

Longwood University

Permit-Required Confined Space Entry Permit

A. Space Description - See bottom of Instruction Sheet below for Tracking Number

1. Description of confined space _____
2. Tracking Number # _____
3. Location _____
4. Entry Purpose _____
5. Hazard Identification _____

6. Start Date _____
7. Start Time _____ a.m./p.m.
8. Scheduled Expiration _____ a.m./p.m.

B. Personnel

The following person(s) trained in confined space procedures are assigned work in connection with a confined space entry, in accordance with this permit:

9. Entrants: Name (Printed) _____ Name (Printed) _____
 Entrants: Name (Printed) _____ Name (Printed) _____
 Entrants: Name (Printed) _____ Name (Printed) _____
10. Attendants: Name (Printed) _____ Name (Printed) _____
 Attendants: Name (Printed) _____ Name (Printed) _____
 Attendants: Name (Printed) _____ Name (Printed) _____

C. Type of Entry – Notify Police Dispatch of Entry and Location of Entry, Prior to ENTRY. X2091

11. Permit-Required Confined Space (See Section G)

12. Alternate entry

- a. All employees trained
- b. Atmospheric hazard (identify) _____
- c. Ventilation and monitoring without entry
- d. Space atmosphere tested/no hazardous atmosphere
- e. Continuous ventilation during entry
- f. Continuous monitoring during entry

13. Reclassify space from Permit to Non-permit

- a. No atmospheric hazard present
- b. All other hazards eliminated before entry (list) _____

D. Safety Requirements

	Yes	No	Date/Time	Checked By
14. Area secured _____	_____	_____	_____	_____
15. Piping disconnected _____	_____	_____	_____	_____
16. Energy sources and mechanical hazards locked/tagged out _____	_____	_____	_____	_____
17. Cleaning (flushing/washing) done _____	_____	_____	_____	_____
18. Required purging or venting done _____	_____	_____	_____	_____
19. Sources of ignition controlled _____	_____	_____	_____	_____
20. Cutting, welding permit obtained _____	_____	_____	_____	_____
21. Use of hazardous or flammable materials approved _____	_____	_____	_____	_____
22. Other _____	_____	_____	_____	_____

E. Tests

Test must be taken in the following order: Test to be Taken	Limit	Test Results							
23. % of OXYGEN (O ₂)	19.5-23.5%								
24. % of LEL flammable concentrations	<10%								
25. CARBON MONOXIDE (CO)	<25 ppm								
26. HYDROGEN SULFIDE (H ₂ S)	<10 ppm								
27. OTHER									
28. TIME									

Note: Continuous/periodic tests shall be established before starting job. Any questions pertaining to test requirements, contact your supervisor, safety officer, or IU Environmental Health & Safety. Note hazardous conditions under Section A, #5.

Equip. Name	Serial No.	Cal. Date	Initials

F. Personal Protective and Safety Equipment

- 29. Retrieval line/hoist
- 30. Hard hat
- 31. Safety harness/Ladders
- 32. Hearing protection
- 33. Eye/foot protection
- 34. Fire extinguisher
- 35. GFI In Wet Environment/Barricades
- 36. Gas/Oxygen/Toxicity Detector(s)
- 37. Ventilation equipment
- 38. Respirators (specify):
- 43. Tripod
- 44. Monitor Date of Calibration _____
- 39. Protective clothing (specify):
- 40. Gloves (specify):
- 41. Communication equipment (specify):
- 42. Others (specify): _____

G. Entry Procedures

- 44. Attendant understands duties
- 45. Entrant understands exit requirements
- 46. Attendant has communication to rescue personnel
- 47. Entrant has lifeline, Personal Monitor and Harness
- 48. Rescue plan is in place – Contacted Longwood Dispatch at 2091 – Time of Entry _____ Time PRCS Closed _____**
- 49. Pre-Entry Briefing: I/We have reviewed this permit and are aware of the hazards and precautions necessary for performing the designated work in the confined space authorized by this permit: *(Signed by all entrants & attendants)*

Name of Entrant (Signature)

Name of Entrant (Signature)

49. Certification: I certify that all existing and potential hazards have been evaluated, necessary protective measures have been taken, and acceptable environmental conditions exist:

Printed Name: _____ Signed: _____ Date: _____
(Entry Supervisor)

50. Emergency Phone Numbers **9-911** Other: Rescue Team _____ 911 _____ Police _____ 20911 _____ Fire _____ 911 _____

51. Permit Cancelled/Closed at: _____ on: _____ by: _____
(Entry Supervisor)

Comments: _____

Longwood University Safety Instructions

Confined Space Entry Permit

The Confined Space Entry Permit process shall be completed before any Longwood University employee enters a space designated as a “Permit Required Confined Space.”

1. If you do not know if the space qualifies as a Confined Space check with your Supervisor or EHS&EM to verify that the space that will be entered is a Permit Required Confines Space. Insure that all personnel are trained and have the proper Personal Protective Equipment to perform their job.
2. Evaluate the known hazards and prepare control measures.
3. Enter the names of the authorized entrants and attendants with the name of their department or shop. All entrants and attendants must have completed Confined Space Awareness and Entry training. **Contractors are required to follow their own permit system and have their own equipment.**
4. Notify the Longwood Police Dispatcher before entry of any PRCS and provide the date, time, location and of the entry. Also give the name of the Entry Supervisor and a means of contacting that person during the entry.
5. At the site, ensure the following items have been implemented:
 - All barricades are in place and caution signs are posted.
 - Hazardous energy has been locked and tagged.
 - An emergency escape plan has been developed. All phones and radios are operational.
 - Retrieval systems (tripod, winch, harness, life line) are in place.
 - Space has been properly ventilated.
 - Personal Protective Equipment is available and in use.
 - Hot Works Permits has been obtained for all welding and cutting. A permit has been obtained and posted.
7. Completer the Permit. Perform atmospheric testing and enter readings on permit. Entrants may not enter space until acceptable entry conditions are verified. Entrants have the right to witness the testing.
8. The Entry Supervisor must sign the permit only after all precautions have been implemented and the atmospheric readings have been taken and found to be acceptable.
9. **POST THE PERMIT at the entrance of the space.**
9. Enter additional atmospheric readings on permit. For continuous monitoring, enter readings at regular intervals.
10. After the work has been completed and the entrants have left the space, notify Longwood Police Dispatch.
11. File permit at Supervisor location for 1 year.
 - Expired permits are needed for the OSHA required program evaluation.

Tracking Number requirements – Tracking number equals to the following; Month/day/year/001/department. Department equals = B-Boiler, H=HVAC, P=Plumbing, E=Electrician, I=IITS, SM=Steam Maintenance, C=Contractor, P=Police and SO= Safety Office. Example 12/05/11/001/SO = 12th day of May,2011 and it’s the first Confined Space entry for the Safety Office. Each department starts off with 001 and climbs from there.