



South Central
COLLEGE

**South Central College
North Mankato/Mankato Campus
1920 Lee Boulevard
N. Mankato, MN 56002-1920
Faribault Campus
1225 Third Street SW
Faribault, MN 55021-5782**

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Permit Required Confined Space Entry Plan

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Purpose:

This plan details South Central College's requirements for implementing the Permit-Required Confined Space Entry program to safeguard employees (i.e., Faculty, Staff, Student Workers, and Work-Study) from the related hazards/dangers of entering confined spaces.

This plan is used to ensure that all precautions are taken to identify hazards within confined spaces, and that appropriate methods are developed to control or eliminate these hazards before employees enter permit-required confined spaces. This program applies to all work operations and academic programs within South Central College.

The Security & Safety Director along with each campus Maintenance Supervisor are the Program Coordinators, acting as the representative of the College President, who has overall responsibility for the program. Copies of the written plan may be obtained on the South Central College Security & Safety website.

Clarification and Criteria of Confined Spaces:

Confined Space means a space that:

1. Is large enough and so configured that an employee can bodily enter and perform assigned work; and
2. Has limited or restricted means for entry or exit (e.g., silos, tanks, vats, vessels, boilers, compartments, ducts, sewers, pipelines, vaults, storage bins, tubs, hoppers, pits, etc.); and
3. Is not designed for continuous employee occupancy.

Permit-Required Confined Space means a Confined Space that has one or more of the following characteristics:

1. Contains or has a 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 or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or contains any other recognized serious safety or health hazard.

Hazards Associated with Confined Spaces:

South Central College understands that working within confined spaces can present many unique challenges to our operations, as well as, could potentially expose our employees to hazards. The majority of hazards associated with confined space entry could be classified under hazardous atmospheres or general/physical hazards.

Hazardous Atmospheres:

A hazardous atmosphere means an atmosphere that may expose employees to the 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 (i.e., oxygen deficient) or above 23.5 percent (i.e., oxygen enriched);
4. Atmospheric concentration of any substance for which a dose or a permissible exposure limit is published in Title 29 Code of Federal Regulations Subpart G, Occupational Health and Environmental Control, or in Title 29 Code of Federal Regulations Subpart Z, Toxic and Hazardous Substances, which could result in employee exposure in excess of its dose or permissible exposure limit; or
5. Any other atmospheric condition that is Immediately Dangerous to Life or Health (i.e., IDLH means 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 permit space).

Note: A hazardous atmosphere may actually be produced from the work that is to be performed within the confined space. For example, welding, cutting, and brazing can deplete oxygen levels. The introduction or use of gases like argon, carbon dioxide, and nitrogen are considered simple asphyxiants, meaning they can displace oxygen levels and cause suffocation. Also, the total number of occupants and their physical activities can affect oxygen consumption. In addition, operations like welding, cutting, brazing, painting, spraying, scraping, sanding/ grinding, degreasing, using solvents, etc. can generate toxicants which can contaminate the atmosphere. Finally, take into consideration the areas or process that border confined spaces. These areas or processes can produce toxic contaminants that enter and collect within the confined space.

Note: Products or materials that are stored within a confined space can “off-gas” producing toxic vapors that will remain in the atmosphere due to poor ventilation. In addition, these vapors may be absorbed into the surrounding walls and give off toxic vapors when removed or when cleaning the residual material.

General or Physical Hazards:

There are many general and physical hazards that can be present within confined space entry operations. This list provides a summary of the most often encountered hazards:

1. Noise (e.g., generated from the space, or from the work being performed within the space),
2. Vibration/Impacts (e.g., from the space, or generated from the machinery/equipment being used),
3. Falling Hazards (e.g., working at high heights),
4. Falling Objects (e.g., items that could hit entrants),
5. Temperature Extremes (e.g., heat or cold),
6. Chemical Residues on Surfaces (e.g., slips or employee exposures),
7. Engulfment (e.g., solid or liquid materials that could shift and cause suffocation/drowning),
8. Entrapment (e.g., narrow or tight internal configuration),
9. Wet/Slippery Surfaces (e.g., could creating chances of falls or chances of electrical shocks if using electrical tools/ extension cords),
10. Hazardous Energy Sources (e.g., electrical, mechanical, hydraulic, pneumatic, chemical, thermal, etc.), and
11. Unguarded Machinery/Equipment and other Mechanical Hazards (e.g., fans, agitators)

Hazard Evaluation for Permit-Required Confined Spaces:

To determine if there are permit-required confined spaces at South Central College, the Security & Safety Director in conjunction with MNOSHA Consultation has conducted a hazard evaluation of our workplace. This evaluation has provided us with the information necessary to identify the existence and location of permit-required confined spaces that must be covered by this plan. This written hazard evaluation has been incorporated directly into the plan. The following table provides a summary of the confined spaces located within South Central College. In addition, individual confined space procedures are developed in conjunction with the energy control practices of the, “Lockout/Tagout Plan,” and will remain with that program. These individual confined space procedures list the hazards and specific controls needed to safely enter the space.

The Security & Safety Director will revise and update these hazard evaluations as needed (e.g., when new confined spaces are determined, confined spaces are reclassified, new or different hazards associated with confined spaces are introduced, when work process change that may potentially affect confined space entry, etc.).

Note: The following table is a summary of the confined spaces within South Central College

Department, Area, or Program and Name of Confined Space:	Status (Entered or Not Entered):	Type of Confined Space (Permit-Required or No Permit Required):
North Mankato Campus, Boilers	Entered	Permit Required
Faribault Campus, Boilers	Entered	Permit Required

Reclassification as Non-permit Confined Spaces:

South Central College allows a permit-required confined space to be reclassified as a non-permit confined space under the following procedures:

1. If the permit space poses no actual or potential atmospheric hazards, and if all hazards within the space are eliminated without entry into the space. Then the permit space may be reclassified as a non-permit confined space for as long as the non-atmospheric hazards remain eliminated; and
2. The college shall document the basis for determining that all hazards in a permit space have been eliminated, through a certification that contains the date, the location of the space, and the signature of the person making the determination. The certification shall be made available to each employee entering the space or to that employee's authorized representative.

Note: If hazards arise within a permit space that has been declassified to a non-permit space, each employee in the space shall immediately exit the space. The college shall then reevaluate the space and determine whether it must be reclassified as a permit space.

Permit-Required Confined Space Personnel:

Entry Supervisor's Duties:

Those persons who have completed training and been designated as permit space Entry Supervisors are assigned specific duties and responsibilities for the authorization, management, and termination of the confined space operation. An Entry Supervisor is generally a person in a managerial or leadership role (e.g., Supervisor, Instructor, etc.). The Entry Supervisor is responsible for:

1. Knows the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of exposure;
2. Verifies that the appropriate entries have been made on the permit, that all tests specified on the permit have been conducted, and all procedures/equipment are in place before certifying the permit and allowing entry to begin;
3. Terminates the confined space entry, and cancels the permit as required;
4. Verifies outside rescue services are available (i.e., fire department) and the means for summoning them are operable;
5. Removes unauthorized individuals who enter or attempt to enter the permit space;
6. Determines, whenever responsibility for permit entry operations are transferred to other confined space personnel (e.g., Authorized Entrants, Attendants, Entry Supervisors) and at what intervals (e.g., shift changes, rest periods, operations, work tasks, hazards, etc.); and
7. Ensures that entry operations conditions remain consistent with terms of the entry permit.

Authorized Entrant's Duties:

Those persons who have completed training and have been designated as Authorized Entrants are assigned specific duties and responsibilities when entering and performing work within confined spaces. The Entrant is responsible for:

1. Knows the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of exposure;
2. Properly uses all equipment and PPE;
3. Communicates with Attendant (as necessary) to enable the Attendant to monitor Entrant's status, and to enable the Attendant to alert the Entrant of the need to evacuate as required;
4. Alerts the Attendant whenever the Entrant recognizes warning signs/symptoms of exposure to a dangerous situation, or detects a prohibited condition; and
5. Immediately exiting from the permit space whenever:
An evacuate order is given by the Attendant or Entry Supervisor;

The Entrant recognizes any warning signs/symptoms of exposure to a dangerous situation or detects a prohibited condition; or

6. An evacuation alarm is activated.

Attendant's Duties:

Those persons who have completed the training and have been designated as Attendants are assigned specific duties and responsibilities that they must perform whenever assisting in confined space entry operations. The Attendant is responsible for:

1. Knows the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of exposure;
2. Is aware of possible behavioral effects of hazard exposure in Authorized Entrants;
3. Continuously maintains an accurate count of Entrants within the permit space, and ensures that the means used to identify Authorized Entrants accurately identifies who is in the permit space;
4. Remains outside the permit space during entry operations until relieved by another Attendant;
5. Communicates with Entrants (as necessary) to enable the Attendant to monitor Entrant's status, and to enable the Attendant to alert the Entrant of the need to evacuate as required;
6. Monitors all activities inside/outside the confined space to determine if it is safe for Entrants to remain in the space, and orders the Entrants to immediately exit under any of the following conditions:
 - a. If the Attendant detects a prohibited condition or hazard;
 - b. If the Attendant detects behavioral effects of hazard exposure in an Authorized Entrant;
 - c. If the Attendant detects a situation outside the space that could endanger the Authorized Entrants; or
 - d. If the Attendant cannot effectively and safely perform all duties required for their position.
7. Summons rescue and other emergency services as soon as the Attendant determines that Authorized Entrants may need assistance to escape (due to injury/illness, incapacitation, trapped, etc.);
8. Takes the following actions when unauthorized persons approach or enter a permit space while entry is underway:
 - a. Warn the unauthorized persons that they must stay away from the permit space;
 - b. Advise the unauthorized persons that they must exit immediately if they have entered the permit space; and
 - c. Inform the Authorized Entrants and the Entry Supervisor if unauthorized persons have entered the permit space.
9. Performs no duties that might interfere with the Attendant's primary duty to monitor and protect the Authorized Entrants; and
10. Performs non-entry rescues. *Note: See section titled Rescue and Emergency Services for specific details.*

Pre-Entry Procedures:

1. Prior to entry into confined spaces the Entry Supervisor will notify the Fire Department and inform them of the intention to enter a confined space.
2. A pre-entry meeting shall be conducted (by the Entry Supervisor for all involved personnel) to address the following items:
 - a. Explain the reasons for entry, types of work to be performed, gather/inspection of all needed equipment, explanation of hazards to be encountered, review Safety Data Sheet, control methods to be used, the expected time length of entry, and the duration of the permit;
 - b. Verify that no new hazards or that no new procedures/processes have been introduced in relation to the confined space;
 - c. Assign and ensure that all involved personnel (i.e., Authorized Entrants, Attendants, Entry supervisors) are trained in their specific duties or tasks;
 - d. Establish how communication will be conducted between Entrants and Attendants (e.g., cell phones, two-way radios, voice, hand signals, etc.)
 - e. Review escape/rescue procedures, and verify that outside rescue services are available and have the capabilities to assist; and
 - f. Notify the Security & Safety Director of the entry.
3. Place any needed warning signs or barrier devices around the confined space to prevent unauthorized access.

4. All conditions making it unsafe to remove the entry hatch/cover of the confined space shall be eliminated before the cover is removed.
5. Any pump/line which could cause contaminants to flow into the space must be disconnected, blinded, locked out, or effectively isolated to prevent development of dangerous air contamination or engulfment. In addition, all hazardous energy sources must be locked/tagged and stored/residual energy shall be relieved, disconnected, restrained, and otherwise rendered safe before entry takes place. *See "Lockout/Tagout Plan" for details.*
6. The opened entry hatch/cover (which may present a fall hazard) shall promptly be guarded (e.g., railing, temporary barrier, etc.) to prevent accidental falls through the opening and to protect the entrants from foreign objects/materials falling into the confined space.
7. Ventilate and purge the confined space as needed to make entry.
 - a. Ventilate the confined space appropriately with either forced air or natural ventilation sources. The air supply for ventilation must be from a clean source and must not increase the hazards of the space. The ventilation should be directed as to support the areas where the Entrants are or will be present within the confined space, and it must continue during the entire entry until all Entrants have safely evacuated the space.
 - b. The confined space shall be purged as necessary before entry is allowed. Purging the confined space may include emptying, flushing, steaming, inerting, or otherwise facilitate the removal of flammable, injurious, or incapacitating substances to the extent necessary for safe entry. *Note: Never use pure oxygen to purge a confined space.*
8. The internal atmosphere shall be tested as necessary to determine that acceptable entry conditions are maintained during the course of entry. *Note: When testing for atmospheric hazards test for oxygen first, then flammables (i.e., combustible gases and vapors), and then for toxic gases and vapors. The testing should include the entrance area, the top, middle, and bottom of the confined space. In addition, all entrants shall have the opportunity to observe any and all testing/monitoring results of the permit spaces. These atmospheric results must be recorded on the confined space permit.*
 - a. *Test for Oxygen Content:* If oxygen content is less than 19.5% or greater than 23.5%, allow or perform additional ventilation and then retest for oxygen content. Once oxygen content is maintained between 19.5% and 23.5%, preparations for entry may continue.
 - b. *Test for Flammable and Combustible Atmosphere:* If the monitor reading is at or above 10% of the Lower Explosive Limit (LEL), allow or perform additional ventilation and then retest for flammable/combustible content. Once flammability/combustibility is maintained under 10% of the LEL, preparations for entry may continue.
 - c. *Test for Toxic Atmosphere:* If a toxic atmosphere is present or suspected, no entrants are permitted to enter the confined space at levels exceeding the Permissible Exposure Limit (PEL) from OSHA, or (when no OSHA PEL limit is available) Threshold Limit Values (TLV) from ACGIH, or Recommended Exposure Limits (REL) from NIOSH, without respiratory equipment.
9. When all necessary pre-entry tests and safety measures are complete, the Entry Supervisor may authorize/certify the permit with their signature. This permit serves as written authorization that controls have been established and the space is safe to enter. *Note: No permit-required confined space will be entered unless a confined space entry permit is posted at the points of entry.*

Note: When using a direct reading gas monitor for testing confined spaces, follow all manufacturer's recommendations, operating instructions, and warnings. Ensure that the monitor is calibrated and tested in a known atmosphere prior to use.

Note: If there is no potential for a hazardous atmosphere (e.g. oxygen deficient or enriched, flammable or combustible, and/or toxic) from the confined space or from the work tasks being performed within the confined space, then atmospheric testing is not necessary. However, when uncertain it is always advisable to err on the side of safety and conduct testing.

Note: If cleaning must be performed within a confined space in order to attain suitable atmospheric conditions, the following procedures shall be required:

1. *All other confined space procedures should be implemented and maintained (e.g., personnel practices, communications established, rescue procedures implemented, isolation of the area, implementation of lockout/tagout procedures, etc.);*

2. All entrants will wear all appropriate PPE including as required Self-Contained Breathing Apparatus (SCBA) or Supplied-Air Respirator (SAR) , See Respiratory Protection Plan ; and
3. Only non-sparking tools and equipment are authorized for use.

Note: Hot work (e.g., welding, brazing, soldering, cutting, riveting, burning, heating, etc.) will not be conducted in a flammable/explosive atmosphere, or in any type of environment not intended for hot work (e.g., flammable and combustible storage areas) where there is a significant chance of fire or explosion. If hot work must be performed in a confined space not intended for hot work, then additional hot work permitting/procedures apply. See Hot Work Permit Plan for details. If additional, hot work procedures cannot eliminate the fire/explosion potential, then hot work will not be conducted.

Entry and Occupancy Procedures:

1. All pre-entry procedures must be implemented and followed.
2. The atmosphere within the space should be periodically tested as necessary (i.e., at sufficient intervals, with approved monitoring equipment, and for the specific potential atmospheric hazards to be encountered) during the entry process. The testing is critical to ensuring that a hazardous atmosphere in the confined space does not develop from either the actual space or the work being performed (e.g., welding, grinding, using solvents, etc.) within by the entrants. *Note: See section titled Pre-Entry Procedures for atmosphere testing requirements.*
3. The Entrant shall be required to wear all appropriate PPE prior to entering the confined space. This may include a chest or full body harness or possible wristlets with an attached retrieve line. *Note: See section titled Rescue and Emergency Services for specific details.*
4. The Attendant must be in constant communication with the Entrants within the space. If, at any time, there are questionable actions or non-movements by the Authorized Entrants, a verbal check shall be made. If there is no response, or other Entrant emergency is detected the rescue procedures should be implemented. *Note: See section titled Rescue and Emergency Services for specific details.*
5. When work within the confined space is complete, the permit shall be removed from the confined space. The entry hatch/cover shall be closed and secured to prevent unauthorized entry. Afterwards, the expired permits shall be sent to the Security & Safety Director for record retention purposes.

Note: During the confined space entry operations, the Entry Supervisor will maintain communication with the Fire Department to ensure response services remain available. In the event response services become unavailable (i.e., Fire Department dispatched to another call), then the Entry Supervisor will immediately terminate the confined space entry until response services are available again

Note: If the confined space is abandoned or left for any reason (e.g., lunch breaks), safe guards must be put in place to keep out unauthorized personnel. In addition, the atmosphere (within the confined space) must be tested again prior to entry. See section titled Pre-Entry Procedures for atmosphere testing requirements.

Note: If after certification of the confined space, an unsafe condition or hazard is detected, the person discovering the problem must notify all Entrants within the confined space to immediately exit. Once the confined space has been evacuated, the Attendants must remove the permit. Then the Entry Supervisor must be notified that the permit has been removed and the nature of the unsafe condition. Any problems encountered during entry shall be noted on the permit. No entry into the permit space will be allowed until the source of the hazard has been eliminated, and a new permit is issued indicating what corrective actions were taken.

Note: The confined space entry permit is only valid until the work (specified on the permit) is completed, or the indicated time limit (specified on the permit) is reached. If the work defined in the confined space permit changes (potentially creating additional hazards) or the time length is not sufficient to complete the intended work, then the entry must be stopped, and a new permit must be developed and issued.

Note: Personnel will not smoke within permit-required confined spaces or within 20' of permit-required confined spaces.

Permit Requirements:

The Entry Supervisor is responsible for authorizing entry and issuing entry permits for work in permit-required confined spaces. Entry Supervisors shall address each area of the permit to ensure all hazards have been identified, and appropriate control measures have been taken.

At a minimum, all entry permits issued at South Central College shall contain the following information:

1. The permit space to be entered;
2. The purpose of the entry;
3. The date and the authorized duration of the entry permit;
4. The Authorized Entrants within the permit space, by name or by such other means (for example, through the use of rosters or tracking systems) as will enable the attendant to determine quickly and accurately, for the duration of the permit, which Authorized Entrants are inside the permit space;
5. The personnel, by name and position, currently serving as Attendants;
6. The individual, by name and position, currently serving as Entry Supervisor, with a space for the signature of the Entry Supervisor who originally authorized entry;
7. The hazards of the permit space to be entered;
8. The measures used to isolate the permit space and to eliminate or control permit space hazards before entry; *Note: Those measures can include the lockout or tagging of machinery/equipment and procedures for purging, inerting, ventilating, and flushing permit spaces.*
9. The acceptable entry conditions;
10. The results of initial and periodic tests performed, accompanied by the names of the testers, and by an indication of when the tests were performed;
11. The rescue and emergency services that can be summoned and the means (such as the equipment to use and the numbers to call) for summoning those services;
12. The communication procedures used by Authorized Entrants and Attendants to maintain contact during the entry;
13. Equipment, such as personal protective equipment, testing equipment, communications equipment, alarm systems, and rescue equipment, to be provided for compliance with this section;
14. Any other information whose inclusion is necessary, given the circumstances of the particular confined space, in order to ensure employee safety; and
15. The inclusion of any additional permits (such as for hot work) that have been issued to authorize work in the permit space.

After completion of the confined space entry, the Entry Supervisor shall send the expired permits to the Security & Safety Director for record retention purposes. These records will be maintained by the Security & Safety Director, and they are retained for a minimum period of one year. These expired permits will be used to facilitate the review of the Permit-Required Confined Space Entry Plan.

Equipment:

To ensure the safety and health of our personnel, South Central College provides the appropriate equipment to all employees who work in or near our permit-required confined spaces. This equipment will be maintained in excellent working condition and be replaced/repared as necessary. South Central College will ensure that all employees are trained in the correct usage of this equipment, and require that all equipment (including personal protective equipment) is used properly and where needed.

The following list provides examples of the types of equipment that may be provided for permit-required confined space operations:

1. Testing and monitoring equipment;
2. Ventilating equipment needed to obtain acceptable entry conditions;
3. Communications equipment;
4. Personal protective equipment insofar as feasible engineering and work practice controls do not adequately protect employees;
5. Lighting equipment needed to enable employees to see (well enough) to work safely and to exit the space quickly in an emergency;

6. Barriers and shields;
7. Equipment, such as ladders, needed for safe ingress/egress by Authorized Entrants;
8. Rescue and emergency equipment needed; and
9. Any other equipment necessary for safe entry into and rescue from permit spaces.

Certification Training:

South Central College shall provide confined space certification training to all employees whose work is regulated by this program. This allows these employees to acquire the understanding, knowledge, and skills necessary for the safe performance of their duties assigned to them; as well as, the equipment that they are expected to use or operate.

Certification training shall be provided under the following circumstances:

1. Before the employee is assigned confined space duties;
2. Before there is a change in assigned duties;
3. Whenever there is a change in permit space operations that presents a hazard about which an employee has not previously been trained;
4. Whenever the college has reason to believe there are deviations from the permit space entry procedures, or inadequacies in the employee's knowledge or use of these procedures; and
5. Annually thereafter, or immediately before entry into a confined space.

Note: All other employees (i.e., whose work operations are or may be in an area where permit-required confined space entries are conducted), shall be instructed about the procedure, and about the prohibition relating to entering or assisting in confined space operations.

Training Records:

Training records are completed for each employee upon completion of training. These documents will be kept for at least three years by the Security & Safety Director by means of an electronic training record database. The training records include:

1. The date training was conducted;
2. The name, title, and qualifications of the person who conducted the training;
3. The names and job titles of employees who completed the training; and
4. A brief summary or outline of the information that was included in the training session.

Employee training records are provided upon request to the employee or the employee's authorized representative within 15 working days. Such requests should be addressed to the Security & Safety Director.

Outside Personnel (i.e., Contractors):

If South Central College employs contractors (e.g., carpenters, painters, electricians, plumbers, etc.) to complete jobs in permit-required confined spaces, the contractor will be informed (by the employee requesting their services in a pre-meeting) that entry into permit-required confined spaces is only allowed through compliance with the Permit-Required Confined Space Entry Plan. The contractor employer will be given all pertinent information regarding the space (e.g., hazards, control methods, procedures, related Safety Data Sheets, rescue operations, etc.). Upon completion of the entry, a debriefing session should be held (regarding the confined space operation) to discuss improvements needed; as well as, problems or hazards that were created or encountered in the operation.

In addition, South Central College will coordinate any and all entry operations involving South Central College employees working (as Authorized Entrants, Attendants) simultaneously in permit spaces with contractor employees. Upon completion of the entry, a debriefing session should be held (regarding the confined space operation) to discuss improvements needed; as well as, problems or hazards that were created or encountered in the operation.

Note: The contractor will be responsible for assuring their own employees are properly trained in confined space entry operations, and the hazards they are working with or may encounter.

Preventing Unauthorized Entry:

To inform and protect all college personnel from the hazards of confined spaces, the college will ensure that all permit-required confined spaces are adequately secured to prevent accidental or intentional unauthorized entry. In addition, each confined space shall be posted with a sign indicating "Danger Permit Required Confined Space Do Not Enter" or other similar in language and content.



Rescue and Emergency Services:

South Central College personnel are not authorized to perform either direct-entry or non-entry rescues due to the possibility of more severely injuring the victim (through extraction from the confined space), or in becoming victims themselves.

1. Call 911. Be prepared to provide the following information:
 - a. Confined Space Location
 - b. Campus address
 - c. Building or room number (if known)
 - d. Symptoms or nature of medical emergency
 - e. Victims name
 - f. Your name and phone number
2. Stay on the line until the dispatcher releases you; then notify the Maintenance Supervisor and the Security & Safety Director.
3. The Maintenance Supervisor and/or the Security & Safety Director will notify the President or designee.
4. When emergency responders arrive:
 - a. Advise them of situation and follow instructions
 - b. The initial emergency responders will notify other outside emergency agencies as necessary
5. After emergency responders have arrived follow additional emergency procedures specified in the Emergency Procedures guide for Medical Emergencies.
6. Reporter must complete a report and provide to the Security & Safety Director.

Plan Evaluation & Review:

The Security & Safety Director will conduct periodic evaluations of the workplace to ensure the provisions of this plan are implemented, followed, and adequately meet the organization's safety and regulatory needs. Evaluations may include; site inspections, industrial hygiene testing, chemical sampling and analyses, review of records, analyses of accident/injury trends, consultation with personnel, etc. Any problems or violations noted will be addressed with the appropriate personnel to safeguard the hazard, correct the violation, and/or eliminate the deficiency.

The Security & Safety Director will review and update this plan per regulatory requirements, changes to college operations or equipment, upon the results of evaluations, and/or annually at a minimum.



South Central COLLEGE

CONFINED SPACE ENTRY PERMIT

This permit must be completed prior to entry into the confined space. Entry cannot be performed if any boxes are marked "No." This permit is valid for only 8 hours only.

Date of entry: _____ Time of Entry: _____

Location: _____ Type of space: _____

Equipment to be worked on: _____

Work to be performed: _____

Anticipated time needed to complete work: _____

Anticipated Harzards: _____

Entry personnel: _____

Attendants: _____

Acceptable conditions

Table with 4 columns: Item, Parameter, Measurement, and Acceptable conditions. Rows include Atmospheric checks for Oxygen, Explosive, and Toxic substances.

Atmospheric Tester's Initials: _____ Time: _____

- 2. Isolation of pumps/lines: N/A Yes No
3. Ventilation: N/A Yes No
4. Hot work permit required
5. Atmospheric checks after isolation and ventilation, if applicable:

Oxygen: _____% O₂

Explosive: _____% L.E.L

Toxic: _____PPM

6. Communication procedures: _____

7. Lockout procedures, if applicable: _____

8. Entrant(s), attendant(s), and rescue personnel (if applicable) have successfully completed required training. **Yes** **No**
() ()

9. Equipment:	N/A	Yes	No
Direct reading sampling device which is properly calibrated	()	()	()
Safety harnesses and lifelines for entrants and attendants	()	()	()
Mechanical retrieval/hosting equipment	()	()	()
Communication equipment	()	()	()
SCBA or Type C air line respirator	()	()	()
Personal protective equipment and clothing	()	()	()
Electrical equipment/Lighting/Non sparking Tools	()	()	()
Traffic barriers/entrance covers	()	()	()

I have reviewed the work authorized by this permit and the information pertaining to each item. Safety procedures have been received and are understood by all personnel.

Entry Supervisor: _____ Date: _____