

**MONMOUTH UNIVERSITY
POLICIES AND PROCEDURES**

Policy: Confined Space Program

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I. POLICY

- A. Monmouth University employees, who may be required to enter any of the locations listed in the Attachment of this policy, must follow the procedures ~~in~~ outlined in this program. This program has been developed to prevent unauthorized entry, identify and evaluate confined space hazards, and establish procedures and practices for safe entry, including testing, monitoring, and rescue.

II. OVERVIEW

- A. OSHA’s confined space standard (29 CFR 1910.146) is based on the premise that employees who work in confined spaces in the workplace face increased risk of injury.
- B. The standard is intended to protect workers in confined spaces from toxic, explosive, or asphyxiating atmospheres and from possible engulfment from small particles, such as sawdust. It focuses on areas with immediate health or safety risk, denoting these as “permit required” confined spaces.
- C. Under this standard, the University must identify all permit required spaces in the workplace, prevent unauthorized entry into such spaces, and protect authorized workers from hazards through a permit space program.

III. CONFINED SPACE VERSUS PERMIT REQUIRED CONFINED SPACE

- A. A confined space is defined as an area which:
1. is of adequate size and configuration for an employee to enter and perform assigned work;
 2. has limited means of access or egress; and
 3. is not designed for continuous employee occupancy.

- B. A permit required confined space 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 the entrant (e.g., a liquid or finely divided solid substance);
 3. floors which slope downward and taper to a smaller cross-section; or
 4. contain any other recognized serious safety or health hazard.

IV. PERMIT REQUIRED CONFINED SPACE ENTRY PROCEDURES

A. Entry Procedure

1. The first step in entering any confined space is isolating the space. Isolating the space consists of; closing all valves, emptying the space, performing lockout/tagout on all equipment, and cleaning any residue from the space.
2. After the space has been completely isolated, the space must be ventilated. Proper air flow must be in place before any entry. If ventilation is not possible, anyone entering the space must be equipped with the proper personal protective equipment (i.e., SCBA).
3. Before anyone enters, be sure to conduct a quick debriefing with everyone involved in the entry (including entrants, attendants, and supervisors). Be certain everyone is aware of the dangers, the required personal protective equipment, and emergency procedures.
4. A permit must be completed in accordance with the requirements listed below in Section IV, B.
5. An employee properly trained in the use of atmosphere testing equipment must test the atmosphere of the confined space. It is important to first check for the oxygen content of the space. The oxygen content must be at least 19.5%, but no more than 23.5% of the air. Next, check for combustibles, which should all be less than 10% of the lower exposure limit (LEL). Finally, the space should be checked for all toxic gases. If any toxic gases are present, be sure the concentration is under the permissible exposure limit (PEL).
6. After, and only after, the above steps have been completed and may an authorized entrant enter the space.

B. Confined Space Entry Permit

1. Before anyone enters the permit space, a permit form must be completed and approved by a permit supervisor. The permit supervisor goes through the permit and checklist to make sure all necessary hazard controls are in place and signs the permit. Re-evaluation of conditions by the authorized supervisor is required at regular intervals, when a shift-change occurs, and

when a new permit supervisor takes over. OSHA requires that the following information appear on the Permit:

- a. Identification of the space;
- b. Purpose of entry;
- c. Date and duration of the permit;
- d. List of authorized entrants;
- e. Names of the current attendants and entry supervisor;
- f. List of any hazards in the permit space;
- g. List of measures to isolate the permit space and eliminate or control the hazards;
- h. Acceptable entry conditions;
- i. Results of tests (initialed by the person or persons who performed them);
- j. Rescue and emergency services available, and how to summon them;
- k. Communication procedures for attendants/entrants;
- l. Required equipment (e.g., respirators, communication devices, alarms); and
- m. Any other necessary information or other permits needed (such as for hot work).

C. Authorized Entrants

1. The OSHA standard requires that authorized entrants of a permit required confined space must know the hazards they may face, be able to recognize signs and symptoms of exposure, and understand the consequences of exposure to hazards. Entrants must know how to use any needed equipment, communicate with attendants as necessary, alert attendants to the warning signs or the existence of a hazardous condition, and exit as quickly as possible whenever ordered to or alerted to do so by alarm, warning sign, or prohibited conditions.
2. Therefore, authorized entrants must receive training with respect to working in connection with permit spaces before they can enter a Permit Required Confined Space.

D. Attendants

1. An attendant to a permit required confined space must know the hazards of exposure, must maintain continuous count and identification of authorized entrants, must remain outside the space until relieved, and

should communicate with entrants as necessary to monitor activities inside and outside the permit space. The attendant orders exit if required, summons rescuers if necessary, prevents unauthorized entry into the confined space, and performs non-entry rescues if required. Attendants may not perform other duties that interfere with their primary duty to monitor and protect the safety of authorized entrants. Attendants must receive training with respect to working with permit spaces before they can perform the above duties.

E. Entry Supervisors

1. Entry supervisors with responsibility for issuing confined space permits must know the hazards of confined spaces, verify that all tests have been conducted and all procedures and equipment are in place before endorsing a permit, terminate entry if necessary, cancel permits, and verify that rescue services are available and the means for summoning them are operable. Supervisors are to remove unauthorized individuals who enter the permit space. They also must determine, at least when shifts and entry supervisors change, that acceptable conditions, as specified in the permit, continue to exist. Entry supervisors must receive training with respect to working with permit spaces before they can perform the above duties.

V. **TRAINING**

A. Training with respect to working in connection with permit spaces is required of all authorized entrants, attendants, and entry supervisors. The objective of the training is for employees to acquire the understanding, knowledge, and skills necessary for the safe performance of the duties assigned. As a minimum, the following training is required before working in connection with permit spaces:

1. Confined Spaces;
2. Hazard Communication;
3. Emergency Response; and
4. Bloodborne Pathogens.

B. Employees in the following positions shall attend Confined Space Training:

1. Facilities Management:
 - a. Electricians;
 - b. Fire & Safety Personnel;
 - c. General Maintenance Mechanics;
 - d. HVAC;
 - e. Plumbers;

- f. Director of Compliance & Special Events; and
 - g. Director of Operations.
2. Building/Campus Planning:
 - a. Associate Vice President; and
 - b. Project Engineers.
 3. Network Computing
 - a. Hardware Technicians; and
 - b. Technician Supervisor.

VI. CONFINED SPACE RESCUE PROCEDURES

- A. Pre-Emergency Planning and Coordination with Outside Parties
 1. The following are the ways in which the University shall work with external emergency response authorities in the event of an emergency in a permit required confined space area.
 2. The entry supervisor (the University Supervisor of Electrical and Fire and Safety), shall direct the emergency response activities. If the **entry supervisor** is not available, the Chief of Police, or his/her pre-appointed alternate, shall direct the emergency response activities. There shall be at least one person present in the facility or on-call at all times who can act as an emergency coordinator.
 3. This list shall be updated as changes occur. Response team members shall be available 24 hours a day, 365 days a year.
 4. The entry supervisor shall act as a liaison with the following external emergency response authorities:
 - a. Chief, West Long Branch Fire Department (732-229-1223);
 - b. Captain, West Long Branch First Aid Squad, Inc. (911 or 732-229-5000)
 - c. Emergency Coordinator, Member, Local Emergency Planning Committee (732-229-5000)
 - d. Chief of Police, Emergency Planning of Monmouth University Police Department (732-571-3472)
 - e. Clinical Director, Emergency Room, Monmouth Medical Center (732-923-7386)
 5. This plan has been discussed with the above parties and is compatible with their disaster, fire, and/or Confined Space Emergency Response Plan.