

# SAFETY AND LOSS CONTROL PROGRAM



## **Richard Burrage Inc.**

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*(Updated 7/1/2013)*

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Safety and accident prevention is everyone's responsibility. Each employee is expected to follow all company rules and to perform their work in a safe manner. Each supervisor and foreman is responsible for safety, implementing the Richard Burrage Inc. safety program, and training employees in safe work procedures. The superintendent has overall responsibility for safety at each location. Mr. Russell Freeman has the corporate responsibility and authority for safety and accident prevention. This company's policy is to provide a safe and healthy place of employment for every employee and to abide by regulations set forth by federal, state and local governments.

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**Richard Burrage Inc. is sincerely interested in the safety and welfare of our employees. Accident prevention is essential in maintaining an efficient operation.**

It is our policy that our safety rules shall be strictly observed at all times. Although these rules are to be considered very important, it is impossible to publish a rule that covers every circumstance. If a rule that might cover a specific hazardous condition has been omitted, that shall not be an excuse for disregard of common sense in the safe performance of your work.

The possession or consumption of alcohol, drugs or any other controlled substance is against policy and violators are subject to immediate dismissal.

Each employee is urged to cooperate fully with this policy. Abuse or disregard of this policy is a violation and will be treated accordingly. Remember, your help in preventing accidents and injuries benefits you and your fellow employees----we should all strive for a record of zero accidents!

A handwritten signature in blue ink, appearing to read "R. Burrage Jr.", written over a horizontal line.

**Richard E. Burrage Jr.**  
(Vice President)

July 1, 2013

**Date**

## **ASSIGNMENT OF RESPONSIBILITIES:**

### ***Company Management***

Has overall responsibility for the company's safety program and regularly reaffirms support for loss control activities

Insures that all employees are informed of top management's commitment to safety and the abidance of all federal, state, and local regulations.

Establish company safety rules and programs, and provides supervision with the backing, training and funds to implement these rules and programs.

### ***Safety Coordinator***

Responsible for implementation and monitoring the safety program.

Reviews and maintains current copy of all applicable Federal, State, and local safety and health regulations.

Implements and monitors safety training programs and provides safety materials as needed.

Assists site supervision in accident investigation and recommends controls to prevent a reoccurrence.

Assures proper notification in the event of an accident.

### ***Supervisors / Foremen***

Responsible for the safety of their employees and oversees the compliance with the safety program and applicable state, federal, and local regulations.

Arranges for prompt medical attention in case of an injury and provides a through written investigative report with recommendations to prevent a reoccurrence.

### ***Employees***

Responsible for learning and abiding by the rules and regulations which are applicable to their assigned tasks. Reports all accidents and near-misses.

Perform their functions in the safest possible manner and encourage co-workers to do likewise.

## **EMPLOYEE PLACEMENT:**

An Employee Questionnaire will be completed on each applicant for employment prior to placing on the payroll.

The applicant will be interviewed by a Richard Burrage Inc. supervisor that is familiar with the physical and mental requirements for the job. Areas that include prior employment, health record, prior job injuries and illness will be discussed to assist in determining applicant's

capabilities for performing the job. Notes on the discussion can be recorded on the back of the Employee Questionnaire.

Where possible to do so, telephone reference checks will be made with at least two prior employers.

On employees that will drive a company vehicle or drive their own vehicle and pull a company trailer, a current, valid driver's license is required. The license number and expiration date will be recorded in the employee's file. All subsequent tickets and accidents must be immediately reported to your immediate supervisor.

A Motor Vehicle Record (MVR) check will be made on the employees described above at the time of employment and at least every two years thereafter. When the MVR shows accidents or violations, the employee's supervisor will counsel this employee to promote a better driving record, and take other administrative action as appropriate.

### **ORIENTATION & TRAINING:**

When a new employee is hired, orientation training of the employee will be done by the Superintendent to cover such areas as: company safety rules and procedures, emergency procedures including fire extinguisher use, personal protective equipment that is required on the job, what the company expects from the employee, and our Hazard Communication Program. Refresher Haz-Com training will be completed at any time that new materials used in the operations offer any new exposure potential. When the Haz-Com training is completed, the Superintendent will give the employee a copy of the Haz-Com Program, and complete a training certificate, which is then sent to the office to be retained.

### **ACCIDENT REPORTING AND DISCUSSIONS:**

An employee must report any accident or injury, regardless of how minor, to the Job Superintendent.

All inquiries concerning an incident/accident/injury/property damage shall be referred to the Superintendent. The employee will make no comments, provide no details, or express any opinion as to the cause of the incident, who was at fault, responsibility for, or any intent of the company regarding the incident.

The Superintendent will investigate any personal injury accident, property damage claim or vehicle accident associated with the job and will complete an Accident Investigation Report. The purpose of this investigation is to assist in preventing this type of mishap in the future. The employee will cooperate fully with the Superintendent in this investigation.

### **ACCIDENT INVESTIGATION**

Every personal injury accident or illness, property damage, and vehicle accident will be investigated by the Superintendent or the Supervisor in charge of the operation. The investigation

will be recorded on the ACCIDENT INVESTIGATION REPORT. Every report will be reviewed by Mr. Mike Eudy. Personal injury or illness will be recorded on the OSHA Log 300, as required. The completed Accident Investigation Reports will be reviewed during the monthly Supervisory Safety Meetings.

### **PERSONAL PROTECTIVE EQUIPMENT:**

Hard Hats –All employees are required to wear a hard hat on every job site at all times.

Eye Protection - All employees are required to wear safety glasses (with side-shields) on the job site at all times.

Fall Protection – All employees exposed to falls over 6ft are required to be trained on and use proper fall protection. On scaffolds, the trigger height is 10ft. For steel erection activities, the trigger height is 15 feet (see 1926.750 for details/exceptions).

Hand Protection - All employees involved in operations exposing hands to cuts, chemicals, burns, etc. are required to wear gloves.

Rubber Boots - Employees involved in operations exposing the feet/legs to such hazards as concrete burns during placing uncured concrete are required to wear rubber boots in good condition.

Other - Specific jobs may cause the need for other personal protective equipment. When this occurs, the employee is expected to utilize this equipment. It is the Job Superintendent's responsibility to see that equipment in use is appropriate and in good condition.

### **SAFETY RULES AND PROCEDURES:**

The safety rules and procedures are developed to assist in achieving job safety by having no employee accidents. Some of the rules are OSHA requirements. For these reasons, every employee is expected to abide by the safety rules and procedures at all times.

#### ***General:***

Employees must follow the safety policy, rules and procedures established by Richard Burrage Inc. Violations may result in disciplinary action, which could include termination.

Employees shall report any equipment or condition considered to be unsafe, as well as what they consider to be unsafe work practices. This type of information shall be immediately reported to the Superintendent or to the person in charge of the job.

Be courteous. Avoid distracting others as distractions may cause or contribute to accidents. Do not engage in horseplay on the job.

When lifting, bend your knees, grasp the load firmly, then raise the load with your legs, keeping

the back as straight as possible. Don't twist body with a load, move your feet. GET HELP for HEAVY LOADS.

When in doubt about the safety of a situation that is out of the norm, contact the Superintendent to find the proper procedure.

Good housekeeping practices improve safety for everyone. When you create clutter, clean it up. When clutter is left in the work area by someone else, clean it up and report this to the Superintendent.

The possession or consumption of alcohol, drugs or any control substance is against policy and violators are subject to dismissal.

### **DISCIPLINARY POLICY**

Employees are expected to use good judgment when doing their work and to follow established safety rules. We have implemented a disciplinary policy to provide appropriate consequences for failure to follow company rules. This policy is designed not so much to punish as to bring unacceptable behavior to the employee's attention in a way that the employee will be motivated to make corrections. The following consequences apply to the violation of the same similar rule or the same/similar unacceptable behavior:

First Instance----verbal warning, notation in employee file, and retraining.

Second Instance---written reprimand, and retraining.

Third Instance---1-5 day suspension without pay, written reprimand and retraining.

Fourth Instance---Termination of employment.

An employee may be subject to immediate termination when a safety violation places an employee or others at risk of permanent disability or death.

### **SAFETY MEETINGS AND TRAINING**

The Job Superintendent is responsible for providing orientation and safety training for all new employees. This training will include: company safety rules and procedures, required personal protective equipment, emergency procedures and our Hazard Communication Program. Employees will be provided with a copy of the Safety Rules and Procedures and the employee handout on the Hazard Communication Program.

Job Site Safety Meetings - The Superintendent will conduct an on-the-job safety meeting each Monday. The meeting should last no longer than fifteen minutes. Topics for the meetings should be timely and may include: accidents/injuries/near misses and what needs to be done to prevent accidents from reoccurring; review of safety rules not being followed; proper use and care of personal protective equipment; input from employees on how job safety can be improved; new products/methods being used; safer methods to utilize on the job; ladder use, fire extinguishers, and other appropriate topics. The Superintendent will record the meeting as to the topics discussed, date, and attendance by obtaining employee signatures. The original should be sent to

the main office with a copy retained with the job documents. All employees are expected to attend and participate in the weekly job safety meetings. Areas that concern safety on the job should be brought forward during these meetings. When Richard Burrage Inc. is acting as the General Contractor, the foreman/superintendents of all other contractors will also be invited to these weekly meetings.

Supervisory Safety Meetings - Top management will plan and arrange for meetings to be held once each month. Top management and all supervisors will attend and participate in this meeting to review jobsite accidents, near misses, required training, unsafe conditions/acts noted on safety inspections, etc.

### **VEHICLE OPERATIONS:**

Employees driving company vehicles or their personal vehicle on company business must have a current driver's license and an acceptable driving record. Employees driving their personal vehicle on company business must provide proof of liability insurance to Richard Burrage Inc.

When driving a company vehicle or their personal vehicle on company business, all traffic laws must be obeyed and the driver and any passengers must wear a seat belt.

### **SAFETY INSPECTIONS:**

The Job Superintendent will complete an inspection from a safety standpoint at the start of each new job and on Monday mornings of on-going jobs. Areas to check would include, but should not be limited to, proper tools on the job site to do the job safely, any unusual hazards, stumbling hazards or fall exposures, any overhead objects that could fall, any special personal protective equipment needed or special procedures due to job location, areas-operations known to have contributed to employee accidents in the past, GFCI operation, fire extinguishers, first-aid supplies, other items that may be peculiar to the job or location. The results of each internal inspection will be recorded on the JOB SITE INSPECTION FORM.

# HAZARD COMMUNICATION PROGRAM

## INTRODUCTION

The North Carolina Department of Labor has adopted the federal OSHA Hazard Communication Standard 29 CFR (Code of Federal Regulation) 1910.1200. The Hazard Communication Standard became effective on May 25, 1986 for North Carolina manufacturing employers and for state and local government agencies, who have one or more employees who are exposed to hazardous chemicals. The standard became effective to non-manufacturing employers on May 25, 1987.

The goal of the Hazard Communication Standard is to reduce the occurrence of workplace illnesses and injuries caused by hazardous chemicals. The standard is designed to achieve this goal by providing information and training for employees who work with hazardous chemicals.

All employers subject to the standard must have a written hazard communication program.

The written program must:

- (1) describe how the criteria specified in the standard will be met for labels and other forms of warning for material safety data sheets and for employee information and training;
- (2) include a list of hazardous chemicals known to be present using the chemical or common name that appears on the appropriate material safety data sheet;
- (3) identify the methods used to inform employees of the hazards of non-routine tasks and those hazards associated with chemicals in unlabeled pipes in their work areas; and
- (4) describe methods used to inform any contractor with employees in the workplace of hazards that may be exposed to and appropriate protective measures.

The written hazard communication program must be made available upon request to employees; designated employee representatives; and authorized representatives of the North Carolina Commissioner of Labor.

This guide is provided to assist employers in developing a written hazard communication program that meets the requirements of paragraph (e) of the standard. Although this guide does not address the specific circumstances in each workplace, it can be adapted to meet the needs of most employers. Advice and assistance in preparing the written program is available from the Bureau of Consultative Services, Division of Occupational Safety and Health, North Carolina Department of Labor, 1101 Mail Service Center, Raleigh, NC 27699-1101, (919) 807-2899.

## **HAZARD COMMUNICATION PROGRAM**

### **Richard Burrage Inc.**

- I. This program will describe how Richard Burrage Inc. intends to protect the safety and health of our employees who are exposed to hazardous chemicals in the workplace, and to comply with the provisions of 29 CFR 1910.1200.
- II. Michael Eudy has been assigned the title of Hazard Communication Program Monitor and is responsible for monitoring all related activities to ensure compliance with both the intent and specifics of this program.

Each supervisor will be held responsible for strict adherence to these policies and will closely monitor all activities involving hazardous chemicals.

Each employee will carefully follow established work practices and promptly report observed or potential problems to supervision.

There is no job at Richard Burrage Inc. so vital or urgent as to justify the risk of employee overexposure to a hazardous chemical. Ask when in doubt. Proceed with a job only after being satisfied that it is safe for you to do so.

- III. A list of all hazardous chemicals for each workplace has been made and is readily available, upon request, to any employee, working on any shift. It is located at the maintenance shop on 438 Burrage Rd. in Concord, NC, as well as in the Company service trucks.
- IV. A Material Safety Data Sheet (MSDS) for each hazardous chemical on the list referenced above is on file at the maintenance shop on 438 Burrage Rd. in Concord, NC, as well as in the Company service trucks.  
The MSDS for any hazardous chemical is readily available for review by any employee upon request, through their immediate supervisor.
- V. Michael Eudy is responsible to ensure that the list of hazardous chemicals is kept current and that a current MSDS for each hazardous chemical used is on hand. A chemical that is not shown on the current list will not be ordered without prior coordination.

- VI. All containers of hazardous chemicals in each workplace will be conspicuously labeled with the identity of the chemical (same as on the applicable MSDS), and the appropriate hazard warnings. If the chemical is a known or suspected cancer causing agent (carcinogen), or if it is known to affect a specific organ of the body, this information will also be placed on the container label. The person having supervisory responsibility for the storage or use of each hazardous chemical will ensure that such labels are not defaced and that they remain legible at all times.

Michael Eudy will ensure that an adequate supply of labels is kept on hand and made available to the responsible supervisors.

- VII. Michael Eudy is responsible for anticipating, as much as possible, the hazards that would be present for non-routine tasks, such as chemical spill or container rupture. Clean-up procedures and proper personal protective equipment shall be considered and adequate training for such tasks shall be addressed.

- VIII. When an outside contractor will be used, it will be the responsibility of Michael Eudy to advise the contractor of any hazardous chemicals to which their employees may be exposed and the appropriate protective measures to be taken. Conversely, it will be the same person's responsibility to determine if the contractor will be using any hazardous chemicals during this work that would expose Richard Burrage Inc.'s employees. Appropriate training and protective measures must be taken in order to protect employees. Michael Eudy is to be advised prior to any work being performed by an outside contractor involving hazardous chemicals.

- IX. All employees exposed to any hazardous chemicals will complete an information and training program which includes at least the subjects listed below. New employees must complete similar instruction before initial exposure to any hazardous chemical in the workplace.

Adequate training of all employees exposed to hazardous chemicals will be given by Michael Eudy assisted as needed by the Hazard Communication Program Monitor

Employee information for this program will include:

- (1) The purpose and need for such a program, including the basic concept that gives every employee the right to know about hazardous chemicals with which they work.
- (2) The location and availability of the written Hazard Communication Program, plus the list of hazardous chemicals and their corresponding MSDSs.
- (3) The identity upon request, of any chemical to which the employee is exposed. In the case of a trade secret chemical, the name shown on the MSDS will be provided.

Employee training shall include at least the following:

- (1) Methods and observations used to detect the presence or release of a hazardous chemical in the work area such as monitoring devices, appearance or odor.
- (2) The physical and health hazards associated with each chemical, as specified in the MSDS.
- (3) Action that employees can take to protect their own safety and health, including specific procedures that have been established for normal work practices, emergency procedures, and policies on the use of personal protective equipment.
- (4) Details of the Hazard Communication Program, including an explanation of the labeling system used on in-house containers of hazardous chemicals. Also, details of how employees can obtain and use information contained in the MSDS.

- X. It is the intent of Richard Burrage Inc. management to protect the safety and health of each employee, our most valuable and valued asset. By following correct procedures, no employee should experience any harmful effects from working with chemicals in their workplace.

## **HEARING CONSERVATION PROGRAM**

Under the current OSHA Standard for Occupational Noise Exposure (29 CFR 1910.95) all workers exposed to 85 dBA Time Weighted-Average (TWA) are to be included in a hearing conservation program. It is important to note that for work shifts in excess of 8 hours, the 85 dBA TWA is reduced. For example, exposures in excess of 83.4 dBA for a 10-hour work shift and exposures in excess of 82.1 dBA for a 12 hour work shift necessitate inclusion in a hearing conservation program. An effective hearing conservation program is defined to include:

- An assessment of noise exposure
- Annual audiometric tests of exposed workers
- Maintenance of noise and hearing data records
- Noise abatement and/or administrative controls
- Availability of hearing protectors
- Employee training and education

An ongoing noise exposure evaluation program is required under the OSHA Standard for Occupational Noise Exposure (29 CFR 1910.95) when “information indicates that any employee’s exposure may equal or exceed an 8 hour Time-Weighted Average of 85 dBA . Monitoring shall be repeated whenever a change in production, process, equipment or control increases noise exposure to the extent that: 1) Additional employees may be exposed at or above the action level or 2) the attenuation provided by the hearing protectors being used by the employees may be rendered inadequate.” A complete sound survey of the plant is recommended at least every two years.

After determining the noise level, and if it is 85 dBA TWA, then it is required that employers provide to the employees the following:

- Annual hearing tests
- Annual hearing conservation training
- Hearing protection (optional or mandatory)
- The OSHA Noise Standard (29 CFR 1910.95) posted
- Notification of the results of the sound survey
- If the Noise level exceeds 90 dBA, the OSHA Noise Standard requires that engineering and administrative control measures must be investigated, evaluated and where feasible, utilized to reduce employee exposures. It is important that any measure investigated, utilized, or evaluated to reduce the noise levels be documented.

### ***Engineering Measures To Reduce Noise***

- Contact with the manufacturer for noise abatement suggestions
- The purchase of quieter equipment or routine maintenance to reduce noise levels
- Reduction of noise level at the source
- Substitution of materials (i.e., plastic for metal)
- Dampening or reducing surface vibration
- Increasing the distance between the employee and the noise source
- Enclosures or sound insulation material

Relocation of job tasks which may be completed out of high noise areas

### ***Administrative Measures To Reduce Noise***

When engineering measures alone cannot reduce the noise below 90 dBA, administrative methods may be used to minimize employee exposure such as worker rotation from high noise levels to quiet areas.

### ***HEARING CONSERVATION TRAINING***

Hearing Conservation Training is required annually for all employees with noise exposures of 85 dBA TWA or greater. The goal of the training is to orient employees to the purpose of hearing protection, the use of hearing protection and plant policy regarding the hearing conservation program.

The following topics will be included in the employee training of the hearing conservation program:

- 1) The effects of noise on hearing
  - It can take many years to occur, and the employee may not realize the gradual hearing loss. The loss occurs without any pain and cannot be corrected by any known medical or surgical treatment. A good rule of thumb to remember is that if you have to raise your voice at a distance of three feet, you are in an area with a possible hazardous noise level. Repeated unprotected noise exposure will cause a permanent hearing loss. The hearing conservation program at Richard Burrage Inc. has been established to ensure that if you ever have a standard threshold shift, your noise exposure can be lessened by using engineering or administrative controls or more effective hearing protection. Thus, the problem can be controlled.
- 2) The purpose of the annual hearing test and an explanation of the test procedures.
  - The purpose of the annual hearing test is to monitor your hearing. Periodic audiometric testing provides an “early warning” of hearing disability. Factors such as noisy hobbies, ear infections, diseases of the ear as well as general illness may also cause hearing loss. All employees’ hearing will be checked upon employment and once a year thereafter. You will be notified of any changes in your hearing. You can not “fail” the test and you will not lose your job due to the results of the test.
- 3) The purpose of hearing protectors, instructions on selection, the advantages, disadvantages, fitting use and care.
  - The proper use of hearing protection will prevent many types of hearing loss. You must wear the required hearing protection properly and regularly to reap the benefits of the protection. If you have any problems with the fit of your hearing protectors, contact Mike Eudy.

## **HOW TO PROPERLY WEAR HEARING PROTECTORS**

It is an OSHA requirement that the employer ensure the proper initial fitting and that the employer provide training in the use and care of all hearing protection provided to employees.

Employee hearing protection training is required:

1. Annually during Hearing Conservation Training
2. Each time an employee shows a Standard Threshold Shift change in hearing.

To prevent a hearing loss, hearing protectors must be worn correctly and taken care of. Keep your ear plugs clean by washing them in warm soapy water and make sure they are completely dry before inserting them in your ears. Inspect your hearing protection regularly. If they become damaged, hard, worn out, then Richard Burrage Inc. will replace them with a new pair.

Due to the fact that everyone has different size ear canals, each person will be fitted to ensure they receive the right size. Each employee will be instructed on how to put their personal hearing protectors in and also be given the chance to practice in front of the Hearing Conservationist. Two different types of hearing protectors will be provided to employees. If there is a problem with the fit comfort of your hearing protectors, see Mike Eudy and you will be given a different type of protection.

## **HOW LONG WILL MY HEARING PROTECTION LAST?**

Sponge plugs: 1 or 2 days

Custom plugs: 18-24 months

Insert plugs: 4-6 months

Muffs: Replace when worn out

The life of the hearing protector is dependent upon the care it is given. A sponge type hearing protector is disposable. But, as long as it is clean, it may be used until it no longer expands. How long the hearing protection lasts is unique to each employee depending on the chemical make-up of their body.

## PUTTING IN EARPLUGS ONLY INVOLVES TWO STEPS

### FIRST

Put your left arm  
over your head and with  
your left hand pull up  
on your right ear.



### SECOND

With your right hand insert the  
ear plug.  
Switch hands and insert the  
other plug in the same manner.

Remember, both plugs must be  
worn for  
complete protection



## **RESPIRATORY PROTECTION**

### **General**

In the Respiratory Protection program, hazard assessment and selection of proper respiratory PPE are conducted in the same manner as for other types of PPE. In the control of those occupational diseases caused by breathing air contaminated with harmful dusts, fogs, fumes, mists, gases, smokes, sprays, or vapors, the primary objective shall be to prevent atmospheric contamination. This shall be accomplished as far as feasible by accepted engineering control measures (for example, enclosure or confinement of the operation, general and local ventilation, and substitution of less toxic materials). When effective engineering controls are not feasible, or while they are being instituted, appropriate respirators shall be used. References: OSHA Standards *Respiratory Protection* (29 CFR 1910.134)

### **Responsibilities**

All Employees shall follow the requirements of the Respiratory Protection Program.

### **Management**

- implement the requirements of this program;
- provide a selection of respirators as required;
- enforce all provisions of this program; and
- appoint an individual to administer the respiratory protection program.

### **Program Administrator**

- review sanitation/storage procedures;
- ensure respirators are properly stored, inspected and maintained;
- monitor compliance for this program;
- provide training for affected Employees;
- review compliance and ensure monthly inspection of all respirators; and
- provide respirator fit testing.

### **Designated Occupational Health Care Provider**

- conduct medical aspects of program.

### **Program Administrator**

Michael Eudy will be designated as the program administrator who is qualified by appropriate training or experience that is commensurate with the complexity of the program to administer or oversee the respiratory protection program and conduct the required evaluations of program effectiveness.

### **Voluntary Use of Respirators**

OSHA requires that the voluntary use of respirators (i.e., when respirators are not required by the company), be controlled as strictly as if their use were required. So, any employee wearing a respirator voluntarily shall fall under this respiratory protection program, be issued a copy of Appendix D of 1910.134, and fill out a medical questionnaire (Appendix C) and have it evaluated by an appropriate individual. Training will be conducted on the proper storage, cleaning, and maintenance of the respirator. All steps will be taken to ensure that the respirator does not pose a health risk to the person donning it. Exception: Employees whose only use of respirators involves the voluntary use of filtering (non-sealing) face pieces (dust masks, with one OR two straps) do not fall under this program.

### ***Program Evaluation***

Evaluations of the workplace are necessary to ensure that the written respiratory protection program is being properly implemented. This includes consulting with employees to ensure that they are using the respirators properly. Evaluations shall be conducted as necessary to ensure that the provisions of the current written program are being effectively implemented and that it continues to be effective.

Program evaluation will include discussions with employees required to use respirators to assess the employees' views on program effectiveness and to identify any problems. Any problems that are identified during this assessment shall be corrected. Factors to be assessed include, but are not limited to:

- Respirator fit (including the ability to use the respirator without interfering with effective workplace performance);
- Appropriate respirator selection for the hazards to which the employee is exposed;
- Proper respirator use under the workplace conditions the employee encounters; and
- Proper respirator maintenance.

### **Record Keeping**

Richard Burrage Inc. will retain written information regarding medical evaluations, fit testing, and the respirator program. This information will facilitate employee involvement in the respirator program, assist the Company in auditing the adequacy of the program, and provide a record for compliance determinations by OSHA.

### **Training and Information**

Effective training for employees who are required to use respirators is essential. The training must be comprehensive, understandable, and recur annually, and more often if necessary. Training will be provided prior to requiring the employee to use a respirator in the workplace. The training shall ensure that each employee can demonstrate knowledge of at least the following:

- Why the respirator is necessary and how improper fit, usage, or maintenance can compromise the protective effect of the respirator;
- Limitations and capabilities of the respirator;

- How to use the respirator effectively in emergency situations, including situations in which the respirator malfunctions;
- How to inspect, put on and remove, use, and check the seals of the respirator;
- What the procedures are for maintenance and storage of the respirator;
- How to recognize medical signs and symptoms that may limit or prevent the effective use of respirators; and
- The general requirements of this program.

**Retraining shall be conducted annually and when:**

- changes in the workplace or the type of respirator render previous training obsolete;
- inadequacies in the employee's knowledge or use of the respirator indicate that the employee has not retained the requisite understanding or skill; and
- other situation arises in which retraining appears necessary to ensure safe respirator use.

Training will be conducted by instructors who have adequate knowledge of OSHA training requirements. Training is divided into the following sections:

**Classroom Instruction**

1. Overview of the Company Respiratory Protection Program & OSHA Standard;
2. Respiratory Protection Safety Procedures;
3. Respirator Selection;
4. Respirator Operation and Use;
5. Why the respirator is necessary;
6. How improper fit, usage, or maintenance can compromise the protective effect;
7. Limitations and capabilities of the respirator;
8. How to use the respirator effectively in emergency situations, including respirator malfunctions;
9. How to inspect, put on and remove, use, and check the seals of the respirator;
10. What the procedures are for maintenance and storage of the respirator;
11. How to recognize medical signs and symptoms that may limit or prevent the effective use of respirators; and
12. Change out schedule and procedure for air purifying respirators (APR).

**Fit Testing**

- For each type and model of respirator used.

**Hands-on respirator Training**

1. Respirator Inspection;
2. Respirator cleaning and sanitizing;

3. Record Keeping;
4. Respirator Storage;
5. Respirator Fit Check; and
6. Emergencies.

### ***Basic Respiratory Protection Safety Procedures***

1. Only authorized and trained Employees may use Respirators. Those Employees may use only the Respirator that they have been trained on and properly fitted to use.
2. Only Physically Qualified Employees may be trained and authorized to use Respirators. A pre-authorization and annual certification by a qualified physician will be required and maintained. Any changes in an Employees health or physical characteristics will be reported to the program administrator and will be evaluated by a qualified physician.
3. Only the proper prescribed respirator or SCBA may be used for the job or work environment. Air-purifying respirators may be worn in work environments when oxygen levels are 19.5 percent to 23.5 percent and when the appropriate cartridge, (as determined by the manufacturer and approved by NIOSH), for the known hazardous substance is used. SCBAs will be worn in oxygen deficient and oxygen rich environments (below 19.5 percent or above 23.5 percent oxygen).
4. Employees working in environments where a sudden release of a hazardous substance is likely will wear an appropriate respirator for that hazardous substance (example: Employees working in an ammonia compressor room will have an ammonia APR respirator on their person).
5. Only SCBAs will be used in oxygen deficient environments, environments with an unknown hazardous substance or unknown quantity of a known hazardous substance, or any environment that is determined "Immediately Dangerous to Life or Health" (IDLH).
6. Employees with respirators loaned on "permanent check out" will be responsible for the sanitation, proper storage and security. Respirators damaged by normal wear will be repaired or replaced by the Company when returned.
7. The last Employee using a respirator and/or SCBA that is available for general use will be responsible for proper storage and sanitation. Monthly and after each use, all respirators will be inspected with documentation to assure its availability for use.
8. All respirators will be located in a clean, convenient and sanitary location.
9. In the event that Employees must enter a confined space; work in environments with hazardous substances that would be dangerous to life or health should an RPE (Respiratory Protection Equipment) fail (a SCBA is required in this environment); and/or conduct a HAZMAT entry, a "buddy system" detail will be used with a Safety Watchman with constant voice, visual or signal line communication. Employees will follow the established Emergency Response Program and/or Confined Space Entry Program when applicable.
10. Management will establish and maintain surveillance of jobs and work place conditions and degree of Employee exposure or stress to maintain the proper procedures and to provide the necessary RPE.

11. Management will establish and maintain safe operation procedures for the safe use of RPE with strict enforcement and disciplinary action for failure to follow all general and specific safety rules. Standard Operation Procedures for General RPE use will be maintained as an attachment to the Respiratory Protection Program and Standard Operation Procedures for RPE use under emergency response situations will be maintained as an attachment to the Emergency Response Program.

### *Selection of Respirators*

The Company has evaluated the respiratory hazard(s) in each workplace, identified relevant workplace and user factors and has based respirator selection on these factors. Also included are estimates of employee exposures to respiratory hazard(s) and an identification of the contaminant's chemical state and physical form. This selection has included appropriate protective respirators for use in IDLH atmospheres, and has limited the selection and use of air-purifying respirators. All selected respirators are NIOSH certified .

**List company air contaminants, estimates of exposure and respirators to be used with those contaminants in this section.**

**Filter Classifications** - These classifications are marked on the filter or filter package

#### **N-Series: Not Oil Resistant**

- Approved for non-oil particulate contaminants
- Examples: dust, fumes, mists not containing oil

#### **R-Series: Oil Resistant**

- Approved for all particulate contaminants, including those containing oil
- Examples: dusts, mists, fumes
- Time restriction of 8 hours when oils are present

#### **P-Series: Oil Proof**

- Approved for all particulate contaminants including those containing oil
- Examples: dust, fumes, mists
- See Manufacturer's time use restrictions on packaging

#### **Respirators for IDLH atmospheres.**

The following respirators will be used in IDLH atmospheres:

- A full face piece pressure demand SCBA certified by NIOSH for a minimum service life of thirty minutes, or
- A combination full face piece pressure demand supplied-air respirator (SAR) with auxiliary self-contained air supply.
- Respirators provided only for escape from IDLH atmospheres shall be NIOSH-certified for escape from the atmosphere in which they will be used.

#### **Respirators for atmospheres that are not IDLH.**

- The respirators selected shall be adequate to protect the health of the employee and ensure compliance with all other OSHA statutory and regulatory requirements, under routine and reasonably foreseeable emergency situations. The respirator selected shall be appropriate for the chemical state and physical form of the contaminant.

### ***Identification of Filters & Cartridges***

All filters and cartridges shall be labeled and color coded with the NIOSH approval label. The user shall ensure that the label is not removed and remains legible. A change out schedule for filters and cartridge has been developed to ensure these elements of the respirators remain effective.

### ***Respirator Filter & Canister Replacement***

An important part of the Respiratory Protection Program includes identifying the useful life of cartridges and filters used on air-purifying respirators. Each filter and cartridge shall be equipped with an end-of-service-life indicator (ESLI) certified by NIOSH for the contaminant; or

If there is no ESLI appropriate for the conditions, a change schedule for canisters and cartridges based on objective information or data that will ensure that canisters and cartridges are changed before the end of their service life shall be implemented.

### **Filter & Cartridge Change Schedule**

Stock of spare filters and cartridges shall be maintained to allow immediate change when required or desired by the employee.

### **Cartridges shall be changed based on the most limiting factor below:**

- Prior to expiration date;
- Manufactures recommendations for the specific use and environment;
- After each use;
- When requested by employee;
- When contaminant odor is detected; and
- When restriction to air flow has occurred as evidenced by increase effort by user to breathe normally.

Cartridges shall remain in their original sealed packages until needed for immediate use.

### **Filters shall be changed on the most limiting factor below:**

- Prior to expiration date;
- Manufactures recommendations for the specific use and environment;
- When requested by employee;
- When contaminant odor is detected;
- When restriction to air flow has occurred as evidenced by increase effort by user to breathe normally; and

- When discoloring of the filter media is evident.

Filters shall remain in their original sealed package until needed for immediate use.

### ***Respiratory Protection Schedule by Job and Working Condition***

The Company maintains a Respiratory Protection Schedule by Job and Working Condition. This schedule is provided to each authorized and trained Employee. The Schedule provides the following information:

- Job/Working Conditions;
- Work Location;
- Hazards Present;
- Type of Respirator or SCBA Required;
- Type of Filter/Canister Required;
- Location of Respirator or SCBA; and
- Filter/Cartridge change out schedule.

The schedule will be reviewed and updated at least annually and whenever any changes are made in the work environments, machinery, equipment, or processes or if respirator different respirator models are introduced or existing models are removed.

### **Permanent respirator schedule assignments are:**

Each person who engages in welding will have their own company provided dust-mist-fume filter APR. This respirator will be worn during all welding operations.

(List others, as appropriate)

### ***Physical and Medical Qualifications***

Records of medical evaluations must be retained and made available in accordance with 29 CFR 1910.1020.

### **Medical evaluation required**

Using a respirator may place a physiological burden on employees that varies with the type of respirator worn, the job and workplace conditions in which the respirator is used, and the medical status of the employee. The company provides a medical evaluation to determine the employee's ability to use a respirator, before the employee is fit tested or required to use the respirator in the workplace.

### **Medical evaluation procedures**

The employee will be provided a medical questionnaire by the designated Occupational Health Care Provider.

### **Follow-up medical examination**

The company shall ensure that a follow-up medical examination is provided for an employee who gives a positive response to any question among questions in Part B of the questionnaire or whose initial medical examination demonstrates the need for a follow-up medical examination. The follow-up medical examination shall include any medical tests, consultations, or diagnostic procedures that the Physician deems necessary to make a final determination.

### **Administration of the medical questionnaire and examinations**

The medical questionnaire and examinations shall be administered confidentially during the employee's normal working hours or at a time and place convenient to the employee. The medical questionnaire shall be administered in a manner that ensures that the employee understands its content. The company shall provide the employee with an opportunity to discuss the questionnaire and examination results with the Physician.

### **Supplemental information for the Physician**

The following information must be provided to the Physician before the Physician makes a recommendation concerning an employee's ability to use a respirator

- The type and weight of the respirator to be used by the employee;
- The duration and frequency of respirator use (including use for rescue and escape);
- The expected physical work effort;
- Additional protective clothing and equipment to be worn;
- Temperature and humidity extremes that may be encountered; and
- Any supplemental information provided previously to the Physician regarding an employee need not be provided for a subsequent medical evaluation if the information and the Physician remain the same.

The Company has provided the Physician with a copy of the written respiratory protection program and a copy of the OSHA Standard 29 CFR1910.134.

### **Medical determination**

In determining the employee's ability to use a respirator, the Company shall obtain a written recommendation regarding the employee's ability to use the respirator from the Physician. The recommendation shall provide only the following information:

- Any limitations on respirator use related to the medical condition of the employee, or relating to the workplace conditions in which the respirator will be used, including whether or not the employee is medically able to use the respirator;
- The need, if any, for follow-up medical evaluations;
- A statement that the Physician has provided the employee with a copy of the Physician's written recommendation; and
- If the respirator is a negative pressure respirator and the Physician finds a medical condition that may place the employee's health at increased risk if the respirator is used, the Company shall provide an APR if the Physician's medical evaluation finds that the employee can use such a respirator. If a subsequent medical evaluation finds that the

employee is medically able to use a negative pressure respirator, then the Company is no longer required to provide an APR

### **Additional Medical Evaluations**

At a minimum, the Company shall provide additional medical evaluations that comply with the requirements of this section if:

- An employee reports medical signs or symptoms that are related to ability to use a respirator;
- A Physician, supervisor, or the respirator program administrator informs the Company that an employee needs to be reevaluated;
- Information from the respiratory protection program, including observations made during fit testing and program evaluation, indicates a need for employee reevaluation; and
- A change occurs in workplace conditions (physical work effort, protective clothing, temperature, etc.) that may result in a substantial increase in the physiological burden placed on an employee.

### ***Respirator Fit Testing***

Before an employee is required to use any respirator with a negative or positive pressure tight-fitting face piece, the employee must be fit tested with the same make, model, style, and size of respirator that will be used. The Company shall ensure that an employee using a tight-fitting face piece respirator is fit tested prior to initial use of the respirator, whenever a different respirator face piece (size, style, model or make) is used, and at least annually thereafter

The Company has established a record of the qualitative and quantitative fit tests administered to employees including:

- The name or identification of the employee tested;
- Type of fit test performed;
- Specific make, model, style, and size of respirator tested;
- Date of test; and
- The pass/fail results for QLFTs or the fit factor and strip chart recording or other recording of the test results for QNFTs.

Additional fit tests will be conducted whenever the employee reports, or the Company, Physician, supervisor, or program administrator makes visual observations of, changes in the employee's physical condition that could affect respirator fit. Such conditions include, but are not limited to, facial scarring, dental changes, cosmetic surgery, or an obvious change in body weight.

If after passing a QLFT or QNFT, the employee notifies the Company, program administrator, supervisor, or Physician that the fit of the respirator is unacceptable, the employee shall be given a reasonable opportunity to select a different respirator face piece and to be retested.

### **Types of Fit Tests**

The fit test shall be administered using an OSHA-accepted QLFT or QNFT protocol. The OSHA-accepted QLFT and QNFT protocols and procedures are contained in Appendix A of OSHA Standard 29 CFR 1910.134.

- **QLFT** may only be used to fit test negative pressure air-purifying respirators that must achieve a fit factor of 100 or less.
- If the fit factor, as determined through an OSHA-accepted QNFT protocol, is equal to or greater than 100 for tight-fitting half face pieces, or equal to or greater than 500 for tight-fitting full face pieces, the QNFT has been passed with that respirator.
- **Fit testing of tight-fitting** atmosphere-supplying respirators and tight-fitting powered air-purifying respirators shall be accomplished by performing quantitative or qualitative fit testing in the negative pressure mode, regardless of the mode of operation (negative or positive pressure) that is used for respiratory protection.
- **Qualitative fit testing** of these respirators shall be accomplished by temporarily converting the respirator user's actual face piece into a negative pressure respirator with appropriate filters, or by using an identical negative pressure air-purifying respirator face piece with the same sealing surfaces as a surrogate for the atmosphere-supplying or powered air-purifying respirator face piece.
- **Quantitative fit testing** of these respirators shall be accomplished by modifying the face piece to allow sampling inside the face piece in the breathing zone of the user, midway between the nose and mouth. This requirement shall be accomplished by installing a permanent sampling probe onto a surrogate face piece, or by using a sampling adapter designed to temporarily provide a means of sampling air from inside the face piece.
- Any modifications to the respirator face piece for fit testing shall be completely removed, and the face piece restored to NIOSH approved configuration, before that face piece can be used in the workplace.

Fit test records shall be retained for respirator users until the next fit test is administered. Written materials required to be retained shall be made available upon request to affected employees.

### ***Respirator Operation and Use***

Respirators will only be used following the respiratory protection safety procedures established in this program. The Operations and Use Manuals for each type of respirator will be maintained by the Program Administrator and be available to all qualified users.

Surveillance by the direct supervisor shall be maintained of work area conditions and degree of employee exposure or stress. When there is a change in work area conditions or degree of employee exposure or stress that may affect respirator effectiveness, the Company shall reevaluate the continued effectiveness of the respirator.

#### **For continued protection of respirator users, the following general use rules apply:**

- Users shall not remove respirators while in a hazardous environment;
- Respirators are to be stored in sealed containers out of harmful atmospheres;
- Store respirators away from heat and moisture;
- Store respirators such that the sealing area does not become distorted or warped; and

- Store respirator such that the face piece is protected.

### **Face piece seal protection**

The Company does not permit respirators with tight-fitting face pieces to be worn by employees who have:

- Facial hair that comes between the sealing surface of the face piece and the face or that interferes with valve function; and/or
- Any condition that interferes with the face-to-face piece seal or valve function.

If an employee wears corrective glasses or goggles or other personal protective equipment, the Company shall ensure that such equipment is worn in a manner that does not interfere with the seal of the face piece to the face of the user.

### **Continuing Effectiveness of Respirators**

The Company shall ensure that employees leave the respirator use area:

- To wash their faces and respirator face pieces as necessary to prevent eye or skin irritation associated with respirator use;
- If they detect vapor or gas breakthrough, changes in breathing resistance, or leakage of the face piece; and
- To replace the respirator or the filter, cartridge, or canister elements.

If the employee detects vapor or gas breakthrough, changes in breathing resistance, or leakage of the face piece, the Company will replace or repair the respirator before allowing the employee to return to the work area.

### ***Procedures for IDLH atmospheres***

**For all IDLH atmospheres, the Company shall ensure that:**

- One employee or, when needed, more than one employee is located outside the IDLH atmosphere;
- Visual, voice, or signal line communication is maintained between the employee(s) in the IDLH atmosphere and the employee(s) located outside the IDLH atmosphere;
- The employee(s) located outside the IDLH atmosphere are trained and equipped to provide effective emergency rescue;
- The Company or designee is notified before the employee(s) located outside the IDLH atmosphere enter the IDLH atmosphere to provide emergency rescue; and
- The Company or designee authorized to do so by the Company, once notified, provides necessary assistance appropriate to the situation.

**Employee(s) located outside the IDLH atmospheres will be equipped with:**

- Pressure demand or other positive pressure SCBAs, or a pressure demand or other positive pressure supplied-air respirator with auxiliary SCBA; and either

- Appropriate retrieval equipment for removing the employee(s) who enter(s) these hazardous atmospheres where retrieval equipment would contribute to the rescue of the employee(s) and would not increase the overall risk resulting from entry; or
- Equivalent means for rescue where retrieval equipment is not required.

### ***Cleaning and Disinfecting***

The Company shall provide each respirator user with a respirator that is clean, sanitary, and in good working order. The Company shall ensure that respirators are cleaned and disinfected using the Standard Operating Procedure (SOP): Cleaning and Disinfecting.

#### **The respirators shall be cleaned and disinfected when:**

- Respirators issued for the exclusive use of an employee shall be cleaned and disinfected as often as necessary to be maintained in a sanitary condition;
- Respirators issued to more than one employee shall be cleaned and disinfected before being worn by different individuals;
- Respirators maintained for emergency use shall be cleaned and disinfected after each use; and
- Respirators used in fit testing and training shall be cleaned and disinfected after each use.

Cleaning and Storage of respirators assigned to specific employees is the responsibility of that Employee.

### ***Respirator Inspection***

All respirators/SCBAs, both available for "General Use" and those on "Permanent Check-out", will be inspected after each use and at least monthly. Should any defects be noted, the respirator/SCBA will be taken to the Program Administrator. Damaged respirators will be repaired or replaced. The inspection of respirators loaned on "Permanent Check-out" is the responsibility of that trained Employee.

#### **Respirators shall be inspected as follows:**

- All respirators used in routine situations shall be inspected before each use and during cleaning;
- All respirators maintained for use in emergency situations shall be inspected at least monthly and in accordance with the manufacturer's recommendations, and shall be checked for proper function before and after each use; and
- Emergency escape-only respirators shall be inspected before being carried into the workplace for use.

#### **Respirator inspections include the following:**

- A check of respirator function, tightness of connections, and the condition of the various parts including, but not limited to, the face piece, head straps, valves, connecting tube, and cartridges, canisters or filters;
- Check of elastomeric parts for pliability and signs of deterioration; and

- Self-contained breathing apparatus shall be inspected monthly. Air and oxygen cylinders shall be maintained in a fully charged state and shall be recharged when the pressure falls to 90% of the manufacturer's recommended pressure level. The Company shall determine that the regulator and warning devices function properly

**For Emergency Use Respirators the additional requirements apply:**

- Certify the respirator by documenting the date the inspection was performed, the name (or signature) of the person who made the inspection, the findings, required remedial action, and a serial number or other means of identifying the inspected respirator; and
- Provide this information on a tag or label that is attached to the storage compartment for the respirator, is kept with the respirator, or is included in inspection reports stored as paper or electronic files. This information shall be maintained until replaced following a subsequent certification.

***Respirator Storage***

**Respirators are to be stored as follows:**

- All respirators shall be stored to protect them from damage, contamination, dust, sunlight, extreme temperatures, excessive moisture, and damaging chemicals, and they shall be packed or stored to prevent deformation of the face piece and exhalation valve.
- Emergency Respirators shall be:
  - Kept accessible to the work area;
  - Stored in compartments or in covers that are clearly marked as containing emergency respirators; and
  - Stored in accordance with any applicable manufacturer instructions.

**Repair of Respirators**

Respirators that fail an inspection or are otherwise found to be defective will be removed from service to be discarded, repaired or adjusted in accordance with the following procedures:

- Repairs or adjustments to respirators are to be made only by persons appropriately trained to perform such operations and shall use only the respirator manufacturer's NIOSH-approved parts designed for the respirator;
- Repairs shall be made according to the manufacturer's recommendations and specifications for the type and extent of repairs to be performed; and
- Reducing and admission valves, regulators, and alarms shall be adjusted or repaired only by the manufacturer or a technician trained by the manufacturer.

***Breathing Air Quality and Use***

The Company shall ensure that compressed air, compressed oxygen, liquid air, and liquid oxygen used for respiration accords with the following specifications:

- Compressed and liquid oxygen shall meet the United States Pharmacopoeia requirements for medical or breathing oxygen;
- Compressed breathing air shall meet at least the requirements for Grade D breathing air described in ANSI/Compressed Gas Association Commodity Specification for Air, G-7.1-1989, to include:
  - Oxygen content (v/v) of 19.5-23.5%;
  - Hydrocarbon (condensed) content of 5 milligrams per cubic meter of air or less;
  - Carbon monoxide (CO) content of 10 ppm or less;
  - Carbon dioxide content of 1,000 ppm or less; and
  - Lack of noticeable odor.
- Compressed oxygen will not be used in atmosphere-supplying respirators that have previously used compressed air;
- Oxygen concentrations greater than 23.5% are used only in equipment designed for oxygen service or distribution;
- Cylinders used to supply breathing air to respirators meet the following requirements:
  - Cylinders are tested and maintained as prescribed in the Shipping Container Specification Regulations of the Department of Transportation (49 CFR part 173 and part 178);
  - Cylinders of purchased breathing air have a certificate of analysis from the supplier that the breathing air meets the requirements for Grade D breathing air;
  - Moisture content in breathing air cylinders does not exceed a dew point of -50 deg.F (-45.6 deg.C) at 1 atmosphere pressure;
  - Breathing air couplings are incompatible with outlets for nonrespirable worksite air or other gas systems. No asphyxiating substance shall be introduced into breathing air lines; and
  - Breathing gas containers shall be marked in accordance with the NIOSH respirator certification standard, 42 CFR part 84.

## **CONFINED SPACE PROGRAM**

### **References:**

North Carolina Occupational Safety and Health Standards for General Industry: 29 CFR 1910.146.

### **Purpose:**

To provide a means by which employees can be protected from the hazards associated with entry into permit required confined spaces, and to develop procedures by which employees shall enter such spaces.

### **Policy:**

- I. All spaces owned or operated by the employer that meet the definition of permit required confined spaces shall be identified and appropriately marked, and access to such spaces shall be controlled.
- II. Employees are prohibited from entering any space meeting the definition of permit required confined space, unless the following conditions are met:
  - A. The employer determines that employees must enter permit required confined spaces to perform the mission of the Unit and/or the duties of the employee.
  - B. The employees are trained in the duties under this policy which they are to perform.
  - C. The space is rendered safe for entry by:
    1. Issuance and compliance with the conditions of a permit;
    2. The space is reclassified as a non-permit space; or
    3. Alternate Entry Procedures are performed.
- III. Permits issued under the procedures in this policy shall be limited in duration to no longer than eight hours.

### **Definitions:**

- I. Confined Space Definitions
  - A. Confined Space - a space that meets all three of the following conditions:
    1. Large enough for a person to bodily enter and perform work;

2. Has only means of entry/egress that requires a person to enter by a means other than normal walking, such as crawling, squatting, climbing, bending, or use of devices; and
  3. Is not designed for people to continually occupy the space.
- B. Non-Permit Space - a confined space that does not contain any actual or potential hazards capable of causing death or serious physical harm.
- C. Permit Required Confined Space, Permit Space - a confined space which 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 an entrant;
  3. Has an internal configuration that could trap or asphyxiate an entrant, such as inwardly converging walls or a floor that slopes downward and tapers to a smaller cross-section; and/or
  4. Contains any other recognized serious safety and/or health hazard.

## II. Person Definitions

- A. Attendant - the trained individual stationed outside the permit space who monitors the authorized entrants and who performs all attendant duties.
- B. Entrant - the trained individual who enters the permit space.
- C. Entry Supervisor - the trained individual with the responsibility to:
1. Assure that acceptable entry conditions are present within a permit space under his/her jurisdiction;
  2. Issue a permit authorizing entry;
  3. Overseeing entry operations; and
  4. Terminating the entry and permit.

## III. Hazard Definitions

- A. Engulfment - the surrounding and effective capture of a person by a liquid or finely divided (flowable) solid substance that can be aspirated to cause death by filling or plugging the respiratory system, or that can exert enough force on the body to cause death by strangulation, constriction, or crushing.
- B. Hazardous atmosphere - an atmosphere that may expose employees to the risk

of death, incapacitation, impairment of the ability to escape unaided from a permit space, injury, or acute illness. Hazardous atmospheres may be created by conditions such as, but not limited to:

1. Flammable gas, vapors, or mists in excess of ten percent of the lower flammable limit (LFL).
2. Airborne combustible dusts at a concentration that:
  - a. Meets or exceeds its LFL; and/or
  - b. Obscures vision at a distance of five feet or less.
3. Atmospheric oxygen concentration below 19.5 percent or above 23.5 percent.
4. Atmospheric concentrations at or above the Permissible Exposure Limit (PEL) of substances identified in Subpart Z of 29 CFR 1910.
5. Any other atmospheric conditions which are immediately dangerous to life and health.

C. Immediately Dangerous to Life and Health (IDLH) - any condition that:

1. Poses an immediate or delayed threat to life;
2. Would cause irreversible adverse health effects; and/or
3. Would interfere with an individual's ability to escape unaided from a permit space.

IV. Hazard Control Definitions

- A. Conditions of Entry - the conditions that must exist in a permit space to allow employees to safely enter and perform duties within the space.
- B. Blanking, Binding - absolute closure of a pipe, line, or duct by fastening a solid plate that completely covers the bore and that is capable of withstanding the maximum pressure of the pipe, line, or duct with no leakage beyond the plate.
- C. Double Block and Bleed - the closure of a line, duct, or pipe by closing and locking/tagging out two in-line valves, and opening and locking/tagging out a drain or vent in the line between the two closed valves.
- D. Inerting - the displacement of the atmosphere in a permit space by a noncombustible gas to such an extent that the resulting atmosphere is noncombustible, producing an IDLH oxygen-deficient atmosphere.

- E. Isolation - the complete removal of a permit space from service and the complete protection of that space from the release of energy or material.
- F. Line Breaking - the intentional opening of a pipe, line, or duct that is or has been carrying flammable, corrosive, or toxic material, an inert gas, or any fluid at a volume, pressure, or temperature capable of causing injury.

#### V. Permit Definitions

- A. Alternate Entry Procedures - the use of continuous forced air ventilation and atmosphere monitoring in lieu of a permit to enter a permit required confined space that:
  - 1. Has an actual or potential hazardous atmosphere that can be demonstrably controlled by continuous forced air ventilation alone; and
  - 2. Has no other hazards of any kind.
- B. Emergency - any occurrence (including the failure of hazard control or monitoring equipment) or event, internal or external to the permit space, which could endanger entrants.
- C. Entry - the action of breaking the plane of an opening of a permit space with any part of the body.
- D. Permit - the written or printed document authorizing entry into a permit space and designating the requirements for entry.
- E. Prohibited Condition - any condition in a permit space that is not allowed by the permit during the period when entry is authorized.
- F. Testing - the process by which the hazards that may confront entrants are identified and evaluated. This term includes the specification of tests that are to be performed in the permit space.

#### VI. Other Definitions

- A. Contract for Work - contracts initiated by the employer.

#### **Procedures:**

##### I. Employer Controlled Confined Spaces

###### A. Identification of Confined Spaces

- 1. The employer shall identify each space under their jurisdiction which meets the definition of confined space, if any exist, and shall maintain a list of such spaces.

2. The employer shall determine if the confined space meets the definition of permit required confined space.
    - a. Each confined space on the list shall be designated as a non-permit or permit space.
    - b. The hazards of each permit space shall be catalogued.
  3. The list shall be distributed to all affected managers and employees.
  4. The employer shall provide for a Danger sign to be posted at the means of ingress to each identified confined space.
    - a. Signs shall meet the requirements of Danger signs.
    - b. The legend on the signs for permit spaces shall state: "PERMIT REQUIRED CONFINED SPACE. DO NOT ENTER WITHOUT AUTHORIZATION AND PERMIT".
- B. The employer of employees whose job duties require entry into identified confined spaces may create specific procedures to enter confined spaces, if all elements of 29 CFR 1910.146 are met.
- C. The supervisor with jurisdiction over employees who are required to enter an identified confined space shall:
1. Receive training as an Entry Supervisor.
  2. Determine whether employees enter permit spaces, or perform work within non-permit spaces that may cause the space to meet the definition for permit required confined space during the work activities. If so, the supervisor shall:
    - a. Select an Entry Supervisor(s) to oversee entry activities, and provide for training of the employee(s);
    - b. Ensure that affected employees receive training as entrants;
    - c. Procure the necessary equipment to perform the tests required for entry;
    - d. Ensure that an adequate number of employees have received training as attendants;
    - e. Contact the local emergency rescue agency and establish assurance that they will perform rescue coverage during entry operations;

- i. The supervisor, with the assistance of the company management as necessary, shall ensure that the rescue services are adequately trained and equipped to perform rescue operations from the space in compliance with safety regulations;
    - ii. The supervisor shall procure this assurance in writing;
    - iii. The supervisor should invite rescue personnel to the site to pre-plan rescue operations; and
    - iv. If the rescue services cannot or will not perform such services, the supervisor or employee shall develop and implement a means to perform rescue for the space.
- D. For each entry into a non-permit space, the designated Entry Supervisor shall review the work to be performed.
  1. If the work will introduce a hazard into the space that will cause it to meet the definition for permit required confined space, the supervisor shall:
    - a. Temporarily reclassify the space as a permit space;
    - b. Follow the procedures for entry into a permit space;
    - c. Upon termination of the permit, reinspect the space and take whatever actions necessary to remove the created hazards; and
    - d. Reclassify the space as a non-permit space.
  2. If the work does not introduce a hazard, the Entry Supervisor may authorize entry into the space.
- E. For each entry into a permit space, the designated Entry Supervisor shall:
  1. Perform the pre-entry duties of the entry supervisor on the permit space to be entered;
  2. Prepare an entry permit, reclassify the space as a non-permit space, or authorize alternate entry procedures, in compliance with the relevant procedures of this section;
  3. Perform the post-entry duties of the entry supervisor;
  4. Collect the permit from the attendant at the end of entry, or prepare the documentation for reclassification or alternate entry; and

5. Maintain the permit or documentation for the required retention period.
- F. For the duration of each entry into a permit space, the entrants and attendants shall perform the duties outlined in these procedures, and shall return the permit or documentation to the Entry Supervisor upon termination of entry.
- G. Contractors
1. The employer shall ensure that every contract for work within an identified permit space, or work within a non-permit space that will introduce a reclassifying hazard, shall:
    - a. Apprise the contractor that the space is a permit-required confined space and of the hazards within the space;
    - b. Require the contractor to control entry into the space by a permit system meeting the requirements of 29 CFR 1910.146; and
    - c. Require the contractor to eliminate any temporary hazards created by the work, or notify the supervisor responsible for the space of any permanent hazards created by the work.
  2. The Contractor or its designee shall notify the responsible supervisor prior to entry.
    - a. The supervisor shall notify any employees near or affected by entry; and
    - b. If employees shall enter the space with contracted employees, the supervisor shall ensure that entry operations are coordinated with the contractor or designee to assure that:
      - i. All entrants of both employers can be accounted for during the entry;
      - ii. The work of one employer does not endanger the employees of the second employer;
      - iii. There is a properly trained attendant in place whenever employees of either employer have entered the space; and
      - iv. Temporary hazards are eliminated, and the supervisor is apprised of new permanent hazards.
  3. The Contractor or designee shall meet with the supervisor after completion of the entry to provide notification of:
    - a. Any new permanent hazards created by the work; and/or

- b. Any unidentified hazards encountered during the entry.

#### H. Re-Evaluation

1. The employer shall re-evaluate identified confined spaces within their jurisdiction to determine if such spaces should be added, deleted, or reclassified.
2. Re-Evaluation shall be performed:
  - a. After notification by the responsible supervisor of a change in the hazards of a confined space;
  - b. After review by the employer during the annual inspection; and
  - c. After notification of changes in hazards in a confined space by employees, managers, or any other source.

#### II. Field Staff (e.g. service/repair technicians)

- A. Each manager shall determine by job title any field staff that may enter permit required confined spaces, and shall document the determination.
- B. Managers of employees authorized to enter permit spaces shall:
  1. Procure the equipment necessary for entry testing and develop procedures to provide entry supervisors with the equipment as necessary;
  2. Designate and train Entry Supervisors, Attendants, and Entrants.
    - a. Field employees entering a permit space may be both the Entry Supervisor and the Entrant, or the Entry Supervisor and the Attendant.
    - b. Field employees serving as an Attendant for a permit space entry shall not be an Entrant during that entry unless relieved by another authorized attendant.
  3. Designate and train a Program Coordinator responsible for maintaining the required canceled permits and documentation.
  4. Establish procedures to provide for rescue operations.
    - a. The manager may contact emergency rescue personnel in each location employees are likely to encounter permit spaces, and procure in writing assurance that the emergency service:

- i. is trained in rescue procedures for the type of space employees enter;
    - ii. is equipped to perform rescue from the type of space; and
    - iii. if contacted prior to entry by the entry supervisor, will indicate whether they will or will not provide rescue coverage during that entry.
  - b. The manager may elect to develop procedures requiring Entry Supervisors to contact emergency services prior to each entry to procure coverage. Such procedures shall ensure that the entry supervisor determines that the contacted rescue services are properly trained and equipped to perform rescue in the specified space, are aware of the entry and exit times, agree to provide rescue coverage for that time, and will notify the attendant should rescue coverage end for any reason.
  - c. The manager may elect to establish other means of guaranteeing and certifying rescue coverage. Such procedures shall address training, practice, equipment, and other relevant issues.
- C. Authorized employees encountering a permit space which they need to enter to carry out their job duties shall have a trained Entry Supervisor to coordinate with the entity controlling the space prior to entry.
  - 1. The Entry Supervisor shall perform the pre-entry duties for the permit space in concert with the controlling entity.
    - a. If the controlling entity has a permit required confined space program:
      - i. The Entry Supervisor shall conform to the requirements of that program where they do not conflict or provide less protection than our procedures;
      - ii. The Entry Supervisor may authorize the use of an adequately trained attendant provided by the controlling entity, upon provision or verification of training. The attendant's name, position, and employer shall be recorded on the permit;
      - iii. The Entry Supervisor may accept actions taken by the controlling entity to authorize Alternate Entry Procedures or to reclassify the space as non-permit, after verifying and documenting the effectiveness of such actions. The Entry Supervisor may accept a copy of the controlling entity's documentation to meet the documentation requirement;

- iv. The Entry Supervisor may accept the controlling entity's rescue procedures if the entity agrees, but must verify that rescue personnel are notified prior to entry;
- v. Upon request by the controlling entity, the Entry Supervisor shall obtain and provide the following documents as proof of program and entrant training:
  - (A) A copy of this policy;
  - (B) A copy of our training protocol for Entrants;
  - (C) A copy of the entrant's training documentation; and
  - (D) The name and telephone number of the employer contact.
- b. If the controlling entity does not have a permit required confined space program or has not identified the space as permit required:
  - i. If the controlling entity agrees to take the actions necessary for reclassifying a space to non-permit, the Entry Supervisor may oversee such actions, test their effectiveness, and reclassify the space;
  - ii. If conditions for Alternate Entry Procedures can be met, the Entry Supervisor may verify the achievement of the conditions and authorize Alternate Entry Procedures;
  - iii. If the controlling entity agrees to supply and require an individual to perform the functions of an Attendant, and if the Entry Supervisor can meet the conditions outlined in this policy for Special Attendants, the Entry Supervisor may authorize the individual as the attendant for the entry and prepare the required documentation.
- 2. The Entry Supervisor shall prepare and issue the permit, or prepare the required documentation for Alternate Entry Procedures or reclassification.
- 3. The Entrant and Attendant shall follow the procedures for their classification for the duration of the entry, and return the permit or documentation to the Entry Supervisor at completion of the entry.
- 4. The Entry Supervisor shall perform post-entry duties in concert with the controlling entity.
  - a. If the controlling entity has a permit required confined space program, the Entry Supervisor shall allow the controlling entity to

- perform the post-entry activities required by that program;
  - b. If the controlling entity does not have a permit required confined space program, the Entry Supervisor shall oversee the return of the space to the condition prior to entry.
5. The Entry Supervisor shall immediately meet with the controlling entity to provide information on:
- a. Hazards within the space of which the controlling entity was unaware, and/or
  - b. Any unexpected problems occurring during entry procedures.
6. The Entry Supervisor shall submit the canceled permit and/or any documentation prepared as a result of entry to the Program Coordinator, who shall retain the document for the required retention period. The Entry Supervisor shall also report any emergencies, evacuations, or other unexpected events related to the entry, which shall be recorded in writing by the Program Coordinator (designated by the employer).

### III. Entry Procedures for Permit Spaces

#### A. Pre-Permit Duties of the Entry Supervisor

1. The Entry Supervisor shall record on the permit a descriptive identification of the permit space and its location.
2. The Entry Supervisor shall record on the permit the date of entry, the time of issuance, and the time of expiration. No permit shall be issued for a period longer than eight hours.
3. The Entry Supervisor shall record on the permit the reason for the entry.
4. The Entry Supervisor shall survey the permit space without entry and review the work to be performed, to identify the existing or potential hazards. Such hazards shall be recorded on the permit.
  - a. Gases or vapors which could displace the oxygen or processes which could consume oxygen;
  - b. Flammable gases;
  - c. Any other chemicals, gases, fumes, or mists which could be present or released by entry activities;
  - d. A potential for low levels of oxygen from a lack of adequate ventilation;

- e. A potential for high levels of oxygen;
  - f. Liquids or flowable solids which could engulf an entrant;
  - g. Inwardly converging walls, sloped floors that taper to a smaller cross-section, pits or holes in the floor into which an entrant could stumble into and become wedged, and/or other characteristics of the configuration of the space which could trap or asphyxiate an entrant;
  - h. Radiation;
  - i. Bare, exposed, or ungrounded conductive parts of electrical equipment, machinery, wiring, fixtures, or installations;
  - j. Unguarded points of operation or moving parts of machinery; and
  - k. Any other recognized hazard that could result in accidental injury or occupational illness requiring treatment greater than first aid.
5. The entry supervisor shall determine the actions necessary prior to entry to eliminate or control the hazards, and shall record them on the permit.
- a. Notification of the selected rescue personnel shall be required for each entry.
  - b. Atmospheric Hazards.
    - i. If a potential or actual atmospheric hazard exists, testing shall be required.
      - (A) Oxygen, flammable gas, and carbon monoxide tests shall be conducted.
      - (B) The Entry Supervisor shall obtain and list the Permissible Exposure Limits (PEL) for each identified air contaminant.
      - (C) The Entry Supervisor shall test for each identified air contaminant.
    - ii. The Entry Supervisor shall determine if the atmospheric hazard can be eliminated or controlled by purging, venting, inerting, continuous forced air ventilation, or combination.
    - iii. If the only hazard in a space is a hazardous atmosphere and Alternate Entry Procedures are the desired means of entry, forced air ventilation is required.

- c. Engulfment Hazard elimination or control by blanking, binding, double block and bleed, line braking, or other methods.
  - d. Configuration Control means. Configuration hazards usually cannot be eliminated.
  - e. Other Serious Hazards elimination or control by lock-out/tag-out or other means.
  - f. The need for traffic control devices to isolate the permit space from vehicular and pedestrian traffic.
6. The Entry Supervisor shall determine and record the required equipment for entry.
- a. Equipment for the Attendant to summon rescue and the Entry Supervisor is required for all permit entries.
  - b. Equipment designed to test oxygen, flammable gases, and carbon monoxide shall be required for all permit spaces with hazardous atmospheres.
  - c. Equipment designed to test levels of identified airborne contaminants shall be required where such have been identified.
  - d. A forced air ventilation system is required for Alternate Entry Procedures, and shall be required if determined by the Entry Supervisor.
  - e. Personal protective equipment is required where hazards cannot be effectively eliminated or controlled.
  - f. Traffic control equipment is required if the permit space is not effectively isolated from vehicle or pedestrian traffic.
  - g. Mechanical rescue equipment is required unless its use creates a greater hazard or would not effectively contribute to rescue.
    - i. Body Harness with retrieval line attached at the upper back should be used whenever feasible.
    - ii. Wristlets may be used where body harnesses are not feasible.
    - iii. Mechanical retrieval devices shall be used for vertical entries into spaces deeper than five feet. Mechanical devices or fixed point connection may be used otherwise.



1. The Entry Supervisor shall ensure that required equipment is procured and available, and that pre-entry actions are completed prior to entry. The Entry Supervisor may perform these duties or may delegate them to the Attendant and/or other authorized Entrants.
2. Each pre-entry requirement successfully met shall be checked off in the block provided on the permit. When all requirements are completed, the responsible employee shall verify the actions by signing the permit.
3. Required atmospheric testing shall be performed in the order indicated below after the pre-entry actions to address atmospheric hazards have been performed. Entry may proceed only if the tests indicate:
  - a. The percentage of oxygen in the permit space is between 19.5% and 23.5%.
  - b. The percentage of flammable gases is at or lower than 10 percent of the Lower Flammable Limit.
  - c. The parts per million parts (ppm) of carbon monoxide is at or lower than 17.
  - d. The amount of other identified air contaminants is/are less than one-half the PEL. Where more than one air contaminant is observed, those contaminants will be reviewed for additive effects.
4. The permit shall be posted at the point of entry into the space, and each authorized employee shall review it to become familiar with the hazards of the space and the acceptable entry conditions.

#### C. Entry

1. Entrants shall:
  - a. Enter the space and perform the assigned work as expediently as possible.
  - b. Wear and use all equipment required by the permit.
  - c. Notify the Attendant or Lead Entrant periodically or upon request that all is well.
  - d. Immediately evacuate the space and alert the Attendant or Lead Entrant whenever any of the following occurs:
    - i. The development of a condition not in compliance with the permit;

- ii. The development of a sign or symptom of exposure to a dangerous situation;
  - iii. Failure of any required equipment; and/or
  - iv. The Attendant or Lead Entrant orders an evacuation.
- 2. Lead Entrants shall:
  - a. Maintain awareness of the location of the entrants, either inside or outside of the permit space;
  - b. If entry is by Alternate Entry Procedures, perform hourly atmospheric monitoring of the space and record on the Gas Monitoring Log of the permit;
  - c. Order an immediate evacuation upon becoming aware of:
    - i. Any sign or symptom of exposure to a dangerous situation;
    - ii. Any development of a condition not in compliance with the permit; and/or
    - iii. Failure of any required equipment.
- 3. Attendants shall:
  - a. Station themselves outside the permit space at the opening to the space, and remain in place throughout the duration of the entry or until relieved by another authorized Attendant;
  - b. Perform no other duties beyond those stated for Attendants;
  - c. Maintain an accurate count of entrants within and without the space, by use of the Entry Log on the permit;
  - d. Perform hourly atmospheric monitoring of spaces containing hazardous atmospheres, and record on the Gas Monitoring Log on the permit;
  - e. Communicate with entrants by voice or communication equipment periodically to assure that all is well;
  - f. Order an immediate evacuation of the space:
    - i. Upon becoming aware of the development of a sign or symptom of an exposure to a dangerous situation;

- ii. Upon becoming aware of the development of a condition out of compliance with the permit;
  - iii. Upon failure of an entrant to answer an attempt at communication; and/or
  - iv. If unable to continue the performance of functions as an Attendant.
- g. Summon rescue services if needed;
  - h. Warn unauthorized persons away from the permit space; and
  - i. Summon the Entry Supervisor if unauthorized persons refuse to leave the space.
4. The Entry Supervisor shall remove unauthorized persons from the permit space, as needed.

D. Completion of Entry

- 1. The Attendant or Lead Entrant shall assure that all entrants have exited the space.
- 2. If the space was evacuated prior to completion of work:
  - a. The Attendant or Lead Entrant shall immediately terminate the permit by checking the appropriate box and describing the reasons for evacuation on the permit, then contacting the Entry Supervisor;
  - b. The Entry Supervisor shall:
    - i. Immediately notify the employee's supervisor of any injured or overexposed employee;
    - ii. Determine if reentry is required to complete work, eliminate a created hazard, or return the space to normal operation.
      - (A) If reentry must be performed:
        - (1). Resurvey the space to determine the cause of the evacuation; and
        - (2). Issue another permit which includes the elimination or control of the hazard causing the evacuation. Alternate Entry Procedures and Reclassification to Non-Permit Space shall not be approved.

- (B) If reentry is unnecessary:
  - (1) Oversee the completion of the post-entry activities indicated on the permit; and
  - (2) End the entry activities.
- 3. If the entry was successfully completed, the Attendant or Lead Entrant shall:
  - a. Indicate such by checking the appropriate block on the permit;
  - b. Oversee the completion of post-entry actions indicated on the permit, and verify by signing in the appropriate location;
  - c. Add any pertinent information concerning the entry on the permit; and
  - d. Return the permit to the Entry Supervisor.

#### IV. Training

##### A. All Employees

- 1. The supervisor shall ensure that each employee receives awareness training on:
  - a. The identifying characteristics of a confined space;
  - b. The identifying characteristics of a permit space;
  - c. The authorization or prohibition of their job classification to enter permit spaces;
  - d. Required actions when working around or near a permit space entry; and
  - e. The authority of authorized Attendants and Entry Supervisors.
- 2. Training shall be required:
  - a. During orientation;
  - b. Within two months of the determination of the employee's entry authorization, but prior to entry; and
  - c. Whenever the supervisor becomes aware that the employee has failed to follow the instructions provided in the training.

3. The Supervisor shall provide the Program Coordinator with notification that training has been received.

B. Program Coordinators

1. The employer shall ensure that the designated Program Coordinator receives training in:
  - a. The requirements of this policy and procedures; and
  - b. The duties the Coordinator shall perform.
2. Training shall be provided:
  - a. Within two months after designation as Program Coordinator; and
  - b. Within one month of revisions to this policy and/or procedures.

C. Entry Supervisors, Attendants, and Entrants

1. The Supervisor shall ensure that employees designated as Entry Supervisors, Attendants, and/or Entrants receive training in:
  - a. The requirements of this policy and any Procedures;
  - b. The duties, authority, and responsibilities of Entry Supervisors, Attendants, Lead Entrants, and Entrants;
  - c. The types of hazards expected to be encountered in permit spaces;
  - d. The calibration, use, care and cleaning of equipment expected to be used during entry operations; and
  - e. The performance of pre-entry actions expected to be required in permit spaces.
2. Training shall be provided:
  - a. Prior to assignment or authorization of duties within permit spaces;
  - b. Within one month after revisions of this policy or procedures. Assignment or authorization for permit space entry shall be suspended until training is completed;
  - c. Whenever the supervisor becomes aware that an employee is deviating from the procedures of this policy. Assignment or authorization for permit space entry shall be suspended until training

is completed; and

- d. Annually.
3. The supervisor shall develop written certification that each affected employee has successfully completed training.
- a. Certification shall include:
    - i. Employee Name;
    - ii. Authorized Duty (Entry Supervisor, Attendant, and/or Entrant);
    - iii. Name of the Trainer; and
    - iv. Synopsis of topics covered.
  - b. A copy of the certification shall be provided to the employee and Program Coordinator.

#### V. Program Review

- A. The Employer and Program Coordinator/Entry Supervisor shall review the effectiveness of the Program upon the annual inspection, using the canceled permits and other documentation from the preceding twelve months, Entry Supervisor comments, and other available information.
- B. The Program Coordinator/Entry Supervisor may make recommendations to management at any time to make changes in procedures to address and correct weaknesses in the procedures.
- C. The Program Coordinator/Entry Supervisor and/or Unit Manager may notify the employer at any time of potential weaknesses in policy and/or procedures. The employer shall view and initiate whatever changes necessary to address confirmed weaknesses.

#### VI. Retention of Records

- A. Canceled Permits and other documentation shall be retained by the Program Coordinator not less than one year following the date of entry. Permits shall then be retained as an employee exposure record if applicable.
- B. Employee training certification shall be retained by the Program Coordinator for the length of employment.



**SAMPLE CONFINED SPACE ENTRY PERMIT**

**PERMIT VALID FOR 8 HOURS ONLY. ALL COPIES OF PERMIT WILL REMAIN AT JOB SITE UNTIL JOB IS COMPLETED**

Date: \_\_\_\_\_ Site Location and Description: \_\_\_\_\_

Purpose Of Entry: \_\_\_\_\_

Supervisor(s) in charge of crews \_\_\_\_\_ Type of Crew Phone # \_\_\_\_\_

Communication Procedures: \_\_\_\_\_

Rescue Procedures (Phone Numbers At Bottom) \_\_\_\_\_

**BOLD DENOTES MINIMUM REQUIREMENTS TO BE COMPLETED AND REVIEWED PRIOR TO ENTRY**

REQUIREMENTS COMPLETED	DATE	TIME
Lock Out/De-energizer/Try-out	_____	_____
Line(s) Broken-Capped-Blanked	_____	_____
Purge-Flush and Vent	_____	_____
Ventilation	_____	_____
Secure Area (Post and Flag)	_____	_____
Breathing Apparatus	_____	_____
Resuscitator – Inhalator	_____	_____
Standby Safety Personnel	_____	_____
Full Body Harness w/"D" ring	_____	_____
Emergency Escape Retrieval Equipment	_____	_____
Lifelines	_____	_____
Fire Extinguishers	_____	_____
Lightning (Explosive Proof)	_____	_____
Protective Clothing	_____	_____
Respirator(s) (Air Purifying)	_____	_____
Burning and Welding Permit	_____	_____

Note: Items that do not apply enter N/A in the blank.

**\*\*RECORD CONTINUOUS MONITORING RESULTS EVERY 2 HOURS**

CONTINUOUS MONITORING**	Permissible				
TEST(S) TO BE TAKEN	Entry Level	_____	_____	_____	_____
PERCENT OF OXYGEN	19.5% to 23.5%	_____	_____	_____	_____
LOWER FLAMMABLE LIMIT	Under 10%	_____	_____	_____	_____
CARBON MONOXIDE	+35 PPM	_____	_____	_____	_____
Aromatic Hydrocarbon	+ 1 PPM * 5PPM	_____	_____	_____	_____
Hydrogen Cyanide	(Skin) * 4PPM	_____	_____	_____	_____
Hydrogen Sulfide	+10 PPM *15PPM	_____	_____	_____	_____
Sulfur Dioxide	+ 2 PPM * 5PPM	_____	_____	_____	_____
Ammonia	*35PPM	_____	_____	_____	_____

See Appendix D-2 in 1910.146 for prior table layout. (Page 313 of green book)

\*Short-term exposure limit: Employee can work in the area up to 15 minutes.

+8 hr. Time Weighted Avg.: Employee can work in area 8 hrs (longer with appropriate respiratory protection).

REMARKS: \_\_\_\_\_

GAS TESTER NAME & CHECK #	INSTRUMENT(S) USED	MODEL &/OR TYPE	SERIAL &/R UNIT #
_____	_____	_____	_____

**SAFETY STANDBY PERSON IS REQUIRED FOR ALL CONFINED SPACE WORK**

SAFETY STANDBY PERSON(S)	CHECK #	CONFINED SPACE ENTRANT(S)	CHECK #	CONFINED SPACE ENTRANT(S)
_____	_____	_____	_____	_____

SUPERVISOR AUTHORIZING – ALL CONDITIONS SATISFIED \_\_\_\_\_ DEPARTMENT/PHONE \_\_\_\_\_

PHONE # FOR AMBULANCE \_\_\_\_\_

PHONE # FOR FIRE DEPARTMENT \_\_\_\_\_

PHONE # FOR RESCUE \_\_\_\_\_

PHONE # FOR GAS COMPANY \_\_\_\_\_

## **FIRST AID POLICY**

This policy does not supercede or replace an exposure control program that is required by 1910.1030 or 13 NCAC 07F.0201(a)(3) when there is foreseeable employee exposure to bloodborne pathogens arising from performance of an employee's job duties, such as a designated first responder.

In the event an employee is injured on the job, first aid kits are available for them to treat their own injuries. In the event of a serious injury, 911 or medical response will be summoned. No employee is required to treat another's wounds. However, in the event "Good Samaritan" assistance is rendered, barrier protection is available in the first aid kits. The employer is not responsible for any exposure to blood or body fluids that the "Good Samaritan" may incur.