

Confined Space Entry Procedures



October 2021

Environmental Health & Safety

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TABLE OF CONTENTS

Table of Contents	2
1.0 INTRODUCTION.....	3
2.0 Definitions.....	3
3.0 Responsibilities	3
4.0 Permit Required Confined Space Notification.....	4
5.0 Entry into a non-permit confined space	4
6.0 Entry into a Permit Required Confined Space	5
7.0 Training	5
8.0 Recordkeeping.....	5

REVISIONS

Original Program Plan

2021

1.0 INTRODUCTION

The Southern Maine Community College (SMCC) Confined Space Entry procedures are designed to address the requirements of OSHA 29 CFR 1910.146 “Permit-Required Confined Spaces.”

2.0 DEFINITIONS

Confined Space

A confined space is determined by the following three criteria:

- Is large enough that an employee can bodily enter and perform assigned work; and
- Has limited or restricted means of entry and exit; and
- Is not designed for continuous employee occupancy

Confined spaces include, but are not limited to, tanks, vessels, silos, storage bins, hoppers, vaults, pits, manholes, tunnels, equipment housings, ductwork, pipelines, etc.

Non-Permit Required Confined Space

Is a confined space that is accessible to employees when specific conditions are followed.

Permit Required Confined Space

A permit required confined space is any confined space that also has a potentially hazardous condition upon entry. This may include:

- A hazardous atmosphere;
- The potential for material to engulf an entrant;
- An internal configuration such that the 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
- Any other recognized serious safety or health hazard.

3.0 RESPONSIBILITIES

Supervisor

- Identify and document non-permit required confined spaces their staff have access to
- Identify and document permit-required confined spaces

- Train staff on this procedure
- Ensure criteria for non-permit required confined space entry can be met
- Discuss the SMCC Confined Space procedures with an authorized contractor
- Obtain a copy of an authorized contractor’s Confined Space Permit and retain the document for the duration of their time on campus
- Provide a copy of the authorized contractor’s Confined Space Permit to the EH&S Coordinator

Employees

- Follow this procedure
- Do not enter an area with a sign posted “Danger – Permit Required Confined Space, Do Not Enter” or similar language
- Make the Supervisor aware of potential new confined spaces observed on campus

EH&S Coordinator

- Support the Supervisor and Employees with questions about this procedure
- Review this procedure on an annual basis for updates/revisions

4.0 PERMIT REQUIRED CONFINED SPACE NOTIFICATION

If the workplace contains permit required spaces, the Supervisor shall inform employees by posting a danger sign. The sign will read “Danger – Permit Required Confined Space, Do Not Enter” or similar language.

5.0 ENTRY INTO A NON-PERMIT CONFINED SPACE

SMCC employees may need to enter non-permit required confined spaces to perform assigned work. A non-permit required confined space does not contain or, with respect to atmospheric hazards, have the potential to contain any hazards capable of causing death or serious physical harm.

The following procedures will be followed when SMCC employees enter a non-permit required confined space:

- Employees will notify their supervisor that access to a confined space is needed;
- The space will be evaluated for any hazardous conditions prior to entry;
- Employees will wear PPE (i.e. head protection) as/if required to work in the space
- All work in a confined space will be performed with at least two employees present; and
- Each employee must have a means of communication available at all times

If, at any time, an Employee observes a potential hazard within a non-permit required confined space, they will Stop Work and immediately notify their supervisor.

6.0 ENTRY INTO A PERMIT REQUIRED CONFINED SPACE

SMCC employees will not enter permit required confined spaces.

If entry into a permit required space is necessary, all work will be performed by an authorized contractor.

The Supervisor will:

- Notify the authorized contractor that the work area is a permit-required confined space
- Outline the hazard(s) believed to be associated with the area
- Identify for the authorized contractor any precautions or procedures that SMCC has implemented for the protection of individuals who will be working in or near the permit required confined space

The authorized contractor will:

- Comply with all OSHA permit-required confined space entry requirements
- Write and authorize a site specific Confined Space Permit
- Make all necessary arrangements required for summoning rescue and emergency services
- Provide the Supervisor with a copy of the Confined Space Permit and retain a copy at the job site for the duration of the job

7.0 TRAINING

SMCC Supervisors shall be responsible for providing appropriate training to all affected employees. Training will include an overview of the College's confined space entry procedures and the location of all identified confined spaces on campus.

8.0 RECORDKEEPING

Each Supervisor will maintain a current list of non-permit required confined spaces AND permit-required confined spaces.

When there are changes in the use or configuration of a non-permit required confined space that might increase the hazards to entrants, the Supervisor will reevaluate that space and, if necessary, reclassify it as a permit-required confined space.