



# WEEKLY SAFETY MEETING

## CONFINED SPACE ENTRY

### Confined Space Definitions:

- ✚ Is large enough and so configured that an employee can bodily enter it;
- ✚ Has a limited means for entry or exit; and
- ✚ Is not designed for continuous occupancy.

Examples of confined spaces include, but are not limited to: tanks, vessels, silos, storage bins, hoppers, vaults, pits, pipelines, tunnels, shafts, sewers, manholes, boilers, and ducts.

### Permit Required Confined Space has one or more of the following characteristics:

- ✚ Contains or has the potential to contain a hazardous atmosphere;
- ✚ Contains a material that has the potential for engulfing an entrant;
- ✚ Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or
- ✚ Contains any other recognized serious safety or health hazards.

### Permit Required Confined Space Requirements

- ✚ All personnel are required to comply with the procedures established by Winger Companies' Confined Space Program.
- ✚ Customer facilities are required to post all spaces that are classified as permit required spaces.
- ✚ Any space that meets confined space characteristics that is "not posted" will be evaluated by Winger Companies supervision and safety personnel to determine if the space meets permit required confined space criteria.
- ✚ Entry into permit required confined spaces **SHALL** be by permit only.
- ✚ Prior to entry, employees will be trained on the entry permit and procedures and **SHALL** follow all of the provisions for the duration of the entry. **ONLY** authorized and specifically trained employees may work at a confined space.
- ✚ **Safety personnel MUST be notified before any confined space entries.**
- ✚ **PRE-ENTRY MEETINGS** are absolutely critical in order to perform permit required confined space work activities safely. Prior to entry, a pre-entry meeting **MUST** be conducted with the customer and all personnel involved in the entry. This **MUST** include a review of the scope of the work to be done, the potential hazards, the means and methods to control those hazards, atmospheric testing results, the communication method to be used between the entrant and attendant, and the emergency procedures.
- ✚ A properly completed confined space entry permit is required prior to entering the space.
- ✚ The completed permit **MUST** be present at the entry location of the space to be entered.
- ✚ Any additional required work permits (e.g. cutting, welding / hot work) **MUST** be completed and approved prior to entry.
- ✚ Proper ventilation for each space must be calculated and planned accordingly. Ventilation could include natural, mechanical, positive and negative, and various openings in the space, etc. Depending on the size, the space should be ventilated for a minimum of 30 minutes before entry. Make sure ventilation air is not contaminated, i.e. carbon monoxide from nearby vehicles.
- ✚ Flexible ductwork for ventilation should be set up as straight as possible for optimal air flow. Every bend in the flexible ductwork reduces the air flow dramatically.
- ✚ Prior to entering a permit required confined space, the space **SHALL** be tested for hazardous atmosphere. Air monitoring testing **SHALL** be conducted for:
  - Oxygen (between 19.5—23.5%)
  - Combustible gases / vapors (LEL—Lower Explosive Limit <10%)
  - Toxic gases / vapors such as:
    - Sulfur Dioxide—SO<sub>2</sub> <2 PPM,
    - Hydrogen Sulfide—H<sub>2</sub>S <10 PPM, or
    - Carbon Monoxide—CO <35 PPM
- ✚ Initial air monitoring tests **MUST** be conducted from outside the confined space and taken at the top, middle, and bottom of the space. Entry into the confined space is not allowed until acceptable atmospheric conditions have been met.
- ✚ The confined space **SHALL** be ventilated as needed to maintain a safe working atmosphere.
- ✚ The confined space atmosphere **MUST** be monitored and recorded during the duration of the entry. Continuous air monitoring is the preferred method. Recordings are documented on the permit every 30 minutes or more often if required.
- ✚ If the atmosphere becomes hazardous, entrants **MUST** evacuate the space immediately. Re-entry is not allowed until a safe condition is achieved and a new permit is issued.
- ✚ All entrants **MUST** wear a safety harness attached to a retrieval line unless the use of this equipment creates a significant hazard or inhibits self-rescue. For entries with a vertical drop of more than five feet from the opening, a mechanical device **MUST** be available to retrieve personnel.
- ✚ A Rescue Plan **MUST** be planned with appropriate rescue personnel on alert before entry. Rescue equipment **MUST** be set up.
- ✚ Upon completion of the work activities in the space, Winger Companies supervision and customer facility supervision **SHALL** terminate the entry jointly. At that time the two parties should discuss any problems or other unusual situations that occurred in regards to the entry.



Meeting Date: \_\_\_\_\_  
Supervisor: \_\_\_\_\_

Trainer: \_\_\_\_\_  
Location: \_\_\_\_\_

### Attendees: (Please print clearly)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



# WEEKLY SAFETY MEETING

## CONFINED SPACE ENTRY QUIZ

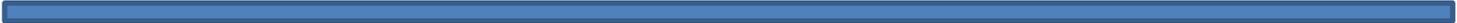
1. A confined space is:
  - A. Has adequate size and configuration for a person to enter it; and
  - B. Has a limited means for entry or exit; and
  - C. Is not designed for continuous occupancy;
  - D. All of the above

\_\_\_\_\_
  
2. A Permit Required Confined Space is:
  - A. Contains or has the potential to contain a hazardous atmosphere;
  - B. Contains a material that has the potential for engulfing an entrant;
  - C. Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or
  - D. Contains any other recognized serious safety or health hazard.
  - E. Any one or more of the above.

\_\_\_\_\_
  
3. **PRE-ENTRY MEETINGS** are not necessary because everyone should know what is going on anyway. True or False? \_\_\_\_\_
  
4. A PRE-ENTRY meeting must include:
  - A. A review of the scope of the work to be done
  - B. The potential hazards
  - C. The means and methods to control those hazards
  - D. Atmospheric testing results
  - E. The communication method to be used between the entrant and attendant
  - F. The emergency procedures.
  - G. All of the above

\_\_\_\_\_
  
5. Proper ventilation for each space must be calculated and planned accordingly. Depending on the size, the space should be ventilated for a minimum of \_\_\_\_\_ minutes before entry. \_\_\_\_\_
  
6. Flexible ductwork for ventilation should be set up as straight as possible for optimal air flow. True or False? \_\_\_\_\_
  
7. A properly filled out confined space entry permit is required prior to entering the space. True or False? \_\_\_\_\_
  
8. A Rescue Plan must be in place **before** entry. True or False? \_\_\_\_\_
  
9. All entrants **MUST** wear a safety harness attached to a retrieval line unless the use of this equipment creates a significant hazard or inhibits self-rescue. For entries with a vertical drop of more than five feet from the opening, a mechanical device **MUST** be available to retrieve personnel. True or False? \_\_\_\_\_
  
10. Draw a line to match the safe level with the appropriate hazardous atmosphere.
 

A. < 10 PPM	Oxygen
B. < 35 PPM	Combustible Gases (LEL)
C. < 10 PPM	Hydrogen Sulfide
D. Between 19.5 – 23.5%	Carbon Monoxide
  
11. In the event of an evacuation, a new permit does not need to be filled out before re-entry is allowed. True or False? \_\_\_\_\_



Printed Name: \_\_\_\_\_ Trained by: \_\_\_\_\_

Signature: \_\_\_\_\_ Trained by Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Location: \_\_\_\_\_