

STATE OF OHIO



DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT:	PAGE <u>1</u> OF <u>8</u>
Confined Space	NUMBER: 10-SAF-10
RULE/CODE REFERENCE: OSHA 29 CFR 1910.146	SUPERSEDES: 10-SAF-10 dated 08/23/10
RELATED ACA STANDARDS:	EFFECTIVE DATE: March 29, 2012
	APPROVED: 

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

II. PURPOSE

The purpose of this policy is to establish protection for employees, contractors, and inmates from hazards associated with confined spaces and to ensure compliance with Occupational Safety and Health Administration (OSHA) standard 29 CFR 1910.146 as adopted and enforced by the Ohio Public Employment Risk Reduction Program (PERRP).

III. APPLICABILITY

This policy applies to all inmates, staff, and those individuals under contract with the Department of Rehabilitation and Correction who may be involved with confined space entry.

IV. DEFINITIONS

Attendant - An individual stationed outside one or more permit-required confined spaces who monitors the authorized entrants.

Authorized Entrant – A person who is allowed to enter a permit-required confined space in accordance with OSHA 29 CFR 1910.146 and all of the criteria listed in this policy.

Confined Space – Any space that has all of the following characteristics:

1. A space large enough and configured to allow an employee to bodily enter and perform assigned work; and
2. Has limited or restricted means for entry and exit; and
3. Is not designed (or intended) for continuous employee occupancy.

Non-Permit Confined Space – 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. If conditions within a non-permit space change or hazards are introduced during the performance of assigned work tasks, the space shall be reevaluated to determine if it is a permit-required confined space.

Permit-Required Confined Space - 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 and/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 hazards.

Entry – 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.

Entry Permit – A written or printed document issued by the facility to allow and control permit-required confined space entries. The Department shall utilize Confined Space Entry Permit (DRC1682) for this purpose.

Entry Supervisor - The person responsible for determining if acceptable entry conditions are present at a permit required confined space when an entry is planned, for authorizing entry and overseeing entry operations, and for terminating entry as required by 29 CFR 1910.146. Note: An entry supervisor may also serve as an attendant or as an authorized entrant as long as that person is trained and equipped as required by 29 CFR 1910.146 for each role he or she fills. Also, the duties of entry supervisor may be passed from one individual to another during the course of an entry operation.

Hazardous Atmosphere - An atmosphere that may expose employees to a risk of death, incapacitation, and impairment of ability to self-rescue (that is, escape unaided from a permit space), injury, or acute illness from one or more of the following causes:

1. Flammable gas, vapor, or mist in excess of 10 percent of its lower flammable limit (LFL)
2. Airborne combustible dust at a concentration that meets or exceeds its LFL;
Note: This concentration may be approximated as a condition in which the dust obscures vision at a distance of 5 feet (1.52 m) or less.
3. 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 G, Occupational Health and Environmental Control, or in Subpart Z, Toxic and Hazardous Substances, of this part and which could result in employee exposure in excess of its dose or permissible exposure limit;
Note: An atmospheric concentration of any substance that is not capable of causing death, incapacitation, and impairment of ability to self-rescue, injury, or acute illness due to its health effects is not covered by this provision.
5. Any other atmospheric condition that is immediately dangerous to life or health.

Retrieval System - 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-required confined spaces.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction to comply with the Occupational Safety and Health Administration's (OSHA) confined space standard, 29 CFR 1910.146 and related state and federal codes and regulations regarding confined space.

VI. PROCEDURES

A. Confined Space Assessment

The Health and Safety Coordinator and the Maintenance Supervisor at each facility shall ensure an assessment of the facility is conducted to identify the confined spaces within the facility and, of those, the permit-required confined spaces at the facility. The Confined Space Evaluation Checklist form (DRC4196) shall be used to assist in the assessment. A list of confined spaces and permit-required confined spaces, with corresponding hazard(s), shall be maintained and updated as needed.

B. Facility Permit-Required Confined Space Program

1. If the facility has identified permit-required confined spaces, the facility Health and Safety Coordinator must establish a written facility permit-required confined space policy which complies with the requirements in 29 CFR 1910.146. The Health and Safety Coordinator must consult with affected employees and their authorized representatives (e.g., union steward) on the development and implementation of all aspects of the permit space program. The written program must include, at a minimum, the following elements:
 - a. A list of confined spaces and a procedure for identification of permit-required confined spaces before allowing entrance. These procedures shall ensure that if there are changes in the use or configuration that might increase the hazards to entrants of a non-permit confined space, the space must be reevaluated to determine if it needs to be reclassified as a permit-required confined space.
 - b. Measures taken to inform staff of the permit-required confined space and to ensure only authorized entry. This must include the security of the areas, as well as signage posted at the site declaring the area a permit-required space and the danger of the area.
 - c. A system for the preparation, issuance, use, and cancellation of entry permits according to OSHA 1910.146 and Section F of this policy.
 - d. The means, procedures, and practices to eliminate or control hazards necessary for safe permit-required space entry operations. If possible, all hazards must be eliminated prior to entry.

- e. Entry procedures for all staff involved in the entering of a permit-required confined space. Where similarly configured spaces (e.g., air handlers) have identical hazards and required control actions, a single procedure to cover these like spaces is acceptable.
- f. Evaluation mechanisms used to test atmospheric conditions in the permit-required confined space before entry operations and monitoring process during entry. This shall include the appropriate testing for atmospheric hazards using a properly calibrated three or four gas monitor provided by DRC Bureau of Construction, Activation, and Maintenance. Atmospheric testing may be waived by the entry supervisor when it has been established through a current confined space evaluation that an atmospheric hazard(s) does not exist in the space. When a current documented hazard evaluation (as required by paragraph A of this policy), establishes there are no atmospheric hazards resulting from conditions or work activities performed inside the space, the atmospheric testing may be waived by the entry supervisor.
- g. Identification of employee job duties during an entry into a permit required space according to 29 CFR 1910.146 and Section C of this policy.
 - i. Authorized Entrant;
 - ii. Attendant;
 - iii. Entry Supervisor.
- h. A training plan to ensure that all staff performing permit-required confined space entry duties is trained according to 29 CFR 1910.146.
- i. A listing of available personal protective equipment when entering any permit-required confined spaces.
- j. Procedures for informing contractors of the permit-required confined space and that entrance into the area is only permitted by complying with 29 CFR 1910.146.
- k. Procedures for multiple employer entrance.
- l. Procedures for summoning rescue and emergency services in accordance with 29 CFR 1910.146 and Section H of this policy.
- m. A plan for reviewing established entry operations and an annual review of the facility permit-required confined space policy.

C. Personnel Duties

There are three main personnel duties performed during an entrance to a permit-required confined space. Each has specific training requirements and job duties. All must be utilized in a permit-required confined space entry.

1. Duties of authorized entrants include, but are not limited to, the following:

- a. Knowing the space hazards including information on the means of exposure and signs and symptoms and consequences of the exposure;
 - b. Using appropriate personal protective equipment properly;
 - c. Maintaining communication with attendants to monitor the entrant's status and alerting the entrant to evacuate when necessary;
 - d. Exiting from the permit space as soon as possible when ordered by the authorized person, he or she recognizes the warning signs or symptoms of exposure, a prohibited condition exists, and/or an automated alarm is activated.
2. Duties of attendants include, but are not limited to, the following:
- a. Remaining outside the permit space during the entry operations unless relieved by another authorized attendant;
 - b. Performing non-entry rescues when specified by the facility's rescue procedure;
 - c. Knowing existing and potential hazards;
 - d. Maintaining communication with and keeping an accurate account of those workers entering the permit space;
 - e. Ordering evacuation when
 - i. A prohibited condition exists;
 - ii. A worker shows signs of effects of hazard exposure;
 - iii. An emergency outside the confined space exists; and/or
 - iv. The attendant cannot effectively and safely perform required duties;
 - f. Summoning rescue and other services during an emergency;
 - g. Ensuring that unauthorized entrants stay away from permit-required confined spaces;
 - h. Performing no other duties that interfere with the attendant's primary duties.
3. Duties of entry supervisors include, but are not limited to, the following:
- a. Knowing space hazards including information on the mode of exposure, signs or symptoms, and consequences;
 - b. Verifying emergency plans and specified entry conditions such as permits, tests, procedures, and equipment prior to entry;
 - c. Stopping entry and canceling permits when entry operations are completed or if a new condition exists;
 - d. Confirming that rescue operations are available and that the means for obtaining services are accessible, if needed;
 - e. Ensuring only authorized persons are in the confined space;
 - f. Ensuring that entry operations are in compliance with the entry permit and that acceptable entry conditions are maintained.

D. Training

Training shall be provided to all employees and inmates affected by this policy in accordance with 29 CFR 1910.146.

1. Staff and inmates involved in the entry into permit-required confined spaces must be trained in their specific duties prior to the entry operation.

2. Confined space training records shall be maintained by the Maintenance Supervisor and documented in the employee's training file.

E. Contractors

1. Contractors operating on institutional property and who are retained to perform permit-required confined space entry operations must complete all confined space evaluations and permits and shall observe all confined space safety procedures as required by department policy and 29 CFR 1910.146.
2. The Health and Safety Coordinator shall be notified when a confined space operation is planned.
3. The Health and Safety Coordinator shall provide a copy of the facility confined space policy and permit-required confined space hazards to the contractor.
4. All contractors operating on institutional property and who are retained to perform permit-required confined space entry operations must provide a copy of their written permit-required confined space program to the facility Health and Safety Coordinator and the Maintenance Supervisor. If questions arise at any time regarding the contractor's compliance with 29 CFR 1910.146, the facility shall contact the Chief/designee of the Bureau of Construction, Activation, and Maintenance for guidance on how to proceed.
5. All contractors operating on institutional property and who are retained to perform permit-required confined space entry operations must provide documentation of permit-required confined space training for their personnel to the facility Health and Safety Coordinator and the Maintenance Supervisor.
6. The Maintenance Supervisor shall debrief each contractor at the conclusion of entry operations. The debriefing shall include a discussion of the permit space program procedures and any hazards confronted or created in permit spaces during entry operations.
7. If there are questions regarding the contractor's compliance with 29 CFR 1910.146, the facility shall contact the Chief/designee of the Bureau of Construction, Activation, and Maintenance.

F. Entry Permits

1. A permit system must be maintained to ensure that permits are generated properly, filled in correctly, and signed. A permit must be completed before entry into any permit-required confined space.
2. A Confined Space Entry Permit (DRC1682) shall be initiated by the Maintenance Supervisor for the particular entrance.
3. Before entry begins, the entry supervisor identified on the permit must sign the Confined Space Entry Permit (DRC1682) to authorize entry.

4. The Confined Space Entry Permit (DRC1682) shall be made available at the time of entry to authorized entrants or their authorized representatives. This shall be accomplished by posting the permit near the site of entry.
5. The Confined Space Entry Permit (DRC1682) must be available for as long as the operations goes on and must be retained for one year from the date of the end of the operation.

G. Alternate Entry or Reclassification of a Permit-Required Confined Space

1. Whenever possible, the facility shall employ alternative entry and reclassification hazard control measures for permit-required space entries as specified by paragraphs C(5) and C(7) of 29 CFR 1910.146.

- a. Alternative Entry Procedures (paragraph C(5) of 29 CFR 1910.146).

This can be used when the hazard in a confined space is only atmospheric and can be made safe for entry through the use of continuous forced air ventilation. The space must be tested prior to entry to ensure the safety of the entrant and atmospheric testing must continue throughout the entry.

- b. Reclassification of a Permit-Required Confined Space (paragraph C(7) of 29 CFR 1910.146).

This can occur if the space poses no actual or potential atmospheric hazards and if all hazards within the space are eliminated without entry into the space. The permit-required confined space may be reclassified as a non-permit required confined space for as long as the non-atmospheric hazard(s) remains eliminated.

H. Procedures for Rescue Operations

1. All permit-required confined space entry permits must have a facility rescue operations plan in case an emergency occurs.
2. The rescue operation plan shall include a list of rescue personnel, and the necessary rescue equipment, personal protective equipment, including respirators and training in how to use the equipment.
3. Rescue personnel must receive the authorized entrants training and be trained to perform assigned rescue duties.
4. At a minimum, one rescue team member must be currently certified in first aid and CPR.
5. The facility must ensure that all necessary retrieval systems are available in the case a rescue is required.

6. The facility must ensure that practice rescue exercises are performed annually in the permit-required confined space area.
7. If a facility utilizes a local emergency response unit, and not facility staff, the following shall apply:
 - a. The Health and Safety Coordinator must notify the local agency of all permit-required confined spaces and the hazards within the areas;
 - b. The Health and Safety Coordinator must confirm that the local agency is trained and equipped to initiate a timely permit-required confined space rescue; and
 - c. Provide the rescue team or service selected with access to all permit spaces from which rescue may be necessary so that the rescue service can develop appropriate rescue plans and practice rescue operations.

Related Department Forms:

Confined Space Entry Permit	DRC1682
Confined Space Evaluation Checklist	DRC4196