



Training Solutions, Delivered!

PERMIT-REQUIRED CONFINED SPACES: THE ENTRY SUPERVISOR

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

Item Number: 5257
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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.

5257 PERMIT-REQUIRED CONFINED SPACES: THE ENTRY SUPERVISOR FACT SHEET

LENGTH: 1:27 MINUTES

PROGRAM SYNOPSIS:

The entry supervisor is the member of the confined space entry team that is in charge of the overall operation. The entry supervisor uses the written permit as a checklist to make sure all precautions required to make a safe entry have been followed prior to allowing entry to begin. They also must periodically check on operations during work and confirm when the work is completed.

PROGRAM OBJECTIVES:

After watching the program, the participant should be able to explain the following:

- What the Entry Supervisor must do before work can begin;
- The duties of the Entry Supervisor during confined space work;
- What the Entry Supervisor must do if working conditions are deemed unsafe.

INSTRUCTIONAL CONTENT:

PERMIT-REQUIRED CONFINED SPACES: THE ENTRY SUPERVISOR

- The entry supervisor is the member of the confined space entry team that is in charge of the overall operation.
- The entry supervisor uses the written permit as a checklist to make sure all precautions required to make a safe entry have been followed prior to allowing entry to begin.
- The supervisor also makes sure that: all atmospheric testing has been completed, acceptable entry conditions exist, all procedures and equipment listed on the permit are in place and the confined space rescue service is standing by and available, if needed.
- To approve entry into the space, the entry supervisor must sign the entry permit. Periodically, during the entry, the entry supervisor must confirm that the entry operations and the condition of the space remain consistent with terms specified in the permit.
- If the entry supervisor discovers any condition that violates the requirements of the entry permit, he or she must cancel the permit and make sure all entrants immediately evacuate the space.
- When the entry supervisor confirms the work in the space has been completed, he or she must cancel the permit and ensure it is retained for at least one year.

PERMIT-REQUIRED CONFINED SPACES: THE ENTRY SUPERVISOR

ANSWERS TO THE REVIEW QUIZ

1. b

2. b

3. a

4. b

**PERMIT-REQUIRED CONFINED SPACES: THE ENTRY SUPERVISOR
REVIEW QUIZ**

Name _____ Date _____

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

1. The confined space entry attendant is the member of the confined space entry team who is in charge of the overall operation.
 - a. True
 - b. False

2. The entry supervisor uses the _____ as a checklist to make sure all precautions required to make a safe entry have been followed prior to allowing entry to begin.
 - a. Job safety analysis
 - b. Entry permit
 - c. Energy control procedure

3. Periodically during the entry, the entry supervisor must confirm that the condition of the space remains consistent with terms of the entry permit.
 - a. True
 - b. False

4. When the entry operation is complete, the permit must be cancelled and retained for _____.
 - a. 6 months
 - b. 1 year
 - c. 5 years