



Sample Confined Space Entry

Standard Operating Procedures

**This model form/template must be customized to meet your Agency’s needs.**

All employees shall follow these confined space rules for permit and non-permit-required confined spaces. When entering confined spaces, follow the procedures and training under the District’s Confined Space Entry Program.

A list of District Confined Spaces can be found in the District’s Inventory list of Confined Spaces.

All confined space personnel must be trained based on their responsibilities before entry. Rescue personnel must have participated in a confined space drill within the last 12 months and be certified in CPR and first-aid.

A Confined Space:

1. Is large enough for an employee to enter and perform work.

2. Has limited means of entry and exit.

3. Is not designed for continuous human occupancy.

If a space contains no additional hazards, including no potential or existing atmosphere hazards, it may be classified as a Non-Permit Confined Space by the assigned Confined Space Supervisor. If one or more of the following are present, a space is classified as a Full Permit-Required Confined Space:

1. Atmospheric Hazard

2. Engulfment Hazard

3. Entrapment Hazard

4. Other serious or job introduced hazard(s). If hot work (welding, cutting, spark, flame, etc.) will be performed inside a confined space, the Entry Supervisor will complete a Hot Work Permit and ensure that safe hot work procedures are in place.

If a space contains only atmospheric hazards and those hazards can be controlled through the use of forced air ventilation, AND continuous air monitoring is being conducted during the entry, a permit-required confined space may be temporarily classified to a non-permit space and entered into under (c)5 alternate entry procedures.

Use the Pre-Entry Hazard Assessment Checklist/District Confined Space Entry Permit to evaluate space, document conditions, and classify the confined space. Before entering confined spaces (vaults, tanks, reservoirs, manhole, vaults, tunnels, pipes, trenches, etc.):

1. Remove standing water to less than two inches in depth.

2. Monitor the atmosphere with a calibrated gas monitor device with oxygen, carbon monoxide, hydrogen sulfide, and explosive atmosphere sensors. Where an atmosphere of ammonia, chlorine, ozone, or organic vapors may exist, monitor the atmosphere with sensors that can detect those hazards or use appropriate respiratory protection during entry.

3. Use an appropriate ladder when needed and provide fall protection around open holes, hatches, etc.

4. Eliminate hazards by purging hazardous chemicals, using positive isolation methods (e.g., double block and bleed), and locking out energy sources.

5. Use Full Permit Entry procedure where serious hazards (atmospheric, engulfment/drowning, entrapment, electrical, or any other serious or job introduced hazards) exist.

6. A Full Permit procedure includes at a minimum:

a. Written Confined Space Entry Permit.

b. A retrieval and fall protection system (unless the system poses a greater hazard or is not feasible).

c. Entry supervisor, attendant(s), and entrants.

d. Rescue personnel available on-site that are prepared to act on a confined rescue plan.

e. Established two-way communication for emergency response.

f. Using mechanical ventilation as needed; use exhaust ventilation during welding/cutting activities.

g. Self-contained breathing apparatus (SCBAs) may need to be available for standby rescuers where hazardous atmospheres (IDLH) may exist.

h. Where access to and from the space is horizontal, fall protection may not be required. However, entrants shall wear harnesses to help assist rescue personnel in retrieval. Consider tethering entrants for ease of retrieval.

i. If possible, an attendant may rescue a victim from a confined space using a retrieval system and without additional help if the rescue does not require the attendant to enter the space. For rescue planning purposes, the entrant must remain attached to the retrieval line at all times.

**Attachments and Reference Documents:**

A – Inventory List of Confined Spaces

B – Confined Entry Permit

C – Hot Work Permit

