard exposure in Authorized Entrants.
3. Continuously maintain an accurate count of Authorized Entrants and in the space and ensure that the means used to identify Authorized Entrants is precise at all times.
4. Remain outside the space during Entry operations until relieved by another Authorized Attendant(s).
5. Communicate with Authorized Entrants as necessary to monitor Authorized Entrant status and to alert them of the need to evacuate the space when conditions warrant an immediate evacuation.
6. Monitor activities inside and outside the space to determine if it is safe for Authorized Entrants to remain in the space and orders the Authorized Entrants to evacuate the space immediately under any of the following conditions:
 - A. If the Attendant detects a hazardous condition.
 - B. If the Attendant detects a change in the behavior of any Authorized Entrant which would suggest an exposure to a hazard.
 - C. If the Attendant detects a situation outside the space that could endanger the Authorized Entrants.
 - D. If the Attendant cannot effectively and safely perform all the duties required as outlined in this Policy.
7. Summon rescue and other emergency services as the Attendant determines that Authorized Entrants may need assistance to escape from hazards.
8. Do the following when unauthorized person(s) approach or enter a Permit-Required Confined Space while Entry is underway:
 - A. Warn the unauthorized person(s) that they must stay away from the space.
 - B. Advise the unauthorized person(s) they must exit immediately if they have entered the space.
 - C. Inform the Authorized Entrants and the Entry Supervisor if an unauthorized person(s) have entered the space.
9. Perform non-entry rescue (rescue attempts that do not cause the attendant to break the plane of the Entry to the space).

X. Permit-Required Confined Space Entry

Preparation of the Space

1. An Entry Supervisor, Attendant(s) and Authorized Entrant(s) will be assigned. All personnel involved with the Entry can observe all aspects of the preparation. All personnel

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- involved in the Entry must be appropriately trained for the tasks they are expected to perform.
2. The Entry Supervisor will brief the Authorized Entrant(s) and Attendant(s) on all aspects of the job and task(s) to be performed.
 3. At any time, the Entry Supervisor, the Authorized Entrant(s) and/or the Attendant(s) can either postpone or stop the Entry due to a safety concern.
 4. The entry team will be provided with and will wear all appropriate PPE based upon the hazards present.
 5. If the space is located on a roadway, a temporary traffic control plan must be created and established to protect employees and the public.
 6. A new Permit will be created and previous hazards encountered in the space will be reviewed from prior Permits.
 7. The air monitor shall be appropriately calibrated according to manufacturer's requirements. Battery life will be checked and must be at full capacity. Air monitoring around the space is required prior to opening the space and must be documented on the Permit.
 8. Any conditions making it unsafe to remove an entrance cover shall be eliminated before the cover is removed.
 9. Prior to opening the space, any entrances that will be open must be appropriately blocked to prevent accidental Entry.
 10. Upon opening the space, the oxygen content, flammable gases and vapors, and potential toxic air contaminants will be monitored using the provided air monitors and documented on the Permit and be documented for every five feet of the space without breaking the plane.
 11. If a hazardous atmosphere exists, continuous forced air ventilation is required throughout the duration of the Entry. Entrants may not enter the space until acceptable entry conditions are confirmed. If acceptable entry conditions cannot be established and maintained, Entry shall not be allowed.
 12. Acceptable atmospheric entry conditions are as follows:
 - A. Oxygen (O) content: $\geq 19.5\%$ and $\leq 23.5\%$
 - B. Flammables: $\leq 10\%$ of the LEL
 - C. All toxic air contaminants must be less than the permissible exposure limit as established by Minnesota OSHA.
 - D. Hydrogen sulfide (H₂S) must be less than 10 parts per million.
 - E. Carbon monoxide (CO) must be less than 35 parts per million.
 13. All connecting lines, ducts, and pipes connected to chemical, gas, and utility sources will be broken and capped or blanked.
 14. Heating devices (e.g. jackets, coils, mantels, etc.) will be rendered safe either through line breaking/blanking or lockout/tagout.
 15. All mechanical, hydraulic, and electrical hazards (e.g. agitators, machine drives, electrical lines, etc.) will be controlled through lockout/tagout.
 16. If water or sewage has collected in the space, it shall be pumped out prior to Entry if possible. If the source is a continuous flow, a pump will be required to continuously remove water or sewage and be watched closely by the Entry Supervisor or an Attendant to be sure the pump is working properly throughout the duration of the entry.
 17. The space will be rinsed and/or dried if there is a build-up of hazardous or slippery material on the walls of the space.
 18. The space will be cooled down to 110 degrees Fahrenheit or less.

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19. Safe access to the space will be provided.
20. Adequate lighting will be provided; all electrical components must be connected to a Ground Fault Circuit Interrupter (GFCI).
21. All tools and communication devices shall be checked to make sure that they are intrinsically safe if the potential exists for a flammable atmosphere.
22. Communication methods shall be established prior to Entry between the Authorized Entrant(s) and Attendant and will be selected based on the size, location, and characteristics of the space. If the selected device has batteries, the batteries must be fully charged.
23. The rescue team (Elk River Fire Department or city-approved team) shall be notified prior to any Entry. They must be informed of the time, location, and hazards present.
24. All retrieval equipment must be inspected prior to Entry. If there is a problem with any piece of equipment, a supervisor must be notified and the equipment must be taken out of service.
25. For vertical Entries, the retrieval system will be set-up at the entry point and will include a tripod, winch with fall protection, and a full body harness. Each Authorized Entrant shall use a chest or full body harness, with a retrieval line attached, for the successful removal of the Authorized Entrant.
26. If an Authorized Entrant must unhook from the retrieval system for safety purposes, no hazardous atmosphere may exist.
27. If any other items such as tools need to be lowered into a space, a separate winch/line will be attached to the tripod and used for such purposes.
28. For horizontal entries or spaces where a tripod system cannot be used, wristlets may be used in lieu of the chest or full body harness if the department/division supervisor can demonstrate that the use of a chest or full body harness is infeasible or creates a greater hazard and that the use of wristlets is the safest and most effective alternative.

Permit Completion

1. The Permit shall be completed by the Entry Supervisor.
2. All information requested on the Permit will be completed by the Entry Supervisor or NA (not applicable) will be written.
3. The time of Permit issuance will always be written in. In no case will a Permit remain valid for more than 8 hours or one shift. If the job runs past 8 hours, a new Permit will be issued.

Entry

1. All required equipment for Entry including communication, lighting, access, safety and rescue, as well as the tools needed to accomplish the job, will be available at the entrance.
2. Continuous air monitoring will be established either by the Attendant or by the Authorized Entrant(s) and will be documented at regular intervals on the Permit.
3. The Attendant will stay in the immediate area of the entrance to the space and will stay in contact with the Authorized Entrant(s).
4. The Entry Supervisor will formally approve the entry to begin. At any time during the job the Entry Supervisor, Authorized Entrant(s) or the Attendant can cancel the Permit and cause the Entry to be either postponed or stopped due to safety concerns. Such concerns must be documented on the Permit and the department/division supervisor be notified.
5. The Attendant will immediately communicate any exterior condition to the Authorized Entrant(s) that could affect her/his safety (e.g. fire alarm, severe weather, etc.).
6. Smoking in or around ANY Confined Space is prohibited.

Entry Completion

1. The Permit will be closed out by listing the time of space exit and any other pertinent information.
2. The rescue service will be notified that the entry is complete.
3. The entry closure will be replaced.
4. Blanked and capped piping, tubing, ducts, etc. will be re-attached.
5. Disconnected hydraulic, mechanical, and/or electrical equipment will be reattached.
6. Lockout/tagout devices will be released.
7. Operating personnel for the space will be notified that it can be returned to production (if applicable).
8. All safety and entry equipment will be cleaned, inspected, and returned to storage locations.
9. The cancelled Permit will be filed.

XI. Alternate Entry Procedures

Under certain circumstances employers may use alternate entry procedures in place of full Permit-Required Confined Space Entry process. Alternate Entry procedures can be considered for Permit spaces that only have an actual or potential atmospheric hazard and no other serious hazards.

To use these alternate procedures, the department/division must be able to provide data and other verification to support that the only potential hazard is atmospheric and that continuous forced air ventilation alone can maintain a safe atmosphere throughout the entry. Workers still must be trained, the space still must be monitored, and ventilation must be continuous.

Conditions for Use

A department/division may use alternate procedures for entering a Permit-Required Confined Space under the following conditions:

1. Ventilation alone will maintain safe conditions.
2. Air monitoring and inspection must be performed to ensure that conditions are safe.
3. If initial entry must be made in order to perform this inspection, it must be done under normal Permit-Required Confined Space Entry procedures as outlined in Section X.
4. The only hazard is an actual or potential hazardous atmosphere.
5. Certification with the date, location of the space, and signature must be made available to entry personnel.

XII. Rescue Plan/Provisions

If an emergency condition is perceived:

1. **DO NOT enter the space; you are not a trained rescuer.** Only Elk River Fire Department personnel are designated to perform Confined Space rescue within the City.
2. Immediately notify the Fire Department by calling 911 (do not use a business/non-emergency number). **Do not delay calling for emergency services.**
 - a. State the nature of your request.
 - b. State your name.
 - c. State your location.

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- d. Provide any other pertinent information to the dispatcher (hazardous materials information, etc.)
3. If the employee is attached to a rescue/retrieval system, promptly begin the retrieval process.
4. Continuously monitor the air surrounding the space to ensure others are not exposed to any hazardous conditions.
5. The Attendant shall monitor the situation until emergency personnel arrive.

XIII. Hot Work or the Use of Chemicals in a Confined Space

Hot work, such as heating, cutting, welding or soldering, or the use of chemicals in a Confined Space, present special hazards by the very nature of the work, the hazardous environment it can create, and the fact that hot work presents an ignition source to the environment.

Before any Entry involving the use of hot work or chemicals can begin, a review of the Confined Space characteristics should first be carried out. All procedures and safety equipment shall be available as in a normal Confined Space entry. In addition, the hazards that may arise from hot work or chemicals should be evaluated using a Safety Data Sheet (SDS). This may create a Permit-Required Confined Space by introduction of the hot work or use of chemicals.

All hot work in a Confined Space requires a *Confined Space Hot Work Permit*, in addition to other applicable Permits.

Employees should exercise extreme caution whenever introducing hot work or chemicals into a Confined Space.

If there are any questions during an Entry, contact your designated supervisor.

XIV. Training

Each department/division is responsible for ensuring that adequate training is provided for all employees who are Attendants, Authorized Entrants, or Entry Supervisors as follows:

1. Before the employee is assigned duties relating to Permit-Required Confined Space Entry;
2. Before the employee's assigned duties change;
3. Whenever there is a change in operations that presents a hazard that the employee has not been trained in previously;
4. Whenever there is an indication that the procedure is not being followed safely and/or when there are indications that employee practices or knowledge do not meet the requirements.

Training shall establish proficiency in the duties required by the standard. Annual refresher training shall be provided to all affected employees and will include a non-entry rescue practice drill.

All employees that work near Confined Spaces and are not allowed to enter, will be given a Confined Space awareness training in order to comply with part 29 CFR 1910.146(c)(2).

Each department/division is responsible for keeping and maintaining training records.