

Environmental Health and Safety

Confined Space Program

Purpose

This confined space program has been developed to ensure the safety of individuals servicing equipment associated with these operations. The program is based on the University's Confined Space Standard, a copy of which is included in Section 2 of this manual. This standard should be referenced as needed for clarification of terminology and for training purposes. The most current version of the standard is available in the University's Administrative Procedures Manual. Copies may also be obtained by contacting Environmental Health & Safety (EH&S) at (208) 885-6524.

Failure to comply with all parts of this program or to follow established procedures will result in disciplinary action and may result in immediate termination.

Unit Responsibilities

The unit supervisor is responsible for ensuring only employees who have been adequately trained by qualified, authorized personnel are allowed to enter permit-spaces using this unit's confined space program. A list of employees authorized to enter permit spaces using this unit's confined space program may be found in section 3 of this manual, labeled Authorized Employees.

_____ is responsible for ensuring that all affected personnel are adequately informed of work that will be performed by employees from this unit in confined spaces.

If procedures and equipment other than those available as part of the Universities confined space program will be used (i.e., if an outside contractor will be using their own confined space procedures and equipment while servicing equipment), these procedures and equipment must comply with OSHA, State and Federal standards.

Confined spaces related to this unit's operations have been evaluated and classified as either Permit or Non-Permit Spaces. A list of identified Permit Spaces normally associated with this unit's operations may be found in section 10 of this notebook labeled Permit-Required Confined Space List. A comprehensive list of all the university's identified permit-spaces may be obtained from EH&S.

It is the intent of this program that whenever it is possible and practical, hazards that caused a confined space to be designated as a Permit-Space will be eliminated and the space temporarily reclassified to a Non-Permit Space prior to entry. It is important to note that for a Permit-Space to be reclassified to a Non-Permit Space **all** serious hazards must be **eliminated** and not just controlled. A checklist that may be used for this purpose is contained in the section 4 of this notebook, labeled Reclassification Checklists.

A separate checklist must be completed and posted outside the entry point(s) for each space that is reclassified. If this checklist cannot be completed without entering the space, the full permit procedures for the space must be followed until this information is obtained.



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If **only atmospheric hazards** are a concern and it has been demonstrated through atmospheric monitoring and inspection data gathered and documented by qualified personnel that this hazard can be adequately controlled with continuous forced air ventilation, alternative procedures may be used to enter the space. A checklist that can be used for this purpose is contained in section 5 of this notebook, labeled Alternative Procedures Checklists. A separate checklist must be completed and posted outside the entry point(s) for each space that is entered using the Alternative Procedures Checklist. If this checklist cannot be completed without entering the space, the full permit procedures for the space must be followed until this information is obtained. Whenever continuous forced air ventilation is necessary to maintain acceptable entry conditions, the air inside the space must be monitored at sufficient intervals to ensure the safety of the entrant.

When the nature of the work that will be performed in or the configuration of a permit-required confined space prevents reclassification or the use of alternative entry procedures, full permit-entry procedures must be followed. Permit-space entry checklists that can be used for this purpose are contained in section 6 of this notebook, labeled Permit-Space Permit Forms (Blank). Permit-space forms that have been completed for specific spaces and that may be used as a reference when preparing new permits for the same space are contained in section 7 of this notebook, labeled Permit-Space Permit Forms (Equipment-specific).

When activities such as welding, grinding, cutting, heating, brazing or soldering or similar activities will be performed in a confined space, or materials such as caulks, adhesives, solvents or other chemicals will be used that could create a serious atmospheric or physical hazard, appropriate permit-space procedures must be followed and documented accordingly. A checklist that may be used to assess hot work hazards is contained in section 8 of this notebook, labeled Hot Work Safety Checklist.

Additional copies of all the checklists, permits and forms contained in this program may be obtained by contacting Environmental Health & Safety, (208) 885-6524.

Non-University Personnel

_____ is responsible for ensuring that all personnel who operate or service equipment or machinery involved in this unit's operations are informed of related hazards that have been identified and applicable policies, procedures, tools and equipment that are normally used to address these hazards. Whenever it is necessary for non-university personnel to enter permit-required spaces, this process must be documented prior to entry into the space. A checklist that can be used for this purpose is contained in section 9 of this notebook, labeled Host/Employer Checklists.

