

CONFINED SPACES SAFETY PROGRAM

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1.0 INTRODUCTION

The purpose of this program is to ensure the protection of authorized Park & Recreation Service Division employees from the hazards associated with confined space entry. This document contains requirements for practices and procedures to protect employees from hazards of entry into and work within permit required confined spaces.

It shall be the intent of the Bainbridge Island Metropolitan Park & Recreation District to reduce the need for confined space entry. It shall also be the intent of the District to eliminate whenever possible confined space hazards by doing what is necessary to reclassify permit required confined spaces to non-permit required confined spaces. When confined space entry is necessary, all provisions of this document are to be followed.

2.0 DEFINITION OF A CONFINED SPACE

A confined space means a space that:

1. Is large enough and so configured that an employee can bodily enter and perform assigned work; and
2. Has limited or restricted means for entry or exit (such as having to access by ladder, crawling, or climbing around things); and
3. Is not designed for continuous human occupancy.

Examples of confined spaces include but are not limited to storage tanks, crawl spaces, ducts, trenches, storm sewer lines, catch basins, surge tanks, bins, boilers, ventilation or exhaust ducts, sewers, pipe chases, utility vaults, tunnels, and manure pits.

A **permit required confined space** means a confined space that has one or more of the following characteristics:

1. Contains or has a reasonable potential to contain a hazardous atmosphere.
2. Contains a material that has the potential for engulfing an entrant.
3. 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.
4. Contains any other recognized serious safety or health hazard.

A **non-permit confined space** means a confined space that does not present an observable, serious safety hazard or potential/ real atmospheric hazard.

Confined space permits will be issued by the Confined Spaces Program Administrator or designated supervisor.

3.0 RESPONSIBILITIES

3.1. Bainbridge Island Metropolitan Park & Recreation District:

The Park District shall provide the proper protective equipment when such equipment is necessary to protect the health and safety of the employee. The District shall be responsible for the establishment of a confined space entry program in accordance with WAC 296-809.

The Program Administrator shall be responsible for the development, documentation and administration of the Confined Space Safety Program. The Executive Director is responsible for appointing the Confined Spaces Program Administrator.

3.2. Safety Committee shall:

1. Develop preliminary Confined Spaces Program and present it to management for review and approval, as well as make recommendations for program revisions as necessary.
2. Provide guidance as needed for the proper selection and use of appropriate air monitoring equipment, respiratory protection and personal protective equipment to meet the requirements of this program.
3. Provide guidance as needed for the proper selection and use of appropriate safety and rescue equipment to meet the requirements of this program.
4. Periodically audit work operations and documentation using canceled permits to evaluate the overall effectiveness of the confined space entry program and ensure that employees participating in entry operations are protected from permit space hazards.
5. Provide guidance as needed to departments and supervisors in identifying confined spaces encountered by employees.

3.3. Program Administrator and/or designated supervisors shall:

1. Identify and report job areas and locations that are or may have confined spaces, and submit a list of these to the Safety Committee.
2. Classify confined spaces as "permit required" or "non-permit required". (see Exhibit 1)
3. Identify personnel who will enter confined spaces.
4. Evaluate and measure atmospheric hazards or advise personnel on routine measurement of atmospheric hazards in confined spaces.
5. Provide detailed instruction and training on confined space hazards and entry procedures to those who may enter confined spaces.
6. Provide instruction to personnel on the proper use of equipment required for confined space entry.
7. Maintain equipment that is used to enter confined spaces.
8. Conduct an annual review, including work site inspections to review unit compliance with confined space entry procedures.
9. Maintain records of equipment maintenance and employee training and retain in accordance with WA State retention schedule.
10. Inform employees who may enter the permit confined space by posting danger signs or by training.
11. Issue entry permits and cancel them once entry operations have been completed and the permit-required space can be closed. (see Exhibit 2, "Confined Space Entry Permit")
12. Enforce the lockout program for their department.
13. Identify and evaluate the hazards of permit spaces before employees enter them.
14. Conduct a pre-entry briefing to inform entrants of possible hazards that may be encountered in a specific confined space.

15. Take the necessary measures to prevent entrance by others into prohibited permit places.

3.4. Employees who may enter confined spaces shall:

1. Comply with the confined space entry procedures contained herein and with those procedures stipulated by their supervisor.
2. Store, clean, maintain and guard against damage, equipment used for confined space entry.
3. Report any deficiencies or malfunction of equipment to a supervisor.
4. Follow emergency procedures in case of an accident in a confined space.
5. Under no circumstance enter a confined space that is suspect of having a non-respirable atmosphere, even to rescue a fellow employee.
6. Attend/complete training that is provided.

3.5 Our Responsibilities for Contractors:

A copy of this Confined Space Entry Program will be provided by the project lead to each contractor involved in permit space entry work at our organization. Each contractor will be briefed on the following:

1. The location of the permit spaces at our facility.
2. Entry into permit spaces is only allowed by following the written entry program.
3. The reasons for listing the space as a permit space, including both of the following:
 - i. The identified hazards
 - ii. District experience with the particular space.
4. Precautions implemented by the District to protect employees working in or near the space.
5. Person will debrief the contractor at the completion of entry operations, or during entry if needed, on whether any hazards were confronted or created during their work.

4.0 PERMIT REQUIRED CONFINED SPACES

4.1. Classifications of Confined Spaces

Departments will identify and classify every confined space as a:

1. Permit-required confined space; or
2. Non-permit confined space: when a confined space does not present a safety hazard or potential/ real atmospheric hazard.

4.2. Program Elements for Permit-Required Spaces

4.2.1 Preventing Unauthorized Entry

In order to prevent unauthorized entry into permit-required confined spaces, departments must utilize one or more of the following mechanisms:

- Training of employees
- Providing information to visitors/contractors
- Posting warning signs
- Erecting barriers
- Installing locks or covers at entry points

4.2.2 Identifying Permit Space Hazards

Each Department will identify and evaluate the hazards of permit-required spaces before employees enter them. The following hazards shall be identified prior to entry into a confined space:

Atmospheric hazards such as:

- Asphyxiating atmospheres
- Flammable atmospheres
- Toxic atmospheres

Other hazards such as:

- Burn hazards
- Heat stress hazards
- Mechanical hazards
- Engulfment hazards
- Physical hazards (falls, slipping, hazards)
- Electrocution
- Danger of unexpected movement of machinery, release of energy

4.2.3 Developing Safe Entry Practices

Departments will implement procedures and practices necessary for safe permit space entry operations. These include but are not limited to:

- Acceptable entry
- Isolating the permit space
- Purging, flushing, or ventilating the permit-required space as necessary to control atmospheric hazards
- Pre-entry Briefing. The lead worker will conduct a meeting of all employees who will enter the confined space. Employees will be informed of the hazards and safety conditions of the particular job.

Hazards shall be controlled by the following mechanisms:

- Lockout of energy sources
- Cleaning and purging
- Local ventilation during hot work or chemical use

4.2.4 Equipment use and Maintenance

Equipment, including testing, ventilating, lighting, monitoring, communication and personal protective equipment, necessary for the safe entry into a permit-required space shall be provided, maintained and properly used by each Department. Contractors shall provide their own equipment (including air monitoring equipment, retrieval equipment, atmosphere abatement equipment, personal protective equipment, etc.)

4.2.5 Testing for acceptable entry conditions

Permit-required space evaluation will include any testing conducted before an entry and ensuring acceptable entry conditions are maintained throughout the entry. The Confined Space Entry Permit form outlines conditions to be monitored.

4.2.6 Providing permit space attendants

Each department will provide at least one attendant to be stationed outside a permit-required space for the duration of the entry operations.

4.2.7 Attendant Emergency Response

To facilitate non-entry rescue, retrieval systems or methods shall be used whenever an authorized entrant enters a permit-required space, unless the

retrieval equipment would increase the overall risk of entry or would not contribute to the rescue of the entrant.

Retrieval systems shall meet the following requirements: Each authorized entrant shall use a chest or full body harness, with a retrieval line attached at the center of the entrant's back near shoulder level, or above the entrant's head.

The other end of the retrieval line shall be attached to a mechanical device or adequately stable fixed point outside the permit space in such a manner that rescue can begin as soon as the rescuer becomes aware that rescue is necessary. A mechanical device shall be available to retrieve personnel from vertical permit spaces more than five (5) feet deep.

If an injured entrant is exposed to a substance for which a Material Safety Data Sheet (MSDS) or other similar written information is required to be kept at the worksite, that MSDS or written information shall be made available to the medical facility treating the exposed entrant.

4.2.8 Training and duties of entry personnel

There are three specific members of a permit-required confined space entry team:

- Authorized Entrants (employees authorized by District to enter a permit-required confined space)
- Attendants (individual stationed outside permit required confined space to monitor the entrants)
- Designated supervisor

The District shall provide training so that all employees whose work is regulated by this section acquire the understanding, knowledge, and skills necessary for the safe performance of the duties assigned.

Training shall be provided to each affected employee:

1. Before the employee is first assigned duties.
2. Before there is a change in assigned duties.
3. Whenever there is a change in permit-required space operations that presents a hazard about which an employee has not previously been trained.
4. Whenever the District has reason to believe either that there are deviations from the permit-required space entry procedures required by WAC 296-809 or that there are inadequacies in the employee's knowledge or use of these procedures.

The training shall establish employee proficiency in the duties required by WAC 296-809 and shall establish new or revised procedures, as necessary, for compliance with this.

The District shall certify that the training required by the previously mentioned paragraphs has been accomplished. The certification shall contain each employee's name, the signatures or initials of the trainers, and the dates of training. The certification shall be available for inspection by employees and their authorized representatives.

Only trained attendants, authorized entrants and personnel authorizing or in charge of entry shall work in and around a permit-required space during an entry procedure.

4.2.9 Rescue and Emergency Services

The local Fire Department is designated as the rescue team. The Fire Department will be made aware of hazards they may confront when called on to perform rescues.

If an injured entrant is exposed to a substance for which a Material Safety Data Sheet (MSDS) or other similar written information is required to be kept at the worksite, that MSDS or written information shall be made available to the medical facility treating the exposed entrant.

4.2.10 Written Permit System

A permit shall be utilized for entry into permit-required spaces. Each canceled entry permit shall be turned into the Program Administrator and retained for at least one (1) year to facilitate the review of the permit-required confined space program. Any problems encountered during an entry operation shall be noted so appropriate revisions to the permit-required space program can be made. (See Exhibit 2, "Confined Space Entry Permit").

4.2.11 Coordinating Entry Operations

All outside contractors performing work in confined space entry permit-required area shall be informed of any fire, explosion, health or other safety hazards of that confined space. This information shall be based on current or past history of the confined space and the nature of the contractor's work procedure in making such disclosure.

Each Department shall inform contractors of District's safety rules and emergency plans which may be applicable to the contractor's employees. Contractors and their employees must not be allowed to enter a confined space until the provisions of this program have been satisfied. When both District and a contractor personnel are working in or near permit spaces, their entry operations must be coordinated to avoid endangering any personnel.

At the conclusion of the entry operations, the contractor must be debriefed regarding the permit-required space program that was followed and concerning any hazards confronted or created in permit spaces during entry operations. It is the responsibility of each contractor who is retained to perform permit space entry operations to obtain any available information regarding permit space hazards and entry operations from District. They must also coordinate entry operations with District when both District and contractor personnel will be working in or near permit-required spaces. The District must be informed of the permit-required space program that the contractor will follow and of any hazards confronted or created in permit-required spaces, either through a debriefing or during the entry operations.

4.2.12 Concluding Entry

The program administrator or designated supervisor will determine when the entry operations have been completed. The permit space will be closed and the permit canceled. The program administrator/designator supervisor will enter the date, time and signature at the bottom of the Confined Space Entry Permit Form and turn this form into the program administrator for retention. (See Exhibit 2).

4.2.13 Annual Compliance Review

Each department will review entry operations and revise the procedures to correct any deficiencies before subsequent entries are authorized. Any changes will be reported to the Safety Committee using the "Confined Space Entry Permit Annual Review Form" so that this Confined Spaces Safety Program can be revised if needed. (Exhibit 3)

4.2.14 Program Review and Revision

The Safety Committee will review the "Confined Space Entry Permit Annual Review Forms (Exhibit 3) prepared by the program administrator and assess whether any revisions to the program should be recommended. The Safety Committee will also review annually the list of specified Park District confined spaces to make sure it is still current (See Exhibit 1).

5.0 ALTERNATE TO FULL PERMIT ENTRY (ATMOSPHERIC HAZARDS)

Under certain conditions, when atmospheric hazards can be controlled through ventilation, alternate procedures for worker entry into a permit-required space is allowed, and compliance with the permit-required procedures outlined in this safety program is not required. These conditions are outlined below.

- a. It can be demonstrated that with monitoring and inspection data the only hazard is an actual or potential hazardous atmosphere that can be made safe for entry by using continuous forced air ventilation.
- b. Monitoring and inspection data are developed that support the above conclusions.
- c. An initial entry of the permit-required space is necessary to obtain the data required.
- d. This initial entry is performed according to the permit-required space entry procedures in this document.
- e. The determinations and supporting data required are documented and made available to each employee who enters the space.

If these conditions are met, the "Alternate Entry Procedure Form" will be used (see Exhibit 4).

6.0 RE-CLASSIFICATION OF PERMIT CONFINED SPACE (PHYSICAL HAZARDS)

If a permit space poses no actual or potential physical hazards and if all hazards within the space are eliminated without entry into the space, the permit-required space can be reclassified as a non-permit required confined space for as long as the hazards remain eliminated.

If it is necessary to enter the permit space to eliminate hazards, such entry shall be performed as a permit required space. If testing and inspection during that entry demonstrate that the hazards within the permit space have been eliminated, the permit space may be reclassified as a non-permit confined space for as long as the hazards remain eliminated.

The District shall document the basis for determining that all hazards in a permit space have been eliminated, through a verification that contains the date, the location of the space, and the signature of the person making the determination. The certification shall be made available to each employee entering the space. The "Certificate of Temporary Reclassification" form will be used for this purpose. (See Exhibit 5 and 5a-5f).

If hazards arise within a permit space that has been declassified to a non-permit confined space under this section, each employee in the space shall exit the space. The Park District shall re-evaluate the space and determine whether it must be re-classified as a permit space, in accordance with other applicable provisions.

7.0 DEFINITIONS

Acceptable entry conditions: The conditions that must exist in a permit-required confined space to allow safe entry and work.

Attendant: An individual stationed outside one or more permit-required confined spaces to monitor the entrants.

Blanking or blinding: The absolute closure of a pipe, line, or duct by fastening a solid plate (such as a spectacle blind or a skillet blind) that completely covers the bore. It is capable of withstanding the maximum pressure of the pipe, line, or duct with no leakage beyond the plate.

Confined space: A space that is **all** of the following:

- Large enough and arranged so an employee could fully enter the space and work.
- Has limited or restricted entry or exit. Examples of spaces with limited or restricted entry are tanks, vessels, silos, storage bins, hoppers, vaults, excavations, and pits.
- Not primarily designed for human occupancy.

Double block and bleed: The closure of a line, duct, or pipe by closing and locking or tagging two in-line valves and by opening and locking or tagging a drain or vent valve in the line between the two closed valves.

Emergency: Any occurrence (including any failure of hazard control or monitoring equipment) or event internal or external to the permit-required confined space that could endanger authorized entrants.

Engulfment: The surrounding capture of a person by a liquid or finely divided (flowable) solid substance that can be inhaled 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.

Enter (entry): The action by which a person passes through an opening into a permit-required confined space and includes work activities in that space. Entry is considered to have occurred as soon as any part of the entrant's body breaks the plane of an opening into the space.

Entrant: An employee who is authorized by the employer to enter a permit-required confined space.

Entry permit (permit): The written or printed document that is provided by you to allow and control entry into a permit-required confined space and that contains the information required in WAC [296-809-500](#), Permit entry procedures.

Entry supervisor: The person (such as employer, crew leader, or crew chief) responsible for:

- Determining if acceptable entry conditions are present at a permit-required confined space where entry is planned;
- Authorizing entry and overseeing entry operations; and
- Terminating entry as required.

Hazardous atmosphere: An atmosphere that may expose employees to the risk of death, incapacitation, impairment of ability to self-rescue (that is, escape unaided from a permit-required confined space), injury, or acute illness caused by one or more of the following:

- Flammable gas, vapor, or mist in excess of ten percent of its lower flammable limit (LFL).
- Airborne combustible dust at a concentration that meets or exceeds its LFL.
- Atmospheric oxygen concentration below 19.5 percent or above 23.5 percent.
- Atmospheric concentration of any substance which may exceed a permissible exposure limit. For additional information about atmospheric concentration, see chapter [296-62](#) WAC, Parts F, G, and I, General occupational health standards and chapter [296-841](#) WAC, Airborne contaminants.
- Any other atmospheric condition that is immediately dangerous to life or health.

Hot work permit: A written authorization to perform operations, for example, riveting, welding, cutting, burning, and heating, that can provide a source of ignition.

Immediately dangerous to life or health (IDLH): Any of the following conditions:

- An immediate or delayed threat to life.
- Anything that would cause irreversible adverse health effects.
- Anything that would interfere with an individual's ability to escape unaided from a permit-required confined space.

Inerting: The displacement of the atmosphere in a permit-required confined space by a noncombustible gas (such as nitrogen) to such an extent that the resulting atmosphere is noncombustible.

Isolation: The process by which a permit-required confined space is removed from service and completely protected against the release of energy and material into the space by such means as: Blanking or blinding; misaligning or removing sections of lines, pipes, or ducts; a double block and bleed system; lockout or tagout of all sources of energy; or blocking or disconnecting all mechanical linkages.

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.

Nonpermit confined space: A confined space that does NOT contain actual hazards or potential hazards capable of causing death or serious physical harm.

Oxygen deficient atmosphere: An atmosphere containing less than 19.5 percent oxygen by volume.

Oxygen enriched atmosphere: An atmosphere containing more than 23.5 percent oxygen by volume.

Permit-required confined space or permit space: A confined space that has one or more of the following characteristics capable of causing death or serious physical harm:

- Contains or has a potential to contain a hazardous atmosphere.
- Contains a material with the potential for engulfing someone who enters.
- Has an internal configuration that could allow someone entering to be trapped or asphyxiated by inwardly converging walls or by a floor, which slopes downward and tapers to a smaller cross section.
- Contains any physical hazard. This includes any recognized health or safety hazards including engulfment in solid or liquid material, electrical shock, or moving parts.
- Contains any other recognized serious safety or health hazard that could either:
 - Impairs the ability to self-rescue; or
 - Results in a situation that presents an immediate danger to life or health.

Permit-required confined space program: An overall program for:

- Controlling and appropriately protecting employees from permit-required confined space hazards; and
- Regulating employee entry into permit-required confined spaces.

Prohibited condition: Any condition in a permit-required confined space that is not allowed by the permit during the authorized entry period.

Rescue service: The personnel designated to rescue employees from permit-required confined spaces.

Retrieval system: The equipment used for nonentry rescue of persons from permit-required confined spaces, such as a retrieval line, full-body harness or wristlets, and a lifting device or anchor.

Testing: The process of identifying and evaluating the hazards that entrants may be exposed to in a permit-required confined space. Testing includes specifying the tests that are to be performed in the permit-required confined space.

Bainbridge Island Metropolitan Park & Recreation District

IDENTIFIED CONFINED SPACES IN PARK DISTRICT FACILITIES AND PROPERTIES

The following have been identified as permit-required confined spaces:

<u>Park</u>	<u>Location Within Park</u>
Aquatics Center	101) Nakata pool: surge pit off pool deck 102) Nakata pool: discharge pit in pump room 103) Nakata pool: HVAC filter duct in boiler room 104) Ray Williamson pool: water filter pit in pump room 105) Ray Williamson pool: Pump room
Battle Point Park	201) Restroom near Kids Up Play Area (water circulation closet)

All spaces listed below will be locked out from entry and posted with notification. If entry is needed in any of the listed spaces below, work will be contracted out. Hired contractors will be required to meet all BIMPRD and Labor & Industries standards (WAC 296-809).

Aquatics Center	106) Nakata pool: Storm water holding tanks
Battle Point park	202) Water tower
Fort Ward Park	301) Utility vaults (3)
Sands Ave Ballfield	401) Manhole/vault
Strawberry Hill Park	501) Cistern in upper parking lot

**Bainbridge Island Metropolitan Park & Recreation District
Confined Space Entry Permit**

Date permit issued: _____ By: _____ Program Administrator _____ Designated Supervisor

Print name: _____ Signature: _____

Confined space to be entered: _____ Purpose of entry: _____
 Site location: _____
 Designated supervisor on job: _____ Phone Number: _____

Check hazards that exist: <input type="checkbox"/> Asphyxiating atmospheres <input type="checkbox"/> Oxygen deficiency <input type="checkbox"/> Flammable atmospheres <input type="checkbox"/> Toxic atmospheres <input type="checkbox"/> Burn hazards <input type="checkbox"/> Heat stress hazards <input type="checkbox"/> Mechanical hazards <input type="checkbox"/> Engulfment hazards <input type="checkbox"/> Physical hazards (falls, slipping, tripping) <input type="checkbox"/> Electrocution <input type="checkbox"/> Danger of unexpected movement of machinery <input type="checkbox"/> Danger of unexpected release of energy	Check required mechanisms for controlling hazards: <input type="checkbox"/> Lockout of energy sources <input type="checkbox"/> Cleaning and purging <input type="checkbox"/> Local ventilation during hot work or chemical use <input type="checkbox"/> Other: _____ EMERGENCY CONTACT: <p align="center">911 (Emergency Rescue Service)</p> <p align="center">206.842.7686 (BI Fire Department)</p>
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Check required equipment: <input type="checkbox"/> Ventilation equipment <input type="checkbox"/> Barriers/signs <input type="checkbox"/> Gas monitor <input type="checkbox"/> Phone or radio <input type="checkbox"/> Lights <input type="checkbox"/> Ladder <input type="checkbox"/> Respirator <input type="checkbox"/> Fire Extinguisher <input type="checkbox"/> Lifelines <input type="checkbox"/> Full body harness with D ring <input type="checkbox"/> Hoist <input type="checkbox"/> Emergency escape retrieval equipment <input type="checkbox"/> Attendant to stand by <input type="checkbox"/> Other: _____	Check required personal protection equipment (PPE): <input type="checkbox"/> Hard hat <input type="checkbox"/> Gloves <input type="checkbox"/> Safety glasses <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____ Specific instructions: _____ _____ _____
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Circle below any testing required prior to entry. (Atmospheric tests should be made from outside the space and be done prior to each entry). Prior to entry, entrant or attendant must record readings below.

Substance:	Acceptable level:	Date/Time/Reading/By:	Date/Time/Reading/By:	Date/Time/Reading/By:
Oxygen	19.5% -23.5%	/ / /	/ / /	/ / /
Explosive gas/vapor	<10% LEL	/ / /	/ / /	/ / /
Explosive dust	<LEL (5' visibility)	/ / /	/ / /	/ / /
Carbon monoxide	<35 ppm	/ / /	/ / /	/ / /
Hydrogen sulfide	<10 ppm	/ / /	/ / /	/ / /
Other:		/ / /	/ / /	/ / /

I understand that prior to entry into this space, the above requirements must be met, and I acknowledge that I have received the appropriate training to enter this permit required confined space, and I certify that the above requirements have been met.

Date of entry	Name of entrant	Initials:	Name of attendant:	Initials

For questions: Contact the Program Administrator. (Name _____ Phone _____)
 When entry operations have been completed and permit required space can be closed, cancel permit and turn into above Prog. Administrator.

Date permit cancelled: _____ By: _____ Program Administrator _____ Designated Supervisor

Print name: _____ Signature: _____

Bainbridge Island Metropolitan Park & Recreation District

Confined Space Entry Permit
Annual Review Form

A review of Confined Space Entry Permits shall be conducted annually and will include, at minimum:

- a. Pulling a good representative sample of completed and filed entry permits, and checking for accuracy, consistency, etc.
- b. Interviewing supervisors, authorized employees and affected employees for their concerns and observations.
- c. Reviewing any needs for policy changes or a need for a special addendum for your department.

Date of Review: _____ Department: _____

Employee Conducting Review: _____

Personnel interviewed for this review:

Supervisors

Authorized Employees

Affected Employees

Unsafe practices reported:

Questions or concerns discussed:

Additional training needed/scheduled:

Changes made to program procedures:

Reviewer's signature _____ Date _____

1/29/15

Bainbridge Island Metropolitan Park & Recreation District

CONFINED SPACE SAFETY PROGRAM

**ALTERNATE ENTRY PROCEDURE FORM
(ATMOSPHERIC HAZARDS)**

This alternate entry procedure is to be used to verify that the hazards have been eliminated and the permit-required confined space is safe for entry while continuous forced-air ventilation is used to control the actual or potential hazardous atmosphere. This form serves as a supplement to the Confined Space Entry Permit that will determine in the initial entry to the confined space whether this alternate entry procedure can be utilized.

Specify Confined Space: _____ Site Location: _____

Direct-reading instrument carried by employee in confined space: _____

Date of calibration: _____

Manufacturer: _____

Model: _____

Serial number: _____

Blower set up and started at (time): _____

Other (specify) _____

Entrant or attendant should complete and initial below atmospheric tests that are made. (Atmospheric tests should be made from outside the space and must be done prior to each entry).

Substance:	Acceptable level:	Date/Time/Reading/By:	Date/Time/Reading/By:	Date/Time/Reading/By:
Oxygen	19.5% -23.5%	/ / /	/ / /	/ / /
Explosive gas/vapor	<10% LEL	/ / /	/ / /	/ / /
Explosive dust	<LEL (5' visibility)	/ / /	/ / /	/ / /
Carbon monoxide	<35 ppm	/ / /	/ / /	/ / /
Hydrogen sulfide	<10 ppm	/ / /	/ / /	/ / /
Other:		/ / /	/ / /	/ / /

I have received general Confined Space training and specific training for proper Alternate Entry Procedures for this Permit-Required Confined Space. I understand the necessary conditions and procedures for this space and certify that they have been fulfilled.

Date of entry	Name of entrant	Initials:	Name of attendant:	Initials

1/29/15

Bainbridge Island Metropolitan Park & Recreation District

CONFINED SPACE SAFETY PROGRAM

**CERTIFICATE OF TEMPORARY RECLASSIFICATION
(PHYSICAL HAZARDS)**

A permit-required space can be temporarily reclassified as a non-permit required confined space when hazards have been eliminated and remain eliminated for a specific period of time. To qualify for reclassification, the permit-required space must pose no actual or potential physical hazards and entry into the space can be undertaken without risk of encountering hazards.

If reclassification requires someone to initially enter the confined space to eliminate any hazards or determine if any exist, such entry must be performed in accordance with the requirements for a permit required space.

Permit required confined space requested for reclassification: _____

Location: _____

Date of entry under permit requirements to eliminate hazards and/or assess if hazards can be eliminated for temporary classification: _____

List permit requirements for this specific confined space, and document the basis for determining that these hazards have been eliminated.

<u>Permit Requirements</u>	<u>Method to Eliminate Hazard</u>	<u>Date Requirements Met</u>

For the above permit required confined space to be temporarily reclassified as a non-permit confined space, the above control measures must be in place as identified in the "Method to Eliminate Hazard" column. This determination has been made by the following program administrator/designated supervisor:

Print name: _____

Signature: _____

Date: _____

Entry into this confined space is allowed only when the above control measures are in place. This certification form must be made available to and initialed by each employee entering the space.

I have received general Confined Space training and specific training for proper reclassification procedures for the above Permit-Required Confined Space. I understand the control measures outlined above and any other necessary conditions for this space and certify that they have been fulfilled, as indicated in above "Date Requirements Met" column.

<u>Date of entry</u>	<u>Name of entrant</u>	<u>Initials:</u>	<u>Name of attendant:</u>	<u>Initials</u>

If hazards arise during entry, employee(s) must exit the space immediately and ask that it be re-evaluated by the Confined Space Program Administrator.

Report any unusual occurrences at once and make any suggestions regarding possible safety problems related to entering this space to the Program Administrator of the Confined Space Program.

1/29/15

Bainbridge Island Metropolitan Park & Recreation District

**CONFINED SPACE SAFETY PROGRAM
CERTIFICATE OF TEMPORARY RECLASSIFICATION
SPACE 101) NAKATA POOL: SURGE PIT OFF POOL DECK**

A permit-required space can be temporarily reclassified as a non-permit required confined space when hazards have been eliminated and remain eliminated for a specific period of time. To qualify for reclassification, the permit-required space must pose no actual or potential physical hazards and entry into the space can be undertaken without risk of encountering hazards.

If reclassification requires someone to initially enter the confined space to eliminate any hazards or determine if any exist, such entry must be performed in accordance with the requirements for a permit required space.

Permit required confined space requested for reclassification: **Nakata Pool Surge Pit Off Pool Deck**
Location: **Aquatic Center Nakata Pool**

Date of entry under permit requirements to eliminate hazards and/or assess if hazards can be eliminated for temporary classification: _____

List permit requirements for this specific confined space, and document the basis for determining that these hazards have been eliminated.

<u>Permit Requirements</u>	<u>Method to Eliminate Hazard</u>	<u>Date Requirements Met</u>
Close main drain valve with pole tool (located in Nakata pump rm.)	Close Surge pit valve	
Lock out all Nakata pumps and valves	Close the all sand filter valves and lock out seimans power panel box. (See Page 2)	
Drain all standing water	Open drain valve with tool from deck	
Put up Temporary Barricade	Set-up safety barricade around point of entry	
Inform direct supervisor of entry	Indicated to your supervisor you are entry the space for #'s of minutes	

For the above permit required confined space to be temporarily reclassified as a non-permit confined space, the above control measures must be in place as identified in the "Method to Eliminate Hazard" column. This determination has been made by the following program administrator/designated supervisor:

Print name: _____

Signature: _____

Date: _____

Entry into this confined space is allowed only when the above control measures are in place. This certification form must be made available to and initialed by each employee entering the space.

I have received general Confined Space training and specific training for proper reclassification procedures for the above Permit-Required Confined Space. I understand the control measures outlined above and any other necessary conditions for this space and certify that they have been fulfilled, as indicated in above "Date Requirements Met" column.

<u>Date of entry</u>	<u>Name of entrant</u>	<u>Initials:</u>	<u>Name of attendant:</u>	<u>Initials</u>

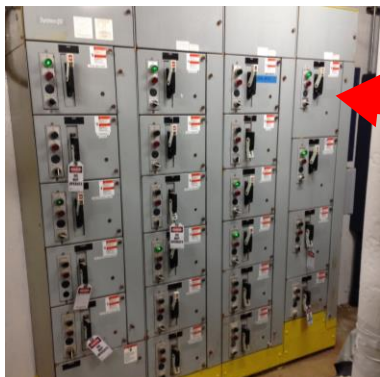
If hazards arise during entry, employee(s) must exit the space immediately and ask that it be re-evaluated by the Confined Space Program Administrator.

Report any unusual occurrences at once and make any suggestions regarding possible safety problems related to entering this space to the Program Administrator of the Confined Space Program.

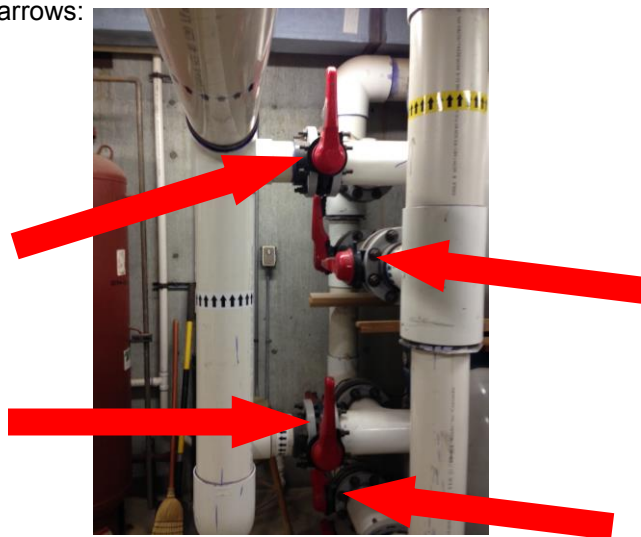
Lockout / Tag out Procedures:

Employee must follow before work:

1. Inform all affected employees of equipment shutdown.
2. Shut down equipment. (Red Arrow indicates panel to shut off)



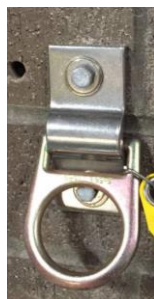
3. Isolate or block hazardous energy.
4. Remove any potential (stored) energy sources.
5. Lockout or tag out the energy sources.
See picture for proper lock out / tag out.
6. Verify the equipment is isolated from the hazardous energy and de-energized.
Closed off valves indicated below in by the red arrows:



Personnel Safety Requirements:

The employee entering the space must have the follow safety equipment in place before entry:

1. Entrant must be wearing a safety harness
2. Entrant must be using a Fall Restraint System
3. Attach Fall Restraint system to wall mounted ring anchor
4. Any necessary PPE's for work being conducted.



Bainbridge Island Metropolitan Park & Recreation District

**CONFINED SPACE SAFETY PROGRAM
CERTIFICATE OF TEMPORARY RECLASSIFICATION
SPACE 102) NAKATA POOL: DISCHARGE PIT IN PUMP ROOM**

A permit-required space can be temporarily reclassified as a non-permit required confined space when hazards have been eliminated and remain eliminated for a specific period of time. To qualify for reclassification, the permit-required space must pose no actual or potential physical hazards and entry into the space can be undertaken without risk of encountering hazards.

If reclassification requires someone to initially enter the confined space to eliminate any hazards or determine if any exist, such entry must be performed in accordance with the requirements for a permit required space.

Permit required confined space requested for reclassification: **Nakata Pool Discharge Pit in Pump Room**
Location: **Aquatic Center Nakata Pool**

Date of entry under permit requirements to eliminate hazards and/or assess if hazards can be eliminated for temporary classification: _____

Permit requirements for this specific confined space, and document the basis for determining that these hazards have been eliminated.

<u>Permit Requirements</u>	<u>Method to Eliminate Hazard</u>	<u>Date Requirements Met</u>
Close main drain valve with pole tool (located in Nakata pump rm.)	Close Surge pit valve	
Lock out all pumps and valves	Close the all sand filter valves and lock out seimans power panel box. (See page 2)	
Drain all standing water	Open drain valve with tool from deck	
Put up Temporary Barricade	Set-up safety barricade around point of entry	
Set up Fan (optional)	Adding ventilation for added air movement	
Inform direct supervisor of entry	Indicate to your supervisor you are entry the space for _____ minutes	
Personnel Safety equipment	See page 2	

For the above permit required confined space to be temporarily reclassified as a non-permit confined space, the above control measures must be in place as identified in the "Method to Eliminate Hazard" column. This determination has been made by the following program administrator/designated supervisor:

Print name: _____
Signature: _____

Date: _____

Entry into this confined space is allowed only when the above control measures are in place. This certification form must be made available to and initialed by each employee entering the space.

I have received general Confined Space training and specific training for proper reclassification procedures for the above Permit-Required Confined Space. I understand the control measures outlined above and any other necessary conditions for this space and certify that they have been fulfilled, as indicated in above "Date Requirements Met" column.

<u>Date of entry</u>	<u>Name of entrant</u>	<u>Initials:</u>	<u>Name of attendant:</u>	<u>Initials</u>

If hazards arise during entry, employee(s) must exit the space immediately and ask that it be re-evaluated by the Confined Space Program Administrator.

Report any unusual occurrences at once and make any suggestions regarding possible safety problems related to entering this space to the Program Administrator of the Confined Space Program.

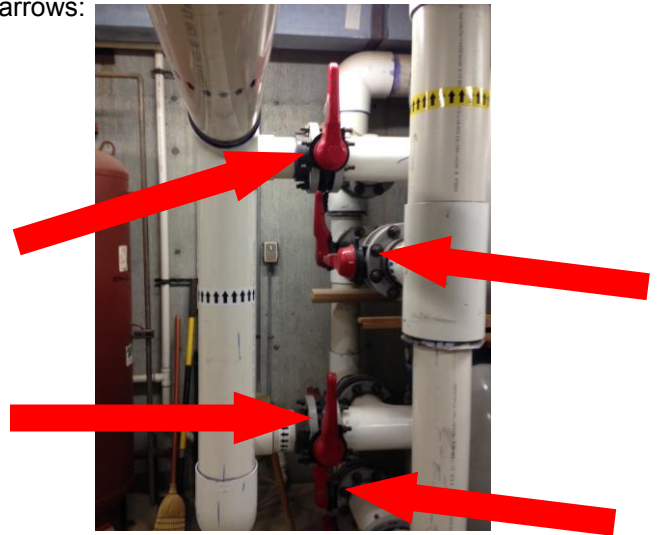
Lockout / Tag out Procedures:

Employee must follow before work

1. Inform all affected employees of equipment shutdown.
2. Shut down equipment. (Red Arrow indicates panel to shut off)



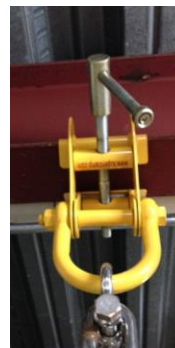
3. Isolate or block hazardous energy.
4. Remove any potential (stored) energy sources.
5. Lockout or tag out the energy sources.
See picture for proper lock out / tag out.
6. Verify the equipment is isolated from the hazardous energy and de-energized.
Closed off valves indicated below in by the red arrows:



Personnel Safety Requirements:

The employee entering the space must have the follow safety equipment in place before entry:

1. Entrant must be wearing a safety harness
2. Attach I-Beam anchor to beam directly over the pit
3. Attach Fall Restraint System to I-beam anchor
4. Any necessary PPE's for work being conducted.



Bainbridge Island Metropolitan Park & Recreation District

**CONFINED SPACE SAFETY PROGRAM
CERTIFICATE OF TEMPORARY RECLASSIFICATION
SPACE 103) NAKATA POOL: HVAC FILTER DUCT IN BOILER ROOM**

A permit-required space can be temporarily reclassified as a non-permit required confined space when hazards have been eliminated and remain eliminated for a specific period of time. To qualify for reclassification, the permit-required space must pose no actual or potential physical hazards and entry into the space can be undertaken without risk of encountering hazards.

If reclassification requires someone to initially enter the confined space to eliminate any hazards or determine if any exist, such entry must be performed in accordance with the requirements for a permit required space.

Permit required confined space requested for reclassification: **Nakata Pool HVAC Filter Duct in Boiler Room**
Location: **Aquatic Center Nakata Pool**

Date of entry under permit requirements to eliminate hazards and/or assess if hazards can be eliminated for temporary classification: _____

Permit requirements for this specific confined space, and document the basis for determining that these hazards have been eliminated.

<u>Permit Requirements</u>	<u>Method to Eliminate Hazard</u>	<u>Date Requirements Met</u>
Lock out all motors	Lock out power panel box. (See page 2)	
Fall Protection	Secure SRL to Hardness with provide lock before leaving ladder.	
Material/Supply handling	Have attendant assign in handing up supplies	

For the above permit required confined space to be temporarily reclassified as a non-permit confined space, the above control measures must be in place as identified in the "Method to Eliminate Hazard" column. This determination has been made by the following program administrator/designated supervisor:

Print name: _____
Signature: _____

Date: _____

Entry into this confined space is allowed only when the above control measures are in place. This certification form must be made available to and initialed by each employee entering the space.

I have received general Confined Space training and specific training for proper reclassification procedures for the above Permit-Required Confined Space. I understand the control measures outlined above and any other necessary conditions for this space and certify that they have been fulfilled, as indicated in above "Date Requirements Met" column.

<u>Date of entry</u>	<u>Name of entrant</u>	<u>Initials:</u>	<u>Name of attendant:</u>	<u>Initials</u>

If hazards arise during entry, employee(s) must exit the space immediately and ask that it be re-evaluated by the Confined Space Program Administrator.

Report any unusual occurrences at once and make any suggestions regarding possible safety problems related to entering this space to the Program Administrator of the Confined Space Program.

Lockout / Tag out Procedures:

Employee must follow before work:

1. Inform all affected employees of equipment shutdown.
2. Shut down equipment. **(Red Arrow indicates panel to shut off)**



3. Isolate or block hazardous energy.
4. Remove any potential (stored) energy sources.
5. Lockout or tag out the energy sources.
See picture for proper lock out.
6. Verify the equipment is isolated from the hazardous energy and de-energized.

Personnel Safety Requirements:

The employee entering the space must have the follow safety equipment in place before entry:

1. Entrant must be wearing a safety harness
2. Ensure SRL is mounted to I-beam chain.
3. Attach SRL to Harness
4. Any necessary PPE's for work being conducted.



Bainbridge Island Metropolitan Park & Recreation District

**CONFINED SPACE SAFETY PROGRAM
CERTIFICATE OF TEMPORARY RECLASSIFICATION
SPACE 104) RAY WILLIAMSON POOL: FILTER PIT IN PUMP ROOM**

A permit-required space can be temporarily reclassified as a non-permit required confined space when hazards have been eliminated and remain eliminated for a specific period of time. To qualify for reclassification, the permit-required space must pose no actual or potential physical hazards and entry into the space can be undertaken without risk of encountering hazards.

If reclassification requires someone to initially enter the confined space to eliminate any hazards or determine if any exist, such entry must be performed in accordance with the requirements for a permit required space.

Permit required confined space requested for reclassification: **Ray Williamson Pool Filter Pit in Pump Room**
Location: **Aquatic Center Ray Williamson Pool**

Date of entry under permit requirements to eliminate hazards and/or assess if hazards can be eliminated for temporary classification: _____

Permit requirements for this specific confined space, and document the basis for determining that these hazards have been eliminated.

<u>Permit Requirements</u>	<u>Method to Eliminate Hazard</u>	<u>Date Requirements Met</u>
Close main drain valve with pole tool (located in Nakata pump rm.)	Close Surge pit valve	
Lock out all pumps and valves	Close the all sand filter valves and lock out seimans power panel box. (See page 2)	
Drain all standing water	Open drain valve with tool from deck	
Put up Temporary Barricade	Set-up safety barricade around point of entry	
Inform direct supervisor of entry	Indicated to your supervisor you are entry the space for _____ minutes	
Personnel Safety equipment	See page 2	

For the above permit required confined space to be temporarily reclassified as a non-permit confined space, the above control measures must be in place as identified in the "Method to Eliminate Hazard" column. This determination has been made by the following program administrator/designated supervisor:

Print name: _____
Signature: _____

Date: _____

Entry into this confined space is allowed only when the above control measures are in place. This certification form must be made available to and initialed by each employee entering the space.

I have received general Confined Space training and specific training for proper reclassification procedures for the above Permit-Required Confined Space. I understand the control measures outlined above and any other necessary conditions for this space and certify that they have been fulfilled, as indicated in above "Date Requirements Met" column.

Date of entry	Name of entrant	Initials:	Name of attendant:	Initials

If hazards arise during entry, employee(s) must exit the space immediately and ask that it be re-evaluated by the Confined Space Program Administrator.

Report any unusual occurrences at once and make any suggestions regarding possible safety problems related to entering this space to the Program Administrator of the Confined Space Program.

Lockout / Tag out Procedures:

Employee must follow before work:

1. Inform all affected employees of equipment shutdown.
2. Shut down equipment. (**Red Arrow indicates panel to shut off**)



3. Isolate or block hazardous energy.
4. Remove any potential (stored) energy sources.
5. Lockout or tag out the energy sources.
See picture for proper lock out.
6. Verify the equipment is isolated from the hazardous energy and de-energized.

Closed off valves indicated below in by the red arrows:



Personnel Safety Requirements:

The employee entering the space must have the follow safety equipment in place before entry:

1. Entrant must be wearing a safety harness
2. Wall mounted ring anchor
3. Fall restraint system
4. Any necessary PPE's for work being conducted.



Bainbridge Island Metropolitan Park & Recreation District

**CONFINED SPACE SAFETY PROGRAM
CERTIFICATE OF TEMPORARY RECLASSIFICATION
SPACE 105) RAY WILLIAMSON POOL: PUMP ROOM**

A permit-required space can be temporarily reclassified as a non-permit required confined space when hazards have been eliminated and remain eliminated for a specific period of time. To qualify for reclassification, the permit-required space must pose no actual or potential physical hazards and entry into the space can be undertaken without risk of encountering hazards.

If reclassification requires someone to initially enter the confined space to eliminate any hazards or determine if any exist, such entry must be performed in accordance with the requirements for a permit required space.

Permit required confined space requested for reclassification: **Ray Williamson Pool Pump Room**

Location: **Aquatic Center Ray Williamson Pool**

Date of entry under permit requirements to eliminate hazards and/or assess if hazards can be eliminated for temporary classification: _____

Permit requirements for this specific confined space, and document the basis for determining that these hazards have been eliminated.

<u>Permit Requirements</u>	<u>Method to Eliminate Hazard</u>	<u>Date Requirements Met</u>
Only District Employees may enter	Make employees aware of spiral staircase.	

For the above permit required confined space to be temporarily reclassified as a non-permit confined space, the above control measures must be in place as identified in the "Method to Eliminate Hazard" column. This determination has been made by the following program administrator/designated supervisor:

Print name: _____

Signature: _____

Date: _____

Entry into this confined space is allowed only when the above control measures are in place. This certification form must be made available to and initialed by each employee entering the space.

I have received general Confined Space training and specific training for proper reclassification procedures for the above Permit-Required Confined Space. I understand the control measures outlined above and any other necessary conditions for this space and certify that they have been fulfilled, as indicated in above "Date Requirements Met" column.

<u>Date of entry</u>	<u>Name of entrant</u>	<u>Initials:</u>	<u>Name of attendant:</u>	<u>Initials</u>

If hazards arise during entry, employee(s) must exit the space immediately and ask that it be re-evaluated by the Confined Space Program Administrator.

Report any unusual occurrences at once and make any suggestions regarding possible safety problems related to entering this space to the Program Administrator of the Confined Space Program.

Bainbridge Island Metropolitan Park & Recreation District

**CONFINED SPACE SAFETY PROGRAM
CERTIFICATE OF TEMPORARY RECLASSIFICATION
SPACE 201) RESTROOM NEAR KIDS UPS PLAY AREA (WATER CIRCULATION CLOSET)**

A permit-required space can be temporarily reclassified as a non-permit required confined space when hazards have been eliminated and remain eliminated for a specific period of time. To qualify for reclassification, the permit-required space must pose no actual or potential physical hazards and entry into the space can be undertaken without risk of encountering hazards.

If reclassification requires someone to initially enter the confined space to eliminate any hazards or determine if any exist, such entry must be performed in accordance with the requirements for a permit required space.

Permit required confined space requested for reclassification: **RESTROOM NEAR KIDS UPS PLAY AREA (WATER CIRCULATION CLOSET)**

Location: **Battle Point Park**

Date of entry under permit requirements to eliminate hazards and/or assess if hazards can be eliminated for temporary classification: _____

Permit requirements for this specific confined space, and document the basis for determining that these hazards have been eliminated.

<u>Permit Requirements</u>	<u>Method to Eliminate Hazard</u>	<u>Date Requirements Met</u>
Lock out / Tag out pumps	Lock out power panel (See Page 2)	
Set up entry ladder	Secure entrance ladder	
Inform Direct supervisor of entry	Indicate to your supervisor you are entering the space for _____ minutes	

For the above permit required confined space to be temporarily reclassified as a non-permit confined space, the above control measures must be in place as identified in the "Method to Eliminate Hazard" column. This determination has been made by the following program administrator/designated supervisor:

Print name: _____
Signature: _____

Date: _____

Entry into this confined space is allowed only when the above control measures are in place. This certification form must be made available to and initialed by each employee entering the space.

I have received general Confined Space training and specific training for proper reclassification procedures for the above Permit-Required Confined Space. I understand the control measures outlined above and any other necessary conditions for this space and certify that they have been fulfilled, as indicated in above "Date Requirements Met" column.

<u>Date of entry</u>	<u>Name of entrant</u>	<u>Initials:</u>	<u>Name of attendant:</u>	<u>Initials</u>

If hazards arise during entry, employee(s) must exit the space immediately and ask that it be re-evaluated by the Confined Space Program Administrator.

Report any unusual occurrences at once and make any suggestions regarding possible safety problems related to entering this space to the Program Administrator of the Confined Space Program.

Lockout / Tag out Procedures:

Employee must follow before work

1. Inform all affected employees of equipment shutdown.
2. Shut down equipment.
3. Isolate or block hazardous energy.
4. Remove any potential (stored) energy sources.
5. Lockout or tag out the energy sources.
6. Verify the equipment is isolated from the hazardous energy and de-energized.