

State of Arizona Risk Management Loss Prevention

PERMIT REQUIRED CONFINED SPACE CHECKLIST

Agencies must evaluate every work area to determine the presence of confined spaces and if employees are working in these areas. Agencies that have employees working in confined spaces must evaluate the hazards to determine the presence of permit-required confined spaces.

A confined space is:

- 1) a space that is large enough and so configured that an employee can bodily enter and perform assigned work;
- 2) has limited or restricted means of entry or exit (for example a tank or pit);
- 3) is not designated for continuous employee occupancy.

A permit-required confined space has 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.

The following checklist provides elements that must be covered in a permit-required confined space program.

If it is determined that there are no confined spaces, the evaluation findings must be filed with the Agency's Loss Prevention documentation.

<u>General</u>	YES	NO	N/A
Is there an inventory of all possible confined spaces, whether these are permit required or non-permit required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is each space classified as permit required or non-permit required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there documentation of initial atmospheric testing for each non-permit required confined space?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has each non-permit required space been reviewed at least annually to ensure conditions have not changed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have the hazards of each space, permit and non-permit required, been documented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

IF THERE ARE ONLY NON-PERMIT REQUIRED CONFINED SPACES, DO NOT COMPLETE THE REST OF THE CHECKLIST

<u>Permit Required Confined Spaces</u>			
Has a Permit-Required Confined Space program been written, implemented and made available to employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are danger signs posted to inform employees about the existence, location and dangers of confined spaces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PERMIT REQUIRED CONFINED SPACE CHECKLIST

<u>Permit Required Confined Spaces (cont.)</u>	YES	NO	N/A
Is a permitting system in place sufficient enough to protect employees from the hazards within each permit-required confined space?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the program reviewed annually and updated if necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<u>Training</u>			
Has each employee been trained and demonstrated a proficiency in the understanding, knowledge and skills necessary for the safe performance of duties relating to the confined space?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees trained before the first assignment, before there is a change in assigned duties and whenever there is a change in permit space operations that present a hazard about which the employee has not previously been trained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the employee training been certified by recording the names of the employees, the signature of the trainer and date of training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have the entrants been trained in the hazards of the entry, the signs of exposure, to properly use the equipment and communicate with the attendant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have the attendants been trained in the hazards of the entry, to recognize behavioral effects of hazard exposure in authorized entrants and to call for rescue services if necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have the supervisors been trained in the hazards of the entry and understand his/her role in assuring all conditions of the entry permit have been met?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the employer evaluated the rescuers or emergency service's ability to respond in a timely manner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<u>Atmosphere</u>			
Has the permit space been tested to determine if acceptable entry conditions exist prior to entry?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the entry supervisor reviewed and signed the permit before entry begins?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was atmospheric hazard testing done in the proper order? (oxygen, then combustible gases and vapors and then toxic gases and vapors)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is ventilating equipment available to obtain and maintain acceptable entry conditions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the permit space been flushed, ventilated, purged and rendered inert to eliminate or control atmospheric hazards prior to entry?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the permit space tested or monitored as necessary to determine if acceptable entry conditions are being maintained while employees are working in the space?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have the employees been trained to properly care for the air monitoring equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PERMIT REQUIRED CONFINED SPACE CHECKLIST

<u>Atmosphere (cont.)</u>	YES	NO	N/A
Is all equipment calibrated before each entry and at least annually by the manufacturer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are confined spaces thoroughly emptied of any corrosive, hazardous or decaying substance that may produce a hazardous atmosphere?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<u>Equipment</u>			
Is necessary personal protective equipment available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has necessary lighting equipment been provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has all equipment been locked out and tagged?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is all portable electrical equipment used inside the confined space either grounded and insulated or equipped with ground fault protection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<u>Permit</u>			
Are all the employees involved in the entry listed on the permit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the entry supervisor signed off on the permit indicating that entry conditions are acceptable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are completed entry permits posted near the confined space entrance for all involved to observe?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the permits saved for one year for review?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note that this checklist is to be used as a “tool” to assist in determining if the basic requirements of a permit required confined space program are in effect. The checklist is not all inclusive and OSHA Standard, 29 CFR 1910.146, provides requirements for procedures and practices to protect employees from the hazards of working in permit-required confined spaces and should be used as a reference for additional information. The OSHA internet website, www.OSHA.gov, is an excellent resource for all occupational related safety and health requirements.

The attached flow charts may also be used to aid in determining confined spaces or permit-required confined spaces.