

## Confined Space Entry Procedure Worksheet

**1. Location**

*Exact name and location of space to be entered.*

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**2. Hazard Identification & Determination - (circle all that apply)**

a. *Tasks to be performed.*

- |                 |                  |              |                   |                       |
|-----------------|------------------|--------------|-------------------|-----------------------|
| Welding/Cutting | Solvent Cleaning | Dry Sweeping | Painting          | Inspection            |
| Grinding        | Vacuuming        | Scraping     | Mechanical Repair | Other (Specify below) |

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Hazardous Contents: (Materials that were, may still be, or will be in the space). Attach MSDS(s) - (circle all that apply)

- |                        |             |                 |                       |
|------------------------|-------------|-----------------|-----------------------|
| Oxygen Deficiency      | Natural Gas | Caustics        | Hot Air               |
| Carbon Monoxide        | Steam       | Acids           | Epoxy Powder Coat     |
| Hydrogen Sulfide       | Water       | Cleaning Agents | Other (Specify below) |
| Combustible Atmosphere | Fuel / Oil  | Solvents        |                       |

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The signs & symptoms of overexposure are: (Use MSDSs - (circle all that apply))

- |           |                   |            |                         |
|-----------|-------------------|------------|-------------------------|
| Headache  | Light Headedness  | Nausea     | Giddiness               |
| Stupor    | Eye Irritation    | Chest Pain | Others: (Specify below) |
| Dizziness | Throat Irritation | Vomiting   |                         |
| Fatigue   | Nose Irritation   | Collapse   |                         |

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Physical, Entrapment and Engulfment Hazards: (Reference Engineering Drawings) - (circle all that apply)

- |                  |                   |                         |               |                  |
|------------------|-------------------|-------------------------|---------------|------------------|
| Fire / Flammable | Falling           | Sloping Sides           | Soft Material | Moving Agitators |
| Explosive        | Slippery Surfaces | Limited Maneuverability | Open Manhole  | Liquids          |

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**3 Pre-Entry Confirmation**

*Initial Atmospheric Testing (to be completed prior to entry)*

Gas / Vapor	Date	Instrument /Detector Tube Type	Date of Calibration/ Expiration	Test Result	Range of Acceptable Concentrations
Oxygen Level					>19.5% & <23.5%
Combustible Gas Vapor					<10% of LEL
Carbon Monoxide					<35 ppm
Hydrogen Sulfide					

Tested by: \_\_\_\_\_ Date: \_\_\_\_\_  Acceptable  Unacceptable



5. Hazard Elimination Procedures

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6. Access Prevention / Warning

Determination that the space is safe to open will be made by: \_\_\_\_\_

Authorization to open the confined space may be given by: \_\_\_\_\_

How will the entrance be opened? \_\_\_\_\_

The entrance will be marked, guarded or secured by: \_\_\_\_\_

7. Hazard Re-Evaluation

List the materials which require ventilation for dilution or to prevent build-up: \_\_\_\_\_

List the hazards which have not been eliminated and require further controls: \_\_\_\_\_

\_\_\_\_\_

List any remaining entrapment or engulfment hazards: \_\_\_\_\_

8. Air Contaminate Monitoring  Not Required  **Required** Attach monitoring log

Periodic monitoring for: \_\_\_\_\_

\_\_\_\_\_

Continuous monitoring for \_\_\_\_\_

\_\_\_\_\_

Appropriate Monitor Model Numbers \_\_\_\_\_ Number of meters \_\_\_\_\_



9. **Hazard Control Requirements**

All entries where the hazard has not been eliminated and those with engulfment or entrapment hazards **require**:

1. Equipment to control the hazards which were not eliminated.
2. Emergency retrieval / rescue equipment.
3. Provisions for a trained Rescue Team.
4. A trained Attendant.

*If the hazards have not been eliminated and any one of these four items is not present and functional,*

**No Entry Can Be Made**

**10. Equipment**

<b><u>Entry</u></b>	<b><u>Retrieval</u></b>	<b><u>Personal Protective Equipment</u></b>			<b><u>Respirator</u></b>
Rope	Hoist      Tripod	Face Shield	Goggles	Hood	Disposable
Harness	Ladder	Rain Suit	Boots	Cool Vest	5 min (Escape Only)
Lanyard	Crane      Basket	Coveralls / Disposable		Underclothes	Air Line
Lifeline	Man lift	Coveralls / Flame Retardant		Duct Tape	Air Line with
Wristletts	Block & Tackle	Work Gloves Type _____			Escape Tank
	Controlled Descent	Chemical Gloves Type _____			
<b><u>First Aid Rescue</u></b>	<b><u>Splash</u></b>	<b><u>Continuous Mechanical Ventilation</u></b>		<b><u>Warning / Barrier</u></b>	
Oxygen Unit	Water Hose	FD Fans	ID Fans	Cones	Flashers
Fire Blanket	Portable Eyewash	Air Movers	Portable Fans	Saw Horses	
Scott Air Pak	Portable Shower	Portable Blower with Elephant Trunk		Portable rails	
Stretcher	Sorbents			"Confined Space" Signs	
Water Gel Blanket				"No Entry" Signs	

**11. Explosion or Fire**

Fire Extinguisher Type     Dry Chemical     CO<sub>2</sub>                      Is Hot-Work Permit required?                       Yes     No

Number of extinguishers to be at site: \_\_\_\_\_                      Permits \_\_\_\_\_

Fire Hose. Charged                      Spark Blanket or Shield                      Combustible Gas & Oxygen Meter

Spark Resistant Tools                      Fire Watch                      Explosion Proof Lighting

Other(s): Specify \_\_\_\_\_

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**12. Communication                      How will Entrants & Attendants Communicate?**

Verbal     Signal Rope     Visual     Radio    Other: \_\_\_\_\_

What is the emergency evacuation signal? \_\_\_\_\_

What is the normal work signal to leave the space \_\_\_\_\_

**13. Special Information / Additional Equipment / Decontamination**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**14. Planned Rescue & Emergency Service**

How are rescues from outside-the-space to be done? \_\_\_\_\_

\_\_\_\_\_

Describe what inside-the-space rescue provisions are to be used. \_\_\_\_\_

\_\_\_\_\_

How will the Rescue Team be notified of the entry? \_\_\_\_\_

\_\_\_\_\_

How will the Rescue Team be summoned for rescue? \_\_\_\_\_

\_\_\_\_\_

**How To Notify Entry is about to Start**     Verbal     Intercom     Phone     Radio     Other    \_\_\_\_\_

**How To Summon in Emergency**     Verbal     Yell     Horn  
 Intercom     Phone     Radio     Other    \_\_\_\_\_

**15. Worksheet Preparation and Approval**

- The diagram and /or procedure do not match the physical surroundings.
- Required equipment not present or not functional.
- Non-functioning air monitoring device(s).
- Air contaminate above acceptable level or alarm sounding on monitoring device. (See air monitoring section)
- Conditions arise outside the scope of the original entry.
- Failure of lockout system, including blanking, bleeding, removing spool, etc.
- Failure of mechanical ventilation

Other (List) \_\_\_\_\_  
\_\_\_\_\_

Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_ Prepared By: \_\_\_\_\_ Date \_\_\_\_\_  
Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_ Prepared By: \_\_\_\_\_ Date \_\_\_\_\_

**16. Authorized Personnel**

**Entry Supervisor(s)** \_\_\_\_\_

**Authorized Entrant(s)** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Authorized Attendant(s)** \_\_\_\_\_  
\_\_\_\_\_

**17. Training**

1. All Entrants have received a Safe Job Description
2. All Entrants have received training on the Duties of an Entrant.
3. All Attendants have received a Safe Job Description
4. All Attendants have received training on the Duties of an Attendant.
5. All Rescue Team Members have received a Safe Job Description
6. All Rescue Team Members have received training on the Duties of a Rescue Team Member.

The Entry Supervisor(s) have reviewed the Duties of the Entry Supervisor and all sections of this permit to ensure completeness prior to anyone entering the confined space.

**Permit Valid Start** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ a.m./p.m. **End** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ a.m./p.m.

***I have read the above permit and confirm that all items have been completed and therefore permit the entry to commence.***

Entry Group Supervisor \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Time \_\_\_\_\_ a.m./p.m.

Unplanned Events \_\_\_\_\_  
\_\_\_\_\_

**Permit Canceled** by \_\_\_\_\_ Time \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Access Prevention & Warning Completed** by \_\_\_\_\_ Time \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_