

APPENDIX 'C'

MH CONFINED SPACE ENTRY SAFE WORK PLAN



Document Number	Title	Revision	Date
MH-HSE-21-POL-0020	Confined Space Entry Policy	B02	2022-08-18

CONFINED SPACE ENTRY POLICY

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Rev.	Date	Purpose	Creator	Reviewer	Approver



MORRISON HERSHFIELD
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Revision Details

Revision	Revision Date	Brief Description of Change
A01	2019-05-17	New policy.
B01	2019-07-16	Approved. Issued for Use.
A02	2022-07-28	Policy remains adequate. No changes added.
B02	2022-08-18	Issued for Use.

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1 PURPOSE AND SCOPE

1.1 PURPOSE

Work in confined spaces involves an increased risk of serious injury and illness. This document defines Morrison Hershfield requirements for working in confined spaces, with the purpose of:

- Effectively protecting the health and safety of all MH employees required to work in confined spaces,
- Ensuring compliance with the law and the confined space regulations in Ontario.

1.2 SCOPE

This policy applies to all Morrison Hershfield employees in Ontario.

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2 DEFINITIONS AND ABBREVIATIONS

2.1 DEFINITIONS

Confined Space

Means a fully or partially enclosed space,

- a. That is not designed for continuous human occupancy, and
- b. In which atmospheric hazards may occur because of its construction, location or contents or because of work that is done in it.

Competent person

means a person who,

- a. Is qualified because of knowledge, training and experience to organize the work and its performance,
- b. Is familiar with the Act and the Regulations that apply to the work, and
- c. Has knowledge of any potential or actual danger to health or safety in the workplace.

Attendant

Competent employee, who performs the attendant duties as described in this policy, who is stationed outside the confined space and who is in charge of monitoring the conditions of the confined space and of the authorized entrants.

Confined Space Entrant

Competent person that meets the requirements and duties as specified in this policy and is authorized to enter a confined space.

Confined Space Entry Permit

Written permit containing all the mandatory sections and information as required under this policy.

Atmospheric Hazards

- a. The accumulation of flammable, combustible or explosive agents,
- b. An oxygen content in the atmosphere that is less than 19.5 per cent of more than 23 per cent in volume, or

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- c. The accumulation of atmospheric contaminants including gases, vapours, fumes, dusts or mists, that could,
 - i. result in acute health effects that pose an immediate threat to life, or
 - ii. interfere with a person’s ability to escape unaided from a confined space;

Isolation

Process by which the equipment, systems and processes within a confined space are removed from service completely preventing the accidental release of hazardous energy.

Lockout

Placing of a lockout device on an energy isolating device in a machine, equipment or process for the purpose of safely locking it in a de-energized state and completely preventing its energization and operation until the lockout device is removed.

Tag-out

Placement of a tag out device on an energy-isolating device, to indicate that the energy-isolating device and the equipment being controlled may not be operated until the tag out device is removed.

Purging

Method by which gases, vapours or other airborne contaminants are displaced from a confined space.

2.2 ABBREVIATIONS

The following terms have been used within this document.

Term	Definition
MH	Morrison Hershfield
BU	Business Unit
PPE	Personal Protective Equipment
CSA	CSA group (formerly Canadian Standards Association)
ANSI	American National Standards Institute
OSHA	Occupational Safety and Health Administration (US)

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3 GENERAL RESPONSIBILITIES & AUTHORITY

3.1 MORRISON HERSHFIELD MANAGERS AND LEADERS


It is the responsibility of MH Managers and Leaders to:

- Ensure all their staff read and understand this policy and comply with all the requirements established in it.
- Ensure confined spaces are identified in the projects undertaken by their group. In doing so, manager and supervisors must request information from the client on the potential existence of confined spaces as well as their location, characteristics and associated hazards.
- Document those identified confined spaces in the Project Initiation Hazard Assessment. Communicate to all MH project staff and MH sub-consultants (if any) during project pre-start kick-off meetings.
- Identify all positions within their group that, because of their job, may be required to enter a confined space. Ensure their staff is fully trained in confined space entry in accordance with this policy.
- Ensure all MH confined space entry equipment meets regulatory requirements, is suitable for the job and is safely stored and maintained.
- Ensure confined space entry records are completed and maintained in accordance with the requirements of this policy.
- When using an external service provider (sub-consultant) to take on all or some of the responsibilities for entering a confined space, ensure that the sub-consultant is aware of MH confined space entry policies and its responsibilities as defined in this policy.

3.2 MORRISON HERSHFIELD EMPLOYEES

It is the responsibility of Morrison Hershfield employees to:

- Read and understand their corresponding duties when working in confined spaces. Work in compliance with the requirements established in this policy.
- Complete the mandatory confined space entry training. Do not enter a confined space unless they have been fully trained, their training is up-to-date, and the requirements of this policy have been satisfied.
- Complete a field level hazard assessment (FLHA) at the beginning of each job. Assess the task for potential or actual confined spaces and inform their manager/leader if a confined space that they were not aware of has been identified.

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- Ensure a confined space entry plan (CSE permit) is developed every time a confined space is to be entered. Ensure that the plan is communicated to all employees involved and is available on site at all times.
- Inspect all CSE equipment and personal PPE every time before entering a confined space. Ensure equipment and PPE are safely used in accordance with the requirements of the manufacturer.
- Ensure confined space entry records are completed in full and are maintained in accordance with the requirements of this policy.

3.3 MORRISON HERSHFIELD SAFETY

It is the responsibility of MH safety to:

- Ensure this policy is communicated to all MH staff and it is posted in the MH portal available to all MH employees.
- Ensure this policy is reviewed periodically and is updated as necessary to ensure it is adequate and meets the requirements established under the MH Occupational Health and Safety Management System (OHSMS).

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4 CONFINED SPACE ENTRY PROGRAM

MH Project Managers, Department Managers and leads have the responsibility for ensuring that all their staff working in confined spaces is familiar with the requirements of this policy. MH employees are not allowed to enter a confined space unless they have received the appropriate training and the requirements of this policy are complied with.

4.1 IDENTIFICATION OF CONFINED SPACES

MH Managers and leads are required to obtain information from the client or site owner on any potential confined spaces in the projects undertaken by their groups. This includes their location, characteristics and associated hazards.

Information on confined spaces must be captured in the Project Initiation Hazard Assessment (PIHA) and must be communicated to all the MH staff assigned to the project in the project kick-off meeting.

4.1.1 Criteria

When establishing whether a fully or partially enclosed working space is a confined space, MH managers and leaders must ask themselves the following questions:

- a. Is the space both, designed and constructed for continuous human occupancy?
- b. May an atmospheric hazard occur?

In answering the second question, hazards that may occur because of the construction, location and contents of the space as well as the atmospheric hazards created by the work itself must be considered.

To determine whether the space meets the criteria for a confined space in Ontario, the following chart must be used:

Question a.	Question b.	Is it a Confined Space?
Yes	Yes	No
Yes	No	No
No	Yes	Yes
No	No	No

Managers can refer to the Ontario MOL guidelines when answering these questions. The guidelines can be found in this link: <https://www.labour.gov.on.ca/english/hs/pubs/confined/>

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4.2 CONFINED SPACE ENTRY PLAN

Before entering a confined space, MH employees are required to develop a Confined Space Entry Plan. The plan must include a complete assessment of the hazards associated with the space as well as all the necessary control measures.

All the elements of the CSE plan are contained within the **MH Confined Space Entry Permit** (see appendix A). CSE training certificates for all individuals involved as well as equipment calibration records must be attached to the CSE permit.

Confined space entry permits must be completed before any employee is allowed to enter the space and must be signed by all involved individuals. Permits must remain on site, available to all entrants at all times while work is being conducted in the confined space.

The following subsections (4.2.1 through 4.2.11) cover all the elements of the Confined Entry Plan in detail.

4.2.1 General Information

This information includes client name, project identification (name and location) as well as a basic description of the characteristics of the confined space and the purpose of entry.

4.2.2 Pre-entry Hazard Assessment

All confined spaces must be assessed for all potential associated hazards associated with them. The assessment must include the hazards due to the design, construction, location, use or contents of the confined space, as well as the hazards that may develop while the work is done in it.

Hazard assessments must be completed by a competent person (MH employee or third party) trained in confined spaces and must include at minimum the following:

- Atmospheric hazards, flammable, combustible or explosive agents and atmospheres (including potential sources of ignition).
- Oxygen deficient or enriched atmospheres.
- Atmospheric toxic contaminants and presence of hazardous chemicals (gasses, vapours, fumes, dusts or mists).
- Electrical, mechanical and other physical hazards.
- Biological hazards and any other hazard or source of hazardous energy.

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- Hazards posed by the potential movement, collapse or drop of materials (engulfment, crushing, of accidental movement.

4.2.3 Attendants, Entrants and Rescue Personnel

4.2.3.1 Duties of the Entrant(s)

- Ensure that a confined space entry permit has been completed for the space. Read, sign and date the permit in the corresponding section.
- Familiarize themselves with the hazards associated with the confined space, the consequences of exposure and the control measures required to protect themselves. Recognize the warning signs and symptoms that workers in the space could experience.
- Prior to entering the space, confirm with the attendant and the CS supervisor that the protective measures and controls stipulated in the permit have been implemented. Not enter the space if the controls are not in place and/or if the attendant is not stationed outside and ready.
- Inspect their equipment, PPE, and protective devices prior to entry. Wear all the PPE and protective devices as required in the permit.
- Maintain constant communication with the attendant while in the space. Follow communication protocols as established in the permit.
- Inform the attendant of any hazardous conditions found or that have developed within the space and of any warning signs or symptoms. Immediately evacuate the space if necessary.
- Evacuate the space when the evacuation alarm is activated or when ordered to do so by the attendant.
- Always remain attached to the lifeline/retrieval system while inside the confined space.

4.2.3.2 Duties of the Attendant

- Ensure that the Confined Space entry permit has been completed in full. Sign and date the permit in the corresponding section.
- Not perform any other duties different from the assigned duties that may interfere with his/her duties as described in this policy and the permit.
- Familiarize themselves with the hazards associated with the confined space, the consequences of the exposure and the control measures required in the permit. Recognize the warning signs and warning symptoms that workers in the space could experience.
- Confirm with the CSE supervisor that the necessary protective measures and controls as stipulated in the permit have been implemented.

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- Always remain stationed outside the confined space. Do not leave unless relieved by another competent attendant or until work is complete and the space has been vacated and secured.
- Ensure atmospheric testing equipment is calibrated and tested prior to entry. Verify alarm system, ventilation systems, retrieval systems and other protective measures are in place and working.
- Maintain constant communication with the CSE entrant(s) through the defined communication channels (verbally or by radio) and permit protocols.
- Monitor space atmospheric conditions and the well-being of the entrants and throughout the job ensuring atmospheric conditions are safe for entry and work in the space.
- Re-test atmospheric conditions prior to entry, after an absence and as frequently as required in the permit to ensure the conditions of the space remain safe for entry.
- Determine when atmospheric conditions of the space are unsafe and sound the alarm requesting all entrants to leave the space.
- Summon emergency rescue services as required in the event of an emergency. Perform Non-entry rescue procedures as necessary in accordance with the rescue plans in the permit.
- Prevent entry to the space by unauthorized people (warn unauthorized people and ask them to leave the area accordingly).
- Maintain accurate records on entry of all persons in the space (entrant's names, entry time and exit, etc.)

4.2.3.3 Duties of the CSE Supervisor

- Prepare the CSE permit ensuring it is completed in full, is dated and is signed by all required personnel.
- Ensure permit is communicated to the CSE team and all personnel are aware of their duties.
- Confirm that the necessary protective measures and controls as stipulated in the permit have been implemented. Not allow anybody to enter the space if the controls are not in place and/or if the attendant is not stationed outside and ready.
- Ensure equipment is in good working condition, is calibrated and is inspected prior to entry. Ensure communication equipment is working
- Ensure Warning signs, protective barriers, tape/cones are placed around the space to warn other people of the work and hazard and prevent unauthorized entry into the CSE area.

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- Ensure entry remains consistent with the terms of the permit and acceptable entry conditions are maintained. Close permit once the job has been completed and the space has been vacated.
- Ensure all CSE entry records are completed and are maintained in accordance with this policy.

4.2.4 Adequate Means of Entry and Exit.

Means for entering and exiting the confined space must be evaluated prior to entry to ensure they are suitable to allow for a safe entry and quick exit during an evacuation of the space.

When necessary, ladders and/or other suitable equipment must be used to ensure that a safe access is provided (access/egress methods must be recorded in the permit accordingly).

4.2.5 Atmospheric Testing

Atmospheric testing must be conducted prior to entry, while the workers are inside and before re-entry when the space has been unoccupied and unattended.

Atmospheric testing must be conducted using calibrated, direct reading equipment, appropriate for the hazards. Readings must include oxygen levels, flammable gases (LEL), carbon monoxide. Other gases must be monitored when necessary, depending on the space in accordance with the contents of the space (i.e. hydrogen sulphide in sewer systems, etc.).

Continuous monitoring is the preferred method for atmospheric testing. It must always be used when the risk of changes in atmospheric conditions is high and in any other cases should be done when feasible. When continuous monitoring is used, results must be recorded in the permit at adequate intervals.

When the risk of a changing atmosphere is low and continuous monitoring is not feasible, testing can be done at adequate intervals to ensure the safety of the entrants and as stipulated in the permit.

Prior to use, equipment must be inspected and tested to ensure it is in good working condition. All atmospheric testing must be logged by the attendant in the CSE permit.

4.2.6 Personal Protective Equipment

All employees involved in Confined Space Entry must wear the standard PPE in accordance with MH PPE policies together with any additional PPE and clothing as required to ensure the safe entry and protect themselves from both the hazards of the space and the job done in it.

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Harnesses, lifelines, and rescue systems must be compatible with each other and must not interfere with their effectiveness in protecting the workers. PPE required must be identified and recorded in the CSE permit. When the use of respirator is necessary, employees must be properly trained and fit tested.

All PPE and protective devices must be inspected prior to use. Any defective equipment must be tagged, removed and replaced immediately and prior to entry.

4.2.7 Isolation of Hazardous Energy

Before entering a Confined space, all sources of hazardous energy must be identified, isolated and controlled. This includes the de-energization, lockout and tag out of all electrical, mechanical, pneumatic, hydraulic equipment, systems and processes for any other source of hazardous energy that may pose a risk to the workers entering the space.

Blanking off, inerting and/or removal of piping should be done when necessary to prevent the accidental release of hazardous substances within the space and ensure the safety of the entrants. Moving parts must be immobilized or blocked from movement as necessary to ensure the protection of the workers.

The isolation of energy must also include the necessary controls for the prevention of materials movement or collapse and the preventative measures for protecting the workers against the risk of drowning, engulfment, entrapment, suffocation and other hazards caused by the free flowing of materials.

After isolation, and lockout, hot or cold equipment and spaces must be allowed to cool down/warm up until acceptable temperatures for working are achieved.

4.2.8 Flammable or Explosive Atmospheres.

MH employees are not allowed to enter confined spaces to conduct work in the presence of flammable or explosive atmospheres. This includes environments where airborne combustible or explosive dust may exist.

If there is an absolute need to enter a confined space for inspection, where a flammable or explosive atmosphere may exist, the department manager and the CSE supervisor in charge of the job must contact the MH manager of Health and Safety to develop the appropriate plans to perform the task and protect the workers.

4.2.9 Ventilation and Purging

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Continuous forced air ventilation must be provided in confined spaces where there is an actual or potential atmospheric hazard. This can either be anticipated as part of the assessment or determined during atmospheric testing of the space.

Forced ventilation must be conducted prior to entry, and allowed to run until the contaminants have been completely removed (displaced by forced air) or until acceptable atmospheric levels for entry have been achieved. Ventilation must be maintained while work is conducted in the space and until all entrants have left the space.

Mechanical ventilation must be provided with a warning alarm system to warn the entrants and allow prompt evacuation in the event of equipment failure.

Ventilation and purging requirements must be recorded in the CSE permit.

4.2.10 Method(s) of Communication

Appropriate method(s) of communication between the CSE entrant(s) and the attendant must be defined prior to entering the space.

Verbal and visual communication should only be used when the entrant is in close proximity to the access and noise or other factors do not impair the communication between both parties.

Alternate communication methods can be used when necessary, ensuring they are adequate, are reliable and do not introduce a hazard into the space (explosion, etc.).

The method of communication must be tested prior to entry and must be recorded in the permit accordingly.

4.2.11 Rescue Equipment and On-site Rescue Procedures

An on-site rescue plan must be prepared as part of the Confined Space entry planning. The plan must include the procedures as well as the retrieval systems to be used in the event of an emergency (i.e. full body harness, retrieval line, tripod, Davit arm or other mechanical systems).

Retrieval systems should be adequate for the type of space (horizontal or vertical rescue) and must be setup, assembled or installed in accordance with the manufacturer's instructions. Retrieval systems must not increase the risk of entry or create new risks for the entrants when used in retrieval manoeuvres.

All emergency and rescue equipment must be inspected prior to use to ensure it is in good working order and must be identified and recorded in the CSE permit.

A person trained on first aid and CPR must be present in the proximity of the space while work is being done in it and while employees are inside the confined space.

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Under no circumstances will the attendant, first aid personnel or other employees are allowed to enter the confined space to attempt a rescue. Only properly trained, professional emergency responders are authorized and trained to perform a rescue inside a confined space.

Emergency rescue procedures must be reviewed with all the CSE entrants, the attendant and the CSE supervisor prior to entry.

4.3 PRE-ENTRY SAFETY BRIEFING

A briefing involving all the employees engaged in the confined space (CSE team) must be conducted prior to start work in a confined space. During this briefing, a quick review of the permit must be conducted, including the procedures for evacuation and rescue.

4.4 USE OF SUB-CONTRACTORS/SUB-CONSULTANTS

MH Project Managers may retain an external service provider (sub-consultant) to take on all or some of the duties and responsibilities for entering or supporting the entry of a confined space by MH employees. In such case, the MH Manager or lead in charge is responsible for ensuring that:

- the sub-consultant has the competence, knowledge, and experience to do the job safely.
- the sub-consultant is aware of MH requirements for entering confined spaces as well as its responsibility to abide by MH safety policies as they apply to the sub-consultant and the job.
- the sub-consultant is informed of any hazards associated with the confined space that the MH manager/lead is aware of and/or that have been communicated to him/her by the client.
- the sub-consultant is informed of any client/site owner specific requirements for working in their sites (including confined space entry).
- the sub-consultant provides the Project Manager or lead/supervisor with a confined space entry plan that meets the requirements of the regulations and covers at minimum all the elements as specified in section 4.3 of this policy.
- the sub-contractor completes and provides the Project Manager or MH lead in charge with the permits, documentation and records as necessary for entering the confined space and completing the job.

4.5 CONFINED SPACE ENTRY INVOLVING MULTIPLE EMPLOYERS

It is a requirement in Ontario that if more than one employer performs work in the same confined space, or does work related to the same confined space, the lead employer or the

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constructor (if the place is a project) must prepare a coordination document to ensure that the duties of all involved employers are performed in a way that protects the health and safety of all workers.

In the event that MH employees are required to enter a confined space where employees from other companies are working or are required to enter, it is the responsibility of the MH Project Manager or Lead in charge of the project to:

- Obtain a copy of the CSE coordination plan from the lead/prime contractor or the constructor (in the case of a project).
- Communicate the CSE coordination plan to all MH staff involved in the job.
- Provide a copy of the coordination plan to the MH safety representative on site.

4.6 MH AS PRIME CONTRACTOR OR LEAD EMPLOYER

In the unlikely case that MH is the prime contractor, lead employer or the “constructor”, further responsibilities apply. These include, among others:

- Conducting a formal review of the entire site to identify all existing/potential confined spaces.
- Conduct a hazard assessment for each identified confined space.
- Communicate to all sub-contractors the MH Confined Entry program and the results of the assessment.
- Develop a coordination document whenever more than one employer may be required to perform work in the same confined space, or do work related to the same confined space.
- Provide copies of the MH confined space entry program and the coordination document to the project JHSC or safety representative as applicable.

It is the responsibility of the Project Manager to contact the MH Manager of Health and Safety directly for guidance and support in developing a strategy to meet the above requirements and ensuring compliance with the this policy and the law.

4.7 TRAINING

Department Managers and leads are required to identify the positions within their groups and the jobs where their staff may be required to enter a confined space. Managers are responsible for ensuring that all staff entering Confined spaces is competent to do so and is familiar with the requirements of this policy.

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- All MH employees required to perform work in a confined space must be trained in Confined Space Entry.
- Training must be conducted by a third party Confined Space Entry qualified company and must meet all the requirements stipulated in the regulations including, but not limited to the recognition of confined spaces, the hazards of confined spaces and all the safe work practices and procedures for the work and entry into a confined space.
- Training must be scheduled by the Department Manager or MH Leader. Records of training must be provided to the MH learning/talent management specialist (Human Resources) as soon as training is completed for uploading and tracking in the MH workday database.
- Department Managers and Leaders must ensure that all of their staff training is up-to-date, in accordance with course valid dates and regulatory requirements.
- Records of training must also be attached to the CSE permit as detailed in this policy.

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5 COMPLIANCE

Compliance with this policy is mandatory for all Morrison Hershfield employees in Ontario.

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6 COMMUNICATION AND REVIEW

The Manager of Health and Safety is responsible for ensuring that this policy is communicated and is posted in the MH postal and is available to all MH employees.

This policy will be reviewed every three years, or more frequently if deemed necessary to ensure it remains relevant and complies with the requirement under the law and MH Occupational Health and Safety Management System (OHSMS).

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7 REFERENCES

The following documents interface with this document.

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Appendix A MH Confined Space Entry Permit



MORRISON HERSHFIELD

**CONFINED SPACE ENTRY
PERMIT**

<i>Date (dd/mm/yy)</i>	
<i>Permit valid</i>	<i>From</i> _____ <input type="checkbox"/> <i>am</i> <input type="checkbox"/> <i>pm</i>
	<i>To</i> _____ <input type="checkbox"/> <i>am</i> <input type="checkbox"/> <i>pm</i>

<i>Client</i>		<i>Project Number</i>
<i>Project name</i>	<i>Project location</i>	

A. General Information
<p>A.1 Description of Space (<i>type, characteristics, location, etc.</i>)</p> <p>_____</p> <p>_____</p>
<p>A.2 Purpose of entry (<i>brief description of work to be done</i>)</p> <p>_____</p> <p>_____</p> <p>_____</p>



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B. Pre- Entry Hazard Assessment *(Please check boxes as they apply)*

- B1. **Hazardous contaminants or chemicals** (gases, vapors, fumes, dusts, mists, etc.)
- B2. **Oxygen deficient atmosphere** (less than 19.5% by volume)
- B3. **Oxygen enriched atmosphere** (more than 23% by volume)
- B4. **Flammable or explosive atmosphere ***
- B5. **Sources of ignition** (because of space contents or job done in it).
- B6. **Electrical Hazards** (equipment, conductors, etc.)
- B7. **Hydraulic systems** (equipment, piping, etc.)
- B8. **Pneumatic Systems** (equipment, piping, etc.)
- B9. **Moving equipment/parts** (belts, gears, pinch or crushing hazards, etc.)
- B10. **Thermal hazards** (hot/cold equipment, piping, lines, surfaces)
- B11. **Sloped, uneven or slippery surfaces/floors.**
- B12. **Potential movement, drop or collapse of materials** (engulfment, crushing, etc.)
- B13. **Biological hazards** (animal drops, biological residues/slime.)
- B14. **Inadequate lighting**

- B16. **Other hazards** (due to design, construction, location, use, contents or work)

Specify _____

C. Hazard Control Plan

C.1 Isolation of Hazardous Energy *(Please mark the boxes as applicable)*

Before entering a Confined Space All sources of hazardous energy shall be identified, de-energized, disconnected, secured, relieved, restrained against movement or otherwise controlled.

- All electrical sources have been disconnected/de-energized, locked out and tagged.
- All supply lines pipes have been depressurized, bled/vented and disconnected/blanked off.
- All pneumatic and hydraulic systems have been disconnected/de-energized, Locked out/tagged.
- All moving parts have been secured, supported in place and/or blocked against movement.
- All hot/cold equipment have been allowed to cool down/warm up to a safe, acceptable level.
- All entrants have been protected against drowning, engulfment, entrapment and suffocation and other hazards resulting from free-flowing material by adequate means.
- All other energy sources have been de-energized, secured, disconnected, relieved, restrained or otherwise controlled.

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C.2 Other Safety Controls *(list controls based on hazards identified in section B (B1 through B15))*

C.3 Ventilation and purging

Does the confined space require to be purged?? Alarm required?

D. Personal Protective Equipment *(Please check accordingly)**

- D1. Hardhat Safety boots Gloves
 Safety glasses Safety vest Safety harness & lifeline
 Other (specify) _____

** Employees wearing respiratory protection must be properly trained/fit tested.*

D2. PPE Inspection

- All PPE has been inspected and is in good working order

E. Warning Signs and Barricades *(warning signs, barricades, Rope and cones, etc.)*

Please describe

F. Safe Means of Entry and Exit *(i.e. fixed ladder, portable ladder, etc)*

Please describe

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G. Communication Method *(please select as appropriate)*

Verbal (entrants at close distance from access point)	
Radio	Phone
Phone	Other
Alarm system (explain)	
Communication system has been tested <input type="checkbox"/>	

H. Atmospheric Testing

Equipment	Make	Model	Last calibrated
Inspection	Bump tested		
Statement on log			

I. On-site Rescue Procedures (including communication)

Rescue retrieval system			
Tripod,	Davit arm	Other	
First aid kit	Fire extinguisher		

J. Confined Space Entry Team

Supervisor Name
Attendant Name
Entrant(s) Names

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K. Confined Space Team Duties

Duties of the Entrant(s)

1. Read and sign the CSE permit. Familiarize themselves with the hazards, the control measures and the warning signs/symptoms that workers in the space could experience.
2. Prior to entering the space, confirm with the attendant that entry is authorized/safe. Not enter the space if the attendant is not stationed outside and ready.
3. Inspect their equipment, PPE, and protective devices prior to entry. Wear all the required PPE.
4. Maintain constant communication with the attendant. Report any communication issues (if any).
5. Inform the attendant of any hazardous conditions developed within the space and of any warning signs or symptoms. Immediately evacuate the space as necessary.
6. Evacuate the space when the alarm is activated or when ordered to do so by the attendant.
7. Remain attached to the lifeline/retrieval system at all times while inside the space.

Duties of the Attendant

1. Ensure that the CSE permit has been completed. Confirm that the necessary protective measures and controls are implemented. Sign and date the permit accordingly.
2. Familiarize himself/herself with the hazards, control measures and the warning signs/symptoms that workers in the space could experience.
3. Remain stationed outside the confined space at all times. Do not leave unless work is complete, and the space has been vacated and secured.
4. Not perform any other duties that the attendant duties.
5. Verify that testing equipment, alarm, ventilation systems (if applicable) are in place and working.
6. Maintain constant communication with the CSE entrant(s).
7. Monitor space atmospheric conditions and the well-being of the entrants throughout the job. Ensure conditions are safe for entry and work in the space.
8. Re-test atmospheric conditions prior to entry, after an absence and as frequently as required to ensure the conditions of the space remain safe.
9. Determine when atmospheric conditions of the space are unacceptable/unsafe and sound the alarm requesting all entrants to leave the space.
10. Summon emergency rescue services as required in the event of an emergency. Perform Non-entry rescue procedures as necessary in accordance with the rescue plans in the permit.
11. Prevent entry to the space by unauthorized people (warn unauthorized people and ask them to leave the area accordingly).
12. Maintain accurate records of entry/exit for all persons in the space.

Duties of the CSE Supervisor

1. Prepare the CSE permit ensuring it is completed in full, is dated and is signed by all required personnel.
2. Ensure permit is communicated to the CSE team and all personnel are aware of their duties.
3. Confirm that the necessary protective measures and controls as stipulated in the permit have been implemented. Not allow anybody to enter the space if the controls are not in place and/or if the attendant is not stationed outside and ready.
4. Ensure equipment is in good working condition, is calibrated and is inspected prior to entry. Ensure communication equipment is working.
5. Ensure Warning signs, protective barriers, tape/cones are placed around the space to warn other people of the work and hazard and prevent unauthorized entry into the CSE area.

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6. Ensure entry remains consistent with the terms of the permit and acceptable entry conditions are maintained. Close permit once the job has been completed and the space has been vacated.
7. Ensure all CSE entry records are completed and are maintained in accordance with this policy.

L. Pre-Entry Briefing and Checklist

<input type="checkbox"/> Instrument calibrated	<input type="checkbox"/> Oxygen levels tested	<input type="checkbox"/> Atmosphere tested
<input type="checkbox"/> Continuous ventilation	<input type="checkbox"/> Lifeline check	<input type="checkbox"/> Communication established
<input type="checkbox"/> Appropriate PPE worn	<input type="checkbox"/> Personnel trained appropriately	<input type="checkbox"/> Lines under blanked?
<input type="checkbox"/> Sources of hazardous energy isolated/locked out		

M. Signatures

Supervisor		
<i>Name (Print)</i>	<i>Contact Number</i>	<i>Signature</i>
Attendant(s)		
<i>Name (Print)</i>	<i>Contact Number</i>	<i>Signature</i>
<i>Name (Print)</i>	<i>Contact Number</i>	<i>Signature</i>
Entrant(s)		
<i>Name (Print)</i>	<i>Contact Number</i>	<i>Signature</i>
<i>Name (Print)</i>	<i>Contact Number</i>	<i>Signature</i>
<i>Name (Print)</i>	<i>Contact Number</i>	<i>Signature</i>

N. Permit completed by

<i>Name (Print)</i>	<i>Date</i>	<i>Signature</i>
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Access/Entry log

Access Recording Form

Full Name	Time in	Entrant Initials	Time out	Entrant Initials

Z. Title			

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Duties of the Entrant(s)

8. Read and sign the CSE permit. Familiarize themselves with the hazards, the control measures and the warning signs/symptoms that workers in the space could experience.
9. Prior to entering the space, confirm with the attendant that entry is authorized/safe. Not enter the space if the attendant is not stationed outside and ready.
10. Inspect their equipment, PPE and protective devices prior to entry. Wear all the required PPE.
11. Maintain constant communication with the attendant. Report any communication issues (if any).
12. Inform the attendant of any hazardous conditions developed within the space and of any warning signs or symptoms. Immediately evacuate the space as necessary.
13. Evacuate the space when the alarm is activated or when ordered to do so by the attendant.
14. Remain attached to the lifeline/retrieval system at all times while inside the space.

Duties of the Attendant

13. Ensure that the CSE permit has been completed. Confirm that the necessary protective measures and controls are implemented. Sign and date the permit accordingly.
14. Familiarize himself/herself with the hazards, control measures and the warning signs/symptoms that workers in the space could experience.
15. Remain stationed outside the confined space at all times. Do not leave unless work is complete and the space has been vacated and secured.
16. Not perform any other duties that the attendant duties.
17. Verify that testing equipment, alarm, ventilation systems (if applicable) are in place and working.
18. Maintain constant communication with the CSE entrant(s).
19. Monitor space atmospheric conditions and the well-being of the entrants throughout the job. Ensure conditions are safe for entry and work in the space.
20. Re-test atmospheric conditions prior to entry, after an absence and as frequently as required to ensure the conditions of the space remain safe.
21. Determine when atmospheric conditions of the space are unsafe and sound the alarm requesting all entrants to leave the space.
22. Summon emergency rescue services as required in the event of an emergency. Perform Non-entry rescue procedures as necessary in accordance with the rescue plans in the permit.
23. Prevent entry to the space by unauthorized people (warn unauthorized people and ask them to leave the area accordingly).
24. Maintain accurate records of entry/exit for all persons in the space.

Duties of the CSE Supervisor

8. Prepare the CSE permit ensuring it is completed in full, is dated and is signed by all required personnel.
9. Ensure permit is communicated to the CSE team and all personnel are aware of their duties.
10. Confirm that the necessary protective measures and controls as stipulated in the permit have been implemented. Not allow anybody to enter the space if the controls are not in place and/or if the attendant is not stationed outside and ready.
11. Ensure equipment is in good working condition, is calibrated and is inspected prior to entry. Ensure communication equipment is working.
12. Ensure Warning signs, protective barriers, tape/cones are placed around the space to warn other people of the work and hazard and prevent unauthorized entry into the CSE area.
13. Ensure entry remains consistent with the terms of the permit and acceptable entry conditions are maintained. Close permit once the job has been completed and the space has been vacated.
14. Ensure all CSE entry records are completed and are maintained in accordance with this policy.

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Additional measures (MSDS on site, etc)