



Training Solutions, Delivered!

CONFINED SPACE ENTRY AND THE ENTRY PERMIT SYSTEM *(Concise)*

**Leader's Guide, Fact Sheet
& Quiz**

Item Number: 1613
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This easy-to-use Leader's Guide is provided to assist in conducting a successful presentation.

PREPARING FOR THE MEETING

Here are a few suggestions for using this program:

- a) Review the contents of the Fact Sheet that immediately follows this page to familiarize yourself with the program topic and the training points discussed in the program. The Fact Sheet also includes a list of Program Objectives that details the information that participants should learn from watching the program.
- b) If required by your organization, make an attendance record to be signed by each participant to document the training to be conducted.
- c) Prepare the area and equipment to be used for the training. Make sure the watching environment is comfortable and free from outside distractions. Also, ensure that participants can see and hear the TV screen or computer monitor without obstructions.
- d) Make copies of the Review Quiz included at the end of this Leader's Guide to be completed by participants at the conclusion of the presentation. Be aware that the page containing the answers to the quiz comes before the quiz itself, which is on the final page.

CONDUCTING THE PRESENTATION

- a) Begin the meeting by welcoming the participants. Introduce yourself and give each person an opportunity to become acquainted if there are new people joining the training session.
- b) Introduce the program by its title and explain to participants what they are expected to learn as stated in the Program Objectives of the Fact Sheet.
- c) Play the program without interruption. Upon completion, lead discussions about your organization's specific policies regarding the subject matter. Make sure to note any unique hazards associated with the program's topic that participants may encounter while performing their job duties at your facility.
- d) Hand out copies of the review quiz to all of the participants and make sure each one completes it before concluding the training session.

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FACT SHEET

LENGTH: 8 MINUTES

PROGRAM SYNOPSIS:

Employees must sometimes work in areas which have configurations that don't allow for regular safety precautions. In these spaces employees may be forced to work very close to hazards. Proper guarding may not exist to prevent falls and the air may be toxic or explosive. In addition, such an area may not have an easy way to exit should an emergency arise. These types of work areas are called confined spaces and learning how to safely work in these spaces is the purpose of this program.

Topics of the video include the definition of a confined space, the written confined space entry program, the difference between permit and non-permit required spaces, confined space hazards and the entry permit system. Also covered are the responsibilities of each of the confined space entry team members: the entry supervisor, the standby attendant and the entrants.

PROGRAM OBJECTIVES:

After watching the video, the viewer will be able to explain the following:

- The definition of a confined space and the difference between a permit and non-permit required space;
- The details of the confined space entry permit system;
- The responsibilities of the entry team members: the entry supervisor, the standby attendant and the entrants.

PROGRAM OUTLINE

INTRODUCTION

- As employees of a company committed to workplace safety, we are familiar with the common features of safe working environments: guardrails installed to prevent falls, adequate ventilation is provided to ensure clean air, electrical and mechanical hazards are kept at a distance or placed behind guarding and easy access to exits are maintained should an emergency arise.
- However, the configuration of some areas doesn't allow for these types of safety precautions.
- In certain areas employees may be forced to work very close to hazards. Proper guarding may not exist to prevent falls. The air may be toxic, explosive or oxygen deficient. And in addition, there may be no easy way to exit the area should an emergency arise. If you are thinking this type of work area sounds dangerous, you're right.
- These types of work areas are called confined spaces, and learning how to safely work in these spaces is the purpose of this program.

DEFINITION OF A CONFINED SPACE

- The term "confined space" is more than just a description of an awkward work area. It's a term developed by the occupational safety and health administration, OSHA, to define specific types of work areas.
- A confined space is any space that meets the following conditions: the space is not designed for human occupancy, it is large enough for an employee to enter and perform work and has limited egress, which means a restricted ability to enter and exit the space.
- Some common types of confined spaces include pits, silos, tanks, pipes and vessels. And while confined spaces come in various sizes and configurations, they all have one thing in common: they can be very dangerous.

THE WRITTEN CONFINED SPACE ENTRY PROGRAM

- To help protect workers from the hazards of working in confined spaces, the company has developed a written confined space entry program. This program is available for employee review and is based on the confined space regulations developed by OSHA.
- As part of the written plan, the company has evaluated and identified all confined spaces on site and maintains a list of them in the written plan. Confined spaces are generally classified in one of two ways: permit required confined spaces and non-permit required confined spaces.

PERMIT AND NON-PERMIT REQUIRED CONFINED SPACES

- Spaces classified as non-permit required confined spaces do not have the potential to contain serious hazards and no special procedures are required to enter them.
- Conversely, permit required confined spaces have the potential to contain serious safety and health hazards. As the name implies, permit required confined spaces require a written permit to be issued and specific procedures be followed before entry is allowed.
- In this program we will discuss permit required spaces and give an overview of the entry permit system while discussing key safety issues involved with entering permit required confined spaces.

THE ENTRY PERMIT SYSTEM

- The company's entry permit system is a system used to control confined space hazards and ensure worker safety during the entry process.
- The personnel involved in the entry process are referred to as the "entry team". Each member of the team must sign the permit to indicate they know and understand the information it contains.

THE ENTRY TEAM

- Entering a permit required confined space is a team effort and each team member has specific duties. The entry team consists of the following members: the entry supervisor, the attendant, and the entrants.

The Entry Supervisor

- The written permit serves as a checklist for safe entry operations and the entry supervisor makes sure the process is followed.
- The entry supervisor makes sure all appropriate notations have been made on the permit and that all atmospheric testing specified by the permit has been conducted.
- After satisfying all pre-entry conditions listed on the permit, the entry supervisor must sign the permit, indicating he has approved the entry to begin. The entry permit must specify a specific time period for which it's valid. At appropriate intervals during the entry process, the entry supervisor must confirm that the entry remains consistent with the terms of the entry permit.
- Should the entry supervisor determine that any part of the entry process has fallen outside the requirements of the entry permit, he must cancel the permit and the space must be evacuated.

The Attendant

- The second member of the entry team is the attendant, sometimes called the standby attendant. The attendant acts as the eyes and ears of the entry process, monitoring conditions both inside and outside the space as well as the condition of the entrants.
- During the entry process the attendant must maintain an accurate count of the entrants inside the space and be able to accurately identify who is inside the space at any time.
- The attendant should call for an evacuation anytime conditions prohibited by the entry permit are detected or when an entrant exhibits behavioral symptoms that indicate a possible dangerous condition.
- Once the attendant determines an entrant must be evacuated, he must notify all other entrants to evacuate as well.

Entrants

- The third component of the entry team are the confined space entrants. The entrants are the only ones authorized to enter the space.
- Like all team members, entrants must know and understand any potential hazards they may face during the entry process and be familiar with the warning signs and symptoms of exposure to dangerous conditions.
- Entrants may request to observe any atmospheric testing used to certify the space as safe to enter.
- Once inside, the entrant must maintain communications with the standby attendant so the attendant can monitor his condition and the status of the operation.
- Should the attendant or entry supervisor call for an evacuation, the entrant must immediately exit the space.

- The entrant also has a responsibility to monitor the conditions inside the space and call for an evacuation anytime he discovers a condition prohibited by the permit or recognizes any warning signs or symptoms of exposure to hazardous conditions.
- Each member of the entry team has a specific role to play in the entry process. By following the requirements of the entry permit system, the entry team is able to work safely in confined spaces.

CONCLUSION

- Confined space entry requires knowledge, training, skill and strict adherence to procedures for a safe and successful entry to be achieved. This program has provided an overview of permit required confined space entry operations. The members of the entry team will be given specific training before participating in confined space entry operations.
- No matter what role you play in the entry process, make sure you understand your duties and have the knowledge and skills necessary to perform them properly.
- Each day at work we enter into a conflict against workplace injury. And in this battle, victory can only be achieved by maintaining a positive attitude about safety, refusing to perform unsafe acts and following safe work practices each and every time. Thank you.

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ANSWERS TO THE REVIEW QUIZ

1. a

2. b

3. d

4. a

5. b

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REVIEW QUIZ

The following questions are provided to determine how well you understand the information presented in this program.

Name _____ Date _____

1. Which of the following is **not** a description of a confined space?
 - a. The space is designed for continuous occupancy
 - b. The space is large enough to enter and perform work
 - c. The space has limited means of entry and exit

2. A space that contains or has the potential to contain serious safety and health hazards is classified as a _____.
 - a. Limited access space
 - b. Permit required space
 - c. Non-permit required space

3. Who must sign an entry permit to indicate they know and understand the information it contains?
 - a. The entry supervisor
 - b. The attendant
 - c. The entrants
 - d. All entry team members

4. Any member of the entry team can call for an evacuation when hazardous conditions are detected in a confined space.
 - a. True
 - b. False

5. Who acts as the “eyes and ears” of the entry process?
 - a. The entry supervisor
 - b. The attendant
 - c. The entrants