

CCS Administrative Procedure

2.30.05 – E Confined Space Entry

Implementing Board Policy [2.30.05](#)

Contact: Environmental Health & Safety, 533-8686

1.0 Purpose

Community Colleges of Spokane is committed to the health and safety of its faculty and staff and in maintaining a safe and efficient workplace that complies with all local, state and federal safety and health regulations, programmatic standards, and with any special safety concerns identified at the unit level. Any entry into a confined space must adhere to this procedure to maintain a safe work environment for students, staff, and visitors.

- 1.1 CCS had adopted [WAC 296- 809](#) "Confined Spaces." Its purpose is to protect personnel when they are required to enter any area which meets the definition of a confined space.

2.0 Limitations and Requirements

- 2.1 Because conditions change and new confined spaces can be found, evaluation of existing and potential confined spaces is an ongoing process. The CCS Environmental Health and Safety Office has responsibility for annual review and maintenance of this written program.
- 2.2 CCS Supervisors have the responsibility to remain alert to the potential for confined spaces which have not previously been identified at CCS and should notify the CCS Environmental Health and Safety Office (533-8686) of their existence.

3.0 Definitions

- 3.1 Attendant: An individual stationed outside one or more permit-required confined spaces to monitor the entrants.
- 3.2 Confined Space: A space that:
 - 3.2.1 Is large enough and so configured that a person can bodily enter and perform assigned work; and
 - 3.2.2 Has limited or restricted means for entry or exit (for example, tanks, vessels, silos, bins, hoppers, vaults, and pits are spaces that may have limited means of entry); and
 - 3.2.3 Is not designed for occupancy.
- 3.3 Entrant: An employee who is authorized by the department to enter a permit-required confined space.
- 3.4 Entry Permit: The written or printed document that is provided by the employer to allow and control entry into a permit space and that contains the information required in [WAC 296-809-500](#).
- 3.5 Entry Supervisor: The qualified and trained person (such as the employer, crew leader, or crew chief) responsible for determining if acceptable entry conditions are present at a permit space where entry is planned for authorizing entry and overseeing entry operations and for terminating entry as required by this part.
 - 3.5.1 An entry supervisor also may serve as an attendant or as an authorized entrant. Also, the duties of the entry supervisor may be passed from one individual to another during an entry operation.
- 3.6 Hazardous Atmosphere: An atmosphere that may expose employees to the risk of death, incapacitation, impair their ability to self-rescue (escape unaided from a permit-required confined space), injury, or acute illness.
- 3.7 Hot work: Operations capable of providing a source of ignition (for example, riveting, welding, cutting, burning, and heating).

- 3.8 Hot work permit: A written authorization to perform hot work operations, for example, riveting, welding, cutting, burning, and heating, that can provide a source of ignition.
- 3.9 Immediately Dangerous to Life or Health (IDLH): Any condition that poses an immediate or delayed threat to life or what would cause irreversible adverse health effects or that would interfere with an individual's ability to escape unaided from a permit space.
- 3.10 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.
- 3.11 Permit Required Confined Space: A confined space that has one or more of the following characteristics:
 - 3.11.1 Contains or has the potential to contain a hazardous atmosphere;
 - 3.11.2 Contains a material that has the potential for engulfing an entrant;
 - 3.11.3 Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly conveying walls or by a floor which slopes downward and tapers to a smaller cross-section; or
 - 3.11.4 Contains any other recognized serious safety or health hazard.
 - 3.11.5 A space classified by CCS as a permit-required confined space may be reclassified as a non-permit confined space under certain conditions as referenced in Supervisor's Guide to Confined Entry.
- 3.12 Permit Required Confined Space Program: The employer's overall program for controlling, and where appropriate, for protecting personnel from permit space hazards and for regulating entry into permit spaces.
- 3.13 Permit System: The employer's written procedure for preparing and issuing permits for entry and for returning the permit space to service following termination of entry.

4.0 Responsibilities

- 4.1 CCS shall ensure that:
 - 4.1.1 The workplace has been evaluated to determine those spaces that are permit-required confined spaces.
 - 4.1.2 Danger signs are posted warning of the existence and location of each permit confined space (e.g., "Danger-Permit-Required Confined Space, Do Not Enter").
 - 4.1.3 Personnel assigned to work in permit spaces are properly trained and qualified for safe performance of their assigned duties.
 - 4.1.4 All equipment needed for safe entry into any permit space and non-permit space is available and in proper working order.
 - 4.1.5 A copy of each cancelled entry permit will be on file at the department in charge for twelve months.
- 4.2 Environmental Health & Safety (EH&S) Office:
 - 4.2.1 The EH&S office is responsible for assuring that a confined space entry program is established on campus that provides employee protection and complies with state industrial safety and health regulations. In doing so EH&S produces and maintains program documentation, including a written program, established program standards, and advises departments on compliance.
 - 4.2.2 Assisting departments and employees in identifying confined space locations.
 - 4.2.3 Providing assistance reevaluating designated confined spaces as needed.
 - 4.2.4 Providing consultation services to ensure that all confined space work is being performed in compliance with federal, state, and local regulations as well as CCS policies and procedures.

4.2.5 Reviewing and updating the confined space entry program as necessary.

4.3 CCS Departments:

CCS Departments are responsible for implementing the confined space entry program for their employees who enter or assist those who enter confined spaces. The departments must ensure that the procedures are followed whenever employees enter a confined space. The department will:

4.3.1 Identify non-permit confined spaces and permit required confined spaces within the department's area.

4.3.2 Evaluate the hazards of the confined spaces.

4.3.3 Describe procedures and practices necessary for safe permit space entry;

4.3.4 Identify required equipment for entry; and

4.3.5 Designate persons by job title that are authorized as entrants, attendants, or supervisor.

4.4 Entry Supervisor:

A specific, qualified individual will be assigned responsibility for the safety of entry which includes pre-planning, evaluation, coordination, oversight and implementation of the specific confined space entry. At CCS, this individual is required to complete the "Confined Space Entry Permit" routing copies as indicated on the form. Per [WAC 296-809-50018](#), entry supervisor must:

4.4.1 Authorize the entry into a permit-required confined space by signing the entry permit.

4.4.2 Oversee entry operations.

4.4.3 Know about the hazards that may be faced during entry, including the mode, signs or symptoms, and consequences of the exposure.

4.4.4 Verify and check all of the following:

4.4.4.1 The appropriate entries have been made on the permit.

4.4.4.2 All tests specified by the permit have been conducted.

4.4.4.3 All procedures and equipment specified by the permit are in place before approving the permit and allowing entry to the space.

4.4.5 Terminates the entry and cancels the permit when:

4.4.5.1 The assigned task or job has been completed.

4.4.5.2 A condition in the space that is not covered by the entry permit is discovered.

4.4.6 Verify rescue services are available and the means to contact them is operable; and ensure the employer will be notified as soon as the service becomes unavailable.

4.4.7 Remove unauthorized individuals who enter or attempt to enter the permit-required confined space during entry operations.

4.4.8 Determine that entry operations remain consistent with the terms of the entry permit and acceptable entry conditions are maintained:

4.4.8.1 Whenever responsibility for a permit-required space entry operation is transferred; and

- 4.4.8.2 At regular intervals dictated by the hazards and operations performed within the space. If the rescue service becomes unavailable during the course of the permit-required confined space entry, the entry and permit must be canceled immediately.

4.5 Attendant:

As stated by [WAC 296-809-50020](#), the Attendant(s) will:

- 4.5.1 Be knowledgeable of, and be able to recognize potential confined space hazards.
- 4.5.2 Maintain a sign-in/sign-out log with a count of all persons in the confined space, and ensure all entrants sign in and out.
- 4.5.3 Monitor surrounding activities to ensure the safety of personnel.
- 4.5.4 Maintain effective and continuous communication with personnel during confined space entry, work, and exit.
- 4.5.5 Order personnel to evacuate the confined space if they:
 - 4.5.5.1 Observe a condition which is not allowed on the entry permit;
 - 4.5.5.2 Notice the entrants acting strangely, possibly as a result of exposure to hazardous substances;
 - 4.5.5.3 Notice a situation outside the confined space which could endanger personnel;
 - 4.5.5.4 Notice a hazard within the confined space that has not been previously recognized or taken into consideration;
 - 4.5.5.5 Must leave their work station; or
 - 4.5.5.6 Must focus attention on the rescue of personnel in some other confined space that they are monitoring.
- 4.5.6 Immediately summon rescue and other emergency services if crew rescue becomes necessary.
- 4.5.7 Keep unauthorized persons out of the confined space, order them out, or notify authorized personnel of an unauthorized entry.
- 4.5.8 Perform no duties that might interfere with the attendant's primary duty to monitor and protect the authorized entrants.
- 4.5.9 Monitors entry operations until relieved by another attendant or all entrants are out of the space

4.6 Entrant:

According to [WAC 296-809-50022](#), employees who are authorized to enter a confined space must:

- 4.6.1 Know the hazards that they may encounter during entry.
- 4.6.2 Use equipment properly.
- 4.6.3 Communicate with the attendant as necessary alerting them of hazards.
- 4.6.4 Alert Attendant(s) when a prohibited condition exists and/or when warning signs or symptoms of exposure exist.
- 4.6.5 Immediately exit the confined space when:
 - 4.6.5.1 they are ordered to do so by the attendant or entry supervisor;
 - 4.6.5.2 they notice or recognize signs or symptoms of exposure;
 - 4.6.5.3 a prohibited condition exists; or

4.6.5.4 an activation alarm is activated

5.0 Survey and evaluation of Confined Spaces

The confined space evaluation is a process that identifies and classifies all potential confined spaces and their hazards. The departments are responsible for identifying and classifying confined spaces in their area. All confined spaces are evaluated using the **Confined Space Evaluation Form**. The EH&S office and corresponding departments maintain an inventory of confined spaces and records of all evaluations.

6.0 Posting Confined Space Permit and Labeling

6.1 Once identified and assessed permit-required spaces will be clearly labeled with the following warning

DANGER
Permit-required confined space
DO NOT ENTER

6.2 All permit required confined spaces must have the permit posted outside the entry point of the space for the duration of the work shift on that specific job. If a change in shift personnel occurs, the original permit is null and void and new entry procedures must be completed before entering the space.

7.0 Authorized Entry

Precautionary steps such as energy isolation, ventilation, and atmospheric testing are required prior to entry. Acceptable entry conditions for specific spaces are contained in the Entry Permit, so prior to Permit-Required Confined Space entry, a written **Confined Space Entry Permit Form** must be completed. A final authorization signature is required by the Entry Supervisor for Permit-Required Confined Spaces. If the area is a "Non-Permit" space, and no atmospheric hazards are introduced, work may proceed without a permit or notification.

8.0 Alternate Entry

Alternate entry procedures may be used for Permit-Required Confined Spaces where the only hazard is an actual or potentially hazardous atmosphere, which can be controlled with ventilation. Entry supervisor will verify that pre-entry measures have been followed using **Confined Space Alternate Entry Form** that contains the date, the location of the space, and the signature of the person providing the certification. The certification will be made before entry and will be made available to each employee entering the space

9.0 Non-Permit Confined Space Re-Classification

Non-permit spaces will be reclassified to permit-required spaces when changes in the use or configuration of the space increase the hazards to entrants. Tasks or maintenance performed in a confined space such as welding, cutting, or cleaning often introduces hazard(s) to the space, requiring an entry to be a permit-required.

10.0 Guarding Entrances to Confined Spaces

10.1 The confined space entry supervisor will ensure that when the entrance covers of a confined space are removed, the opening will promptly be guarded with a railing, temporary cover, or other temporary barrier that will prevent an accidental fall through the opening and that will protect each person working in the space from foreign objects entering the space.

10.2 Traffic control and warning equipment (e.g. barricades, signs, etc.) needs to be set up around the entryway of a confined space as appropriate.

11.0 Ventilation

If a confined space contains an atmosphere that is oxygen deficient, flammable, contaminated with a hazardous gas, chemical or material, or considered immediately dangerous to life or health

(IDLH), the area will require purging before employees can enter. Continual forced ventilation may be necessary to keep areas safe.

12.0 Equipment

Entry equipment will be maintained by their respective departments. Only trained and authorized employees are to use the equipment. Owners of equipment used for confined space entry – such as air monitors, full body harnesses, lifelines, tripods, hoists, respirators, and any other types of personal protective equipment (PPE) – will develop and follow a maintenance schedule, and the equipment will carry inspection and calibration information when appropriate.

13.0 Personal Protective Equipment (PPE)

13.1 Please refer to [CCS Personal Protective Equipment Use and Care](#) Procedure.

13.2 Respiratory protection may be required if an airborne hazard is present when certain work is done inside a confined space, such as welding or painting. Please refer to [CCS Respiratory Protection](#) Procedure for more details.

14.0 Entrant Retrieval System

In order to facilitate non-entry rescue, retrieval systems or methods will be used whenever an authorized entrant enters a permit space, unless this would increase risk or would not assist the rescue. Each authorized entrant will use a chest or full-body harness with a retrieval line. Wristlets may be used in lieu of a harness if it can be demonstrated that they are a safer, more effective alternative. The other end of the retrieval line will be attached to a mechanical device or fixed point outside the permit space so that rescue can begin as soon as it becomes necessary. A mechanical device will be available to retrieve personnel from vertical type permit spaces more than five (5) feet deep.

15.0 Preventing Unauthorized Entry

The department in charge will post an identifying sign at the entrance of each confined space as specified in Section 6 of this procedure. In addition, wherever feasible, entrances to permit-required spaces will be locked or otherwise barricaded by the department to prevent unauthorized entry. Employees will be informed by the department that entry into a permit space without an authorized permit is prohibited.

16.0 Working With Contractors ([WAC 296-809-20006](#))

16.1 Contractors are responsible for following all confined space requirements in WAC 296-809 such as, but not limited to:

16.1.1 Obtain available information about the confined space from Capital Project or Facilities Operations Manager or designee (depending on which department hired the contractor).

16.1.2 Coordinate entry operations with any other employers whose employees will be working in or near the permit-required confined space.

16.2 Capital Planning or Facilities Operation Manager or designee will provide contractors working in its confined spaces:

16.2.1 With a copy of the CCS's confined space program.

16.2.2 Location of permit spaces at CCS.

16.2.3 Available information and experience about the permit-required space that is being entered and its identified hazards.

16.2.4 Allow entry into permit-required spaces only when a suitable written permit is completed, and acceptable precautions have been implemented to protect employees working in or around the space.

16.2.5 Debrief the contractor when applicable to discuss whether any hazards were confronted or created during their work.

17.0 Emergency Response

Supervisors and employees are not to enter a confined space to rescue incapacitated employees. When rescue is needed, the following actions will be taken:

- 17.1 Call 911.
- 17.2 Call campus security at 533-3333 to report confined space emergencies.
- 17.3 Notify supervisor.
- 17.4 Prevent entry into space.

18.0 Required Training

18.1 CCS will provide training so that all employees whose work is regulated by this program acquire the understanding, knowledge and skills necessary for the safe performance of the duties assigned. This training will be provided by the CCS Environmental Health and Safety office or other qualified individuals as requested.

19.0 Record Keeping

19.1 All required confined space permits will be kept by the department after the entry has been terminated and the confined space is closed. Annual review of the CCS confined space program, including all permits, is required and is the responsibility of the CCS Environmental Health and Safety office.

20.0 Related Information

- 20.1 [Confined Spaces, Chapter 296-809, WAC](#)
- 20.2 [L&I Confined Space](#)
- 20.3 [L&I Confined Space Online Training Tools, Module 1](#)
- 20.4 [L&I Confined Space Online Training Tools, Module 2](#)
- 20.5 [OSHA Confined Space](#)

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