

# Confined Space Entry Policy

## I. Purpose

The purpose of this Confined Space Entry Policy is to establish guidelines for the safety of personnel who are exposed to or required to work in confined spaces. This policy has been developed in accordance with OSHA Standard 29 CFR 1910.146 and includes provisions for employee training, hazard identification and control, an entry permit system and rescue procedures.

This policy is applicable to all such employees of the City of Cloquet. Failure to comply could result in serious injury or even death. An employee's failure to comply is subject to disciplinary action, up to and including termination. Supervisors will assure that the procedures described in this policy are followed and that employees entering confined spaces are properly trained and equipped to perform their duties safely.

## II. Definitions

**Acceptable entry conditions** - the conditions that must exist in a confined space to allow entry and to ensure that employees involved with a permit-required confined space entry can safely enter into and work within the space.

**Attendant - (Standby Person)** - an individual stationed outside the confined space who monitors the authorized entrants and who performs attendant's duties as required by this policy.

**Authorized entrant** - an employee who is authorized by the City of Cloquet to enter a confined space.

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

**Confined space** - 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 (for example, tanks, vessels, wet wells, storage bins, manholes, vaults and pits are spaces that may have limited means of entry); and
3. Is not designed for continuous employee occupancy.

**Confined space policy** - the City of Cloquet's overall policy for controlling and, where appropriate, for protecting employees from permit space hazards and for regulating employee entry into confined spaces.

**Control measures** - a system or device used, or action taken, to control or prevent the introduction of physical hazards into a confined space.

**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 space that could endanger entrants.

**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.

**Entry** - the action by which a person passes through an opening into a confined space. Entry includes ensuing work activities in that space and is considered to have occurred as soon as any part of the entrant's body breaks the pane of an opening into the space.

**Entry permit (permit)** - written or printed document that is provided by the employer to allow and control entry into a permit space.

**Entry Coordinator (Entry Supervisor)** - the person responsible for determining if the acceptable entry conditions are present at a permit space where entry is planned, for authorizing entry and overseeing entry operations, and for terminating entry as required by this policy.

**Hazardous atmosphere** - an atmosphere that may expose employees to the risk of death, incapacitation, impairment of ability to self-rescue, injury, or acute illness from one or more of the following causes:

1. flammable gas, vapor, or mist in excess of 10 percent of its lower flammable limit (LFL);
2. airborne combustible dust at a concentration that meets or exceeds its LFL; atmosphere oxygen concentration below 19.5 percent or above 23.5 percent;
3. atmospheric concentration of any substance for which a dose or a permissible exposure limit as published in Subpart G, Occupational Health and Environment Control, or in Subpart Z, Toxic and Hazardous Substances, of this part and which could result in employee exposure in excess of its dose or permissible exposure limit;
4. any other atmospheric condition that is immediately dangerous to life or health.

**Hot work** - riveting, welding, flame cutting, or other fire or spark-producing operation.

**Immediately dangerous to life or health (IDLH)** - any condition that poses an immediate or delayed threat to life or that would cause irreversible adverse health effects or that would interfere with an individual's ability to escape unaided from a confined space.

**Inerting** - the displacement of the atmosphere in a permit space by a noncombustible gas (such as nitrogen) to such an extent that the resulting atmosphere is noncombustible. This procedure produces an IDLH oxygen-deficient atmosphere.

**Isolation** - the process by which a permit space is removed from service and completely protected against the release of energy and material into the space by such means as: blanking or binding; 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.

**Lockout-tagout** - placing locks or tags on the energy isolating device (i.e. breaker boxes, control switches, valves, etc.) to prevent the unauthorized re-energization of the device or circuit while work is being performed by personnel. Tags shall indicate that the energy-isolated device shall not be operated until the tag is removed by the individual(s) that installed the tag.

**Non-permit confined space** - a confined space that does not contain or, with respect to atmospheric hazards, has the potential to contain any hazard 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 (permit space)** - a confined space for which a written permit is required prior to entry. Permit-required confined spaces normally have 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 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,
4. Contains any other recognized serious safety or health hazard (such as noise, electricity, radiation, or moving parts of machinery).

**Permit system** - the City of Cloquet's written procedure for preparing and issuing permits for entry and for returning the permit space to service following termination of entry.

**Prohibited condition** - any condition in a permit space that is not allowed by the permit during the period when entry is authorized.

**Rescue service** - the personnel designated to rescue employees from permit spaces.

**Retrieval system** - the equipment (including a retrieval line, chest or full-body harness, wristlets, if appropriate, and a lifting device or anchor) used for non-entry rescue of persons from permit spaces.

**Testing** - the process by which the hazards that may confront entrants in a confined space are identified and evaluated. Testing includes specifying the tests that are to be performed in the permit space.

### **III. Responsibilities:**

#### **Combined Safety Committee:**

1. Administer the Confined Space Entry Policy; and
2. Annually review this policy.

#### **Management:**

1. Ensure proper employee training for confined space entry.
2. Provide proper equipment for confined space entry.
3. Ensure confined space assessments have been conducted.
4. Ensure all permit-required confined spaces are identified; and
5. Ensure with the Cloquet Area Fire District that they are adequately trained and prepared to conduct confined space rescue.

**Employees:**

- a. Follow the confined space entry policy requirements; and
- b. Report any previously unidentified hazards associated with confined spaces.

**Entry Coordinator (Entry Supervisor):**

Entry Coordinators are responsible for the overall permit space entry and must coordinate all entry procedures, tests, permits, equipment, and other relevant activities. The following Entry Coordinator duties are required:

1. Know the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure.
2. Verify, by checking that the appropriate entries have been made on the permit, that all tests specified by the permit have been conducted and that all procedures and equipment specified by the permit are in place before endorsing the permit and allowing entry to begin.
3. Terminate the entry and cancel the permit when the entry is complete and there is a need for terminating the permit.
4. Verify that rescue services are available and that the means for summoning them are operable.
5. The Entry Coordinator **will not enter the confined space for rescue purposes.**
6. Remove unauthorized persons who enter or attempt to enter the space during entry operations.
7. Determine that entry operations remain consistent with the permit terms and that acceptable entry conditions are maintained whenever responsibility for a permit space entry operation is transferred and at intervals dictated by the hazards and operations performed within the space.

**Attendant(s) / Standby Person(s):**

At least one attendant is required outside the permit space into which entry is authorized for the duration of the entry operation. Responsibilities include:

1. Know the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure.
2. Know the possible behavioral effects of hazard exposure on entrants.
3. Verify that rescue services are available and that the means for summoning them are operable.
4. The standby person **will not enter the confined space for rescue purposes.**
5. Summon rescue and other emergency services as soon as the standby person determines the entrants need assistance to escape the permit space hazards and shall have communication equipment (i.e., cell phone, radio, etc.) at the site of the confined space entry operation.
6. Maintain an accurate count of entrants in the permit space and ensure a means to accurately identify authorized entrants.
7. Remain outside the permit space during entry operations until relieved by another standby person.

8. Communicate with entrants, as necessary, to monitor entrant status and alert entrants of the need to evacuate.
9. Monitor activities inside and outside the space to determine if it is safe for entrants to remain in the space and order the entrants to immediately evacuate if:
  - a. the standby person detects a prohibited condition.
  - b. detects entrant behavioral effects of hazard exposure.
  - c. detects a situation outside the space that could endanger the entrants; or
  - d. if the standby person cannot effectively and safely perform all the attendant duties.
10. Perform non-entry rescues as specified by rescue procedure and Entry Coordinator.
11. Do not perform duties that might interfere with the attendants' primary duty to monitor and protect the entrants.
12. Take the following action when unauthorized persons approach or enter a permit space while entry is under way:
  - a. Warn unauthorized persons that they must stay away from the permit space.
  - b. Advise unauthorized persons that they must exit immediately if they have entered the space.
  - c. Inform the authorized entrants and the Entry Supervisor if unauthorized persons have entered the permit space.

#### **Person Entering Confined Space (Entrants)**

All persons entering confined space must be authorized by the Entry Coordinator to enter permit spaces, has received the required training, use the proper equipment, and observe the entry procedures and permit.

The following entrant duties are required:

1. Know the hazards that may be faced during entry, including information on the mode, sign or symptoms, and consequences of the exposure.
2. Properly use the equipment required for safe entry including proper fall protection and/or retrieval equipment.
3. Communicate with the attendant as necessary to enable the attendant to monitor the status of the entrants and to enable the attendant to alert the entrants of the need to evacuate the space if necessary.
4. Alert the standby person whenever the entrant recognizes any warning signs or symptoms of exposure to a dangerous situation or any prohibited condition is detected.
5. Exit the permit space as quickly as possible whenever:
  - a. the standby person or Entry Coordinator gives an order to evacuate the permit space.
  - b. the entrant recognizes any warning signs or symptoms of exposure to a dangerous situation.

- c. the entrant detects a prohibited condition, or an evacuation alarm is activated.

#### **IV. General Rules for Confined Space Entries**

During all permit-required confined space entries, the following safety rules must be strictly enforced:

1. Only authorized and trained employees may enter a confined space or act as a standby person.
2. Air monitoring equipment must be tested prior to entry.
3. Personal protective equipment will be provided to employees as necessary for safe entry into the confined space.
4. Before an employee enters a confined space, the internal atmosphere shall be tested at three levels (top, middle, and bottom), with a calibrated direct-reading instrument for oxygen content, flammable vapors, and potential toxic air contaminants, in that order. All testing shall be conducted by a properly trained individual. Upon entry, continuous atmospheric monitoring is required.
5. No smoking is permitted in a confined space or near entrance/exit area.
6. During a permit-required confined space entry, a standby person must be present at all times and constant visual or voice communication will be maintained between the standby person and employees entering the confined space.
7. No bottom or side entry will be made or work conducted below the level of any hanging material or material which could cause engulfment.
8. Any conditions making it unsafe to remove an entrance cover shall be eliminated before the cover is removed.
9. When entrance covers are removed, the opening shall be promptly guarded by a railing, temporary cover, or other temporary barrier that will prevent an accidental fall through the opening and that will protect each employee working in the space from foreign objects entering the space.
10. There may be **no hazardous atmosphere** within the space whenever any employee is inside the space except during rescue operations conducted by Cloquet Area Fire District personnel who are properly trained and equipped.
11. Continuous forced air ventilation shall be provided for all permit-required confined space entries and shall include the following:
  - a. An employee may not enter the space until the forced air ventilation has been in operation for a minimum of five (5) minutes and eliminated any hazardous atmosphere.
  - b. The forced air ventilation shall be so directed as to ventilate the immediate areas where an employee is or will be present within the space and shall continue until all employees have left the space.
  - c. The air supply for the forced air ventilation shall be from a clean source and may not increase the hazards in the space.
12. All confined spaces shall be considered "Permit-Required Confined Spaces" until the pre-entry procedures as required for a Non-Permit Confined Space Entry, as detailed elsewhere in this policy, demonstrates otherwise.

## **V. Confined Space Entry Permit**

To control and monitor confined space entries, a written Entry Permit system is hereby established and shall require the following:

1. A Confined Space Entry Permit/Checklist form (see Appendix A) must be completed before any employee enters a permit-required confined space. The permit must be completed and signed by a supervisor before entry. The supervisor will ensure that the permit specifies the location, type of work, personal protective measures, authorized entrants, monitoring equipment, hazards of the permit space, and control measures. If rescue equipment is required, it will be so noted on the permit. The procedure for contacting rescue services will also be included on the permit.
2. Only persons trained on confined space entry procedures within the past year may use this permit system.
3. Permits will expire before the completion of the shift or if any pre-entry conditions change. The permit will be available at the work site outside the confined space. All confined space entry permits will be turned in to the supervisor after the work is completed. Permits and related information will be kept for a minimum of one year. In the event of a chemical exposure during a confined space entry, records pertaining to that exposure will be kept for the duration of employment plus 30 years.
4. The Entry Coordinator shall sign the permit prior to allowing entry and ensure that entry operations remain consistent with the terms on the permit.
5. If, during the course of the entry, a potential hazardous situation occurs which exceeds the conditions authorized on the permit, the confined space entry shall be terminated immediately and the individual permit for this entry shall be revoked. The department supervisor shall then be contacted.
6. Hot work requires additional consideration and must be discussed with a supervisor.
7. The permit is terminated after the entry has been completed.
8. The Cloquet Area Fire District is not required to obtain a permit to perform a rescue operation.

## **VI. Entry Procedures For Permit-Required Confined Space Entries**

1. Each employee who enters or is involved in a Permit-Required Confined Space entry must:
  - a. Understand the procedures for confined space entry.
  - b. Know the hazards of the specific space.
  - c. Review the specific procedures for each entry.
  - d. Understand how to use entry and rescue equipment.
2. Confined Space Entry Permit and a Confined Space Pre-Entry Checklist must be properly completed by a qualified person prior to entry into a permit-required confined space.

3. Only properly trained and authorized individuals will be allowed to enter a permit-required confined space. Authorized entrants will maintain contact with the standby person.
4. Atmospheric testing of all Permit-Required Confined Spaces must be completed, in accordance with acceptable procedures, for a minimum of three (3) minutes, prior to entry or any mechanical ventilation of the space and the results recorded on the Pre-Entry Checklist. Upon entry, continuous atmospheric monitoring is required. If, at any time during this process, a potentially hazardous atmosphere or situation is detected, the confined space entry shall be terminated immediately and the department supervisor shall be contacted.
5. All permit-required confined spaces shall be adequately ventilated a minimum of five (5) minutes prior to entry and continuous ventilation is required for the duration of the entry.
6. Each individual entering a permit-required confined space will have a safety or retrieval line/fall protection attached to a chest, body harness, or wristlets (unless the retrieval equipment would increase the overall risk of entry or would not contribute to the rescue of the entrant). The other end of the retrieval line will be secured to an anchor point or lifting device outside the entry portal. The anchor point will not be secured to a motor vehicle in a manner that would pull the line out of the space if the vehicle moved.
7. During any confined space entry, all safety rules and procedures will be followed. This shall include the use of any other required personal protective equipment. Metal ladders will not be used when working around electrical equipment. There will be no smoking in a confined space. **Any use of chemicals, welding, soldering, or cutting must be pre-approved by a supervisor.** Adequate lighting will be provided.
8. A breathing apparatus is required for entry into an unknown atmosphere. Only the Cloquet Area Fire District with self-contained breathing apparatus may enter an atmosphere that is actually or potentially immediately dangerous to life or health. City of Cloquet employees are prohibited from entering an atmosphere that is actually, potentially, or immediately dangerous to life or health.
9. Electrical equipment used in the confined space will be appropriate for the hazard and meet the requirements of the National Electric Code if a hazardous atmosphere is present.
10. Any condition making it unsafe to remove an entrance cover will be eliminated before the cover is removed. When the cover has been removed, the opening(s) shall be promptly guarded to prevent accidental fall into the opening and prevent objects from falling into the opening.
11. Appropriate vehicle and pedestrian barriers will be used to protect workers.

## **VII. List of Cloquet Public Works Permit Required Confined Spaces**

All department supervisors shall evaluate the workplace to determine if any spaces are permit-required confined spaces. A list of previously identified confined spaces is included in Appendix B. This workplace evaluation should be ongoing and as conditions change or other confined spaces are identified, these must be added to this list.



## **VIII. Entry Procedures for Non-Permit Confined Space Entries**

1. No confined space previously identified as a Permit-Required Confined Space may be considered as a Non-Permit Confined Space without prior reclassification by the department supervisor.
2. A Non-Permit Confined Space is a confined space that does not contain or, with respect to atmospheric hazards, does not have the potential to contain any hazard capable of causing death or serious physical harm.
3. Only persons properly trained in the City of Cloquet's entire Confined Space Entry Policy may enter or be involved in any confined space entry whether said space is considered a Permit-Required Confined Space or a Non-Permit Confined Space.
4. A Confined Space Pre-Entry Checklist must be completed by the entrant, prior to entry of any Non-Permit Confined Space. The checklist must be kept at the job site for the duration of the job and all Confined Space Pre-Entry Checklists completed during the course of a work shift shall be turned into the department supervisor at the end of each shift.
5. Atmospheric testing of all Non-Permit Confined Spaces must be completed, in accordance with acceptable procedures, for a minimum of three (3) minutes, prior to entry and the results recorded on the Pre-Entry Checklist. If the pre-entry tests show there is no dangerous air contamination and/or oxygen deficiency within the space and there is no reason to believe that any is likely to develop, entry into and work within the space may proceed.
6. Upon entry, continuous atmospheric monitoring is required. If, at any time during this process, a potentially hazardous atmosphere or situation is detected, the confined space entry shall be terminated immediately and the department supervisor shall be contacted. Until determined otherwise by the department supervisor, this space shall be considered a Permit-Required Confined Space.
7. All Confined Space Entry general rules as detailed elsewhere in this policy shall be adhered to during the course of all Non-Permit Confined Space entries, except:
  - a. No attendant or standby person is required, provided the space can be maintained in a safe condition.
  - b. Supplemental or mechanical ventilation shall not be required for entry into a non-permit confined space provided that sufficient general ventilation exists to maintain a safe atmosphere in the space as confirmed through continuous air monitoring.

## **IX. Required Training**

All employees who are exposed to confined spaces in their workplace, or are involved with confined space entries, shall be provided, at a minimum, annual training on this policy and the proper procedures to be followed. This training shall be provided to each affected employee:

1. Prior to conducting confined space entry work.
2. Prior to a change in the employee's duties.
3. When there is a change in permit space operations that present a hazard about which an employee has been previously trained.

4. When there are deviations from the permit space entry procedures outlined by this policy or when there are inadequacies in the employee's knowledge or use of these procedures.
5. Employees shall be trained in the proper use of air monitoring equipment prior to conducting confined space entry work including the use of any applicable safety equipment.
6. Annual training should include a review of the permit system and a review of all permit-required entries completed during the previous year to determine if any revisions to the program are necessary.

## **X. Reclassification of a Non-Permit Confined Space to a Permit-Required Confined Space**

When there are changes in the use of a Non-Permit Confined Space that may increase the hazards, the space shall be reevaluated and classified as a Permit Required Confined Space if necessary. The department supervisor shall re-evaluate and reclassify confined spaces as necessary depending upon the work activities to be performed in these spaces. Reclassification would be required, for example:

- a. During application of solvents, paint, chemicals, or other materials that could potentially create a hazardous atmosphere in a confined space.
- b. During welding, cutting, brazing, or soldering in some confined spaces with limited ventilation.
- c. During sewage leakage into a normally dry pit.

## **XI. Rescue Procedures and Emergency Services**

### **Rescue Procedures**

If it is necessary to rescue a worker(s) from a permit-required confined space, the standby person will immediately contact the Carlton County Emergency Dispatcher. The standby person will need to provide the communications center with the address of the incident and the number of trapped or injured victims. The Emergency Dispatcher will notify and dispatch the Cloquet Area Fire District to respond. Upon arrival at the scene of the incident, the Cloquet Area Fire District will become the lead agency responsible for all activities pertaining to the incident. The Fire District operates under an Incident Management System and will utilize the supervisor(s) of the department(s) involved as a liaison to assist in the coordination of all rescue efforts under a Unified Command Structure. All supervisors and department heads will report immediately to the Incident Commander (IC) upon arrival at the incident. Supervisors and department heads will not instruct their employees to conduct any activities pertaining to the rescue operations without prior approval from the IC.

After notifying the Cloquet Area Fire District, the standby person will attempt to retrieve the worker using the retrieval line. Under no circumstance will the standby person enter the confined space.

Rescuers entering an Immediately Dangerous to Life or Health (IDLH) or unknown atmosphere will wear a self-contained breathing apparatus or a positive pressure airline respirator with at least a 10 minute escape bottle of air. Rescuers will, where practical, be connected to a safety line attached to a point outside the confined space. A standby person will remain outside the confined space during rescue efforts. Rescuers will wear appropriate protective clothing. Rescue breathing equipment will not be required if the emergency is not due to the presence of a hazardous atmosphere.

Air-purifying respirators shall not be used in confined space rescues.

## **Emergency Services**

The Cloquet Area Fire District has been designated to provide rescue and emergency services. It has been determined that the Cloquet Area Fire District has the capability to reach the victim(s) within an appropriate time frame and is equipped for and proficient in performing the rescue services. The City shall provide the Cloquet Area Fire District access to all permit spaces from which rescue may be necessary so that the Cloquet Area Fire District can develop appropriate rescue plans and train and practice rescue operations in these permit spaces.

If rescue and emergency services are needed, the City shall inform the Cloquet Area Fire District of the hazards they may confront at the site.

## **XII. Contractor Awareness, Duties, and Responsibilities**

When a department arranges to have employees of another employer perform work that involves permit space entry, the department shall:

1. Inform the contractor in writing that the workplace contains permit spaces and that permit space entry is allowed only through compliance with a permit space program meeting the requirements set forth by OSHA 29 CFR 1910.146.
2. Apprise the contractor of the elements, including the hazard(s) identified and the City's experience with the space, that make the space in question a permit-required confined space.
3. Apprise the contractor of any precautions or procedures that the City has implemented for the protection of City employees in or near the permit space where contractor personnel will be working.
4. Coordinate entry operations with the contractor when both City personnel and contractor personnel will be working in or near permit spaces.

## **XIII. Record Keeping**

### **Air Monitoring Equipment Maintenance and Calibration:**

Air monitoring equipment will be properly maintained and field calibrated on a monthly basis or in accordance with the manufacturers' instructions, whichever is more frequent.

In addition to monthly field calibrations, the equipment supplier shall perform a calibration check on all air monitoring equipment at least once annually, or whenever the equipment does not pass a field calibration.

All calibration information, such as the type of test required and the test dates, shall be recorded on the instrument log and kept on file for one year.

### **Entry Permits:**

All confined space entry permits shall be kept on file for at least one year.

### **Training Records:**

Personnel training records shall be kept on file for at least one year.

**APPENDIX A**

**CONFINED SPACE ENTRY PERMIT / CHECKLIST**

Date of Entry: \_\_\_\_\_  
Time Issued: \_\_\_\_\_  
Location: \_\_\_\_\_  
Class of Confined Space Entry: \_\_\_\_\_  
Person in Charge of Entry: \_\_\_\_\_  
Department Supervisor: \_\_\_\_\_  
Employees Assigned to Entry: \_\_\_\_\_  
Description of Work to Be Performed: \_\_\_\_\_

**Designated Person Performing Tests:** \_\_\_\_\_

**ATMOSPHERIC TESTING BEFORE ENTRY (MINIMUM 5 MINUTES BEFORE ENTRY)**

	Results:	
Oxygen (19.5% to 23%)		%
Hydrogen Sulfide gas (below 10 PPM)		PPM
Explosive Gases (less than 10% LEL)		%

Were any audible alarms activated during initial 5 minute testing?  Yes  No  
Were any audible alarms activated while continuously monitoring during entry?  Yes  No

**VENTILATION (MINIMUM 5 MINUTES BEFORE ENTRY AND CONTINUOUS DURING) REQUIRED FOR ALL EXCEPT CLASS 1A ENTRIES**

**Equipment CFM Rating:** \_\_\_\_\_ **CFM**  
(Minimum 200 CFM per occupant, up to 2,000 cubic foot space)

**EMERGENCY RESPONSE PLAN**

Emergency Plan reviewed with all personnel prior to entry?  Yes  No  
Were Emergency Response personnel given prior notice of entry?  Yes  No  
Emergency communication system tested 15 minutes prior to entry?  Yes  No  
Special Emergency Response Plans: \_\_\_\_\_

**COMMONLY USED "NON-EMERGENCY" TELEPHONE NUMBERS**

<b>Cloquet Area Fire District</b>	<b>879-6514</b>	<b>Duluth Fire &amp; Rescue</b>	<b>723-3212</b>
<b>Carlton Co. Emergency Dispatch</b>	<b>384-4185</b>	<b>Superior Fire &amp; Rescue</b>	<b>(715) 394-0231</b>

**APPENDIX A**

**CONFINED SPACE ENTRY PERMIT / CHECKLIST**

**OTHER PROTECTIVE EQUIPMENT FOR ENTRY AND RESCUE**

	Required?	Completed?
Lockout/Tagout Required	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Harness and lifeline on persons entering and tied off <i>(Required for Class 2 and Class 3 entries)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Entrants wearing proper respiratory protection <i>(Required for Class 3 entries)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Approved hoisting device <i>(Required for Class 2 and Class 3 top entries)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Spare harness and lifeline with observer <i>(Required for Class 3 entries)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Spare SCBA with observer <i>(Required for Class 3 entries)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Description of any additional hazards that may be expected to be generated by the entrance activities in the space and action taken to correct condition:

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**PERSONNEL INVOLVED IN THIS ENTRY HAVE RECEIVED INSTRUCTIONS ON SAFETY PROCEDURES AND HAZARDS OF THIS JOB AND THE PERMIT IS COMPLETE.**

Signature of Person in Charge:

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Signatures of Person(s) Assigned to Enter:

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Signature of Reviewing Supervisor:

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Date:

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## **APPENDIX B**

### **LIST OF CLOQUET PUBLIC WORKS PERMIT - REQUIRED CONFINED SPACES**

In accordance with Article VII of the Confined Space Entry Policy, all department supervisors shall evaluate the workplace to determine if any spaces are permit-required confined spaces. The following is a list of previously identified confined spaces which are routinely encountered by Cloquet Public Works personnel.

All persons entering these spaces must have received the required training and must comply with all rules and procedures as outlined by the policy.

#### **PERMIT-REQUIRED CONFINED SPACES:**

1. All storm sewer manholes or catch basins greater than five feet in depth.
2. All sanitary sewer manholes.
3. All sanitary sewer lift stations.
4. All air release vaults on the Lake Superior Waterline.

#### **NON-PERMIT REQUIRED CONFINED SPACES:**

1. All storm sewer manholes or catch basins less than five feet in depth.
2. The Harris Reservoir, Wagtskjold Reservoir, Spring Lake Reservoir, and Cloquet Elevated Water Tower.
3. The Ugstad Surge Vault (Old Highway 61) on the Lake Superior Waterline.
4. The Cloquet Metering Station (Carlton Avenue and Highway 45).
5. The Spring Lake, Sappi, and all Scanlon Water Metering Vaults.
6. The Park Point Wetwell.
7. Valve manhole at Pinehurst Park Swimming Pool.