



SUNY Potsdam

Confined Space Policy

Revision: 2.0

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Author: PMO

Purpose

To provide procedures that will protect the health and safety of all personnel that work within confined spaces, and to meet the requirements of the OSHA Permit-Required Confined Space Standard, 29 CFR 1910.14629. These specific requirements ensure that the hazards of confined spaces in the workplace are evaluated and adequately controlled. In an effort to ensure SUNY Potsdam's continued commitment to providing the safest possible workplace, and to comply with this standard, the Environmental Health & Safety (EH&S) has prepared this Confined Space Program.

Scope

This program will include; a written Confined Space Policy; the identification, evaluation, and labeling requirements of Confined Spaces; employee training and certification; implementation of a confined space permitting system, and the identification of responsible individuals and their roles during confined space procedures. EH&S will review this written policy every three years, or when changes occur to 29 CFR 1910.146 that prompt revision of this document, or when operational changes occur within the College that require a revision of this document. Additionally, EH&S will randomly audit the Confined Space Program to ensure that employees & contractors are following policy guidelines.

Appendix List

Appendix A: Campus Emergency Procedures

Appendix B: Campus Confined Space Permit

Appendix C: Campus Permit Required Confined Spaces (Guide Only)

Appendix D: EH&S Contact Information

Description of Types

Confined Space

- A space that is large enough, and so configured, that an employee can bodily enter and perform assigned work; AND
- Has limited or restricted means for entry or exit; AND
- Is not designed for continuous employee occupancy.

Examples: manholes; bins; boilers; ventilation ducts; utility vaults; pipelines; tunnels; tanks; trenches; vessels; vats; silos; open top spaces more than 4 feet deep such as pits, tubs, and excavations, or any space with limited ventilation or suspect atmosphere.

Confined Spaces are classified into two main categories; permit-required and non-permit required.

Permit-required confined space

In addition to the above requirements for a confined space, a permit-required confined space will also have one or more of the following characteristics:

- Unfavorable natural ventilation.
- Potential for toxic or oxygen deficient atmosphere.
- Potential for engulfment, such as hoppers, and silos for sand and gravel.
- Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor that slopes downward and tapers to a smaller cross-section.
- A space that contains any other recognized serious safety or health hazard.

Non-permit required confined spaces

Non-permit required confined spaces are confined spaces that do not have, or have the potential to, contain any hazard or hazardous atmosphere capable of causing death or serious physical harm.

Important Note:

All Campus Confined Spaces will be Considered Permit-Required until EH&S or an individual trained in Confined Space evaluates the work area.

Responsibilities

Environmental Health & Safety (EH&S)

- Develop and implement the SUNY Potsdam Confined Space Program.
- Develop written Permit Required Confined Space Policy and amend as necessary.
- Create and maintain a list of permit required confined space locations on the SUNY Potsdam Campus to be used as a guide in the identification process (**Appendix C**).
- Assist in the identification and evaluation of confined spaces as needed.
- Develop, conduct, and document, employee Confined Space training.
- Assist College Project Managers in the review of outside contractor written Confined Space policies, training certificates, and Safety Data Sheet's (SDS's) if needed. **These materials must be forwarded and approved by the College Project Managers before commencement of work.**
- Recommend additional personal protective equipment (PPE) if necessary.
- EH&S contact information is located in (**Appendix D**).

Supervisors

- Notify EH&S if there are any questions as to whether or not a work area is considered a confined space prior to the commencement of work.
- Identify those employees who will be involved with confined space work and ensure that they have received confined space certification training. College Supervisors and EH&S will both maintain a list of those employees who have received this training.
- If College Supervisors utilize outside contractors for a Confined Space Entry they must follow the *College Project Managers (Regarding Outside Contractors)* section of this policy.
- Obtain a blank Confined Space Entry Permit (**Appendix B**) from the EH&S office prior to work in a permit-required confined space.
- Perform any necessary lockout/tagout procedures needed to ensure safe entry (See *Entry Procedures* section of this policy).
- Obtain the appropriate personal protective equipment (PPE), when necessary, if feasible engineering and work practice controls do not adequately protect employees. Consult with EH&S on proper PPE selection if needed.

Important Note: Hard Hats and Safety Glasses will always be worn by the entrants of a confined space.

- Obtain the proper lighting equipment to enable employees to see well enough to work safely and to exit the space quickly in an emergency.
- Obtain barriers and shields to protect workers from pedestrian and vehicular traffic.
- Obtain the appropriate ladders needed for safe ingress and egress by authorized entrants.
- Ensure rescue, retrieval, and emergency equipment is available to extract personnel.
- Obtain any other equipment or contact information necessary for safe entry into and rescue from permitted spaces.
- Ensure employees know emergency procedures. (**Appendix A**)
- Ensure PERMANENT signage indicating: "**DANGER – CONFINED SPACE - ENTRY PERMIT REQUIRED**" is installed (if not already) at each Permit Confined Space (if practical) to assist in the future hazard identification process. Central Supply in the Service Area of the Physical Plant will supply these signs. If these stick-on signs are not practical (example: manhole covers) then temporary signage indicating: "**DANGER - CONFINED SPACE**" (at a minimum) must be clearly posted as soon the confined space entrance/access point is opened. **Note:** The reverse side of the Confined Space Entry Permit (**Appendix B**) will be sufficient if it can be clearly posted.



College Project Managers (Regarding Outside Contractors)

When SUNY Potsdam utilizes an outside contractor to perform work within a permit required confined space, College Project Managers (or in some cases College Supervisors) must:

- Inform the contractor that the workplace contains permit spaces and that permit space entry is allowed only through compliance with the SUNY Potsdam Confined Space Policy.
- Obtain contractors written confined space policy and confined space training certifications for each employee who will be involved with the entry prior to the commencement of work for review.
- Obtain Safety Data Sheets (SDS's) for any chemical or product to be used during the confined space activity and forward to EH&S for review if needed.
- Obtain blank Confined Space Entry Permit from the EH&S office prior to work in a permit-required confined space (See Confined Space Entry Permit section of this Policy).
- Ensure employees and outside contractors know emergency procedures (Appendix A)
- Apprise the contractor of any additional precautions or procedures that SUNY Potsdam has implemented for the protection of employees in or near permit spaces where contractor personnel will be working.

Important Note: Hard Hats and Safety Glasses will always be worn by the entrants of a confined space.

- Ensure permanent signage indicating: "**DANGER – CONFINED SPACE - ENTRY PERMIT REQUIRED**" is installed (if not already) at each Permit Confined Space (if practical) to assist in the future hazard identification process. Central Supply in the Service Area of the Physical Plant will supply these signs. If these stick-on signs are not practical (example: manhole covers) then temporary signage indicating: "**DANGER - CONFINED SPACE**" (at a minimum) must be clearly posted as soon the confined space entrance/access point is opened. **Note:** The reverse side of the Confined Space Entry Permit (**Attachment B**) will be sufficient if it can be clearly posted.



Outside Contractors:

In addition to complying with the SUNY Potsdam Confined Space Policy, each contractor must:

- Submit a written confined space policy to College Project Managers (or in some cases College Supervisors) prior to the commencement of work.
- Submit employee confined space training certificates for each employee that will work on the SUNY Potsdam Campus to College Project Management or in some cases College Supervisors) prior to the commencement of work.
- Submit SDS's for any products containing hazardous ingredients that will be used within the confined space to College Project Management (or in some cases College Supervisors) prior to the commencement of work.
- Coordinate confined space entry operations with College Project Managers & College Supervisors.

This will include the following actions:

- Perform any necessary pre-entry space preparation procedures needed to ensure safe entry (See *Entry Procedures* section of this policy).
- Obtain the appropriate personal protective equipment (PPE), when necessary, if feasible engineering and work practice controls do not adequately protect employees. Consult with EH&S on proper PPE selection if needed. EH&S contact information is located in **Appendix D**.

Important Note: Hard Hats and Safety Glasses will always be worn by the entrants of a confined space.

- Obtain the proper safe lighting equipment to enable employees to see well enough to work safely and to exit the space quickly in an emergency.
- Obtain barriers and shields to protect workers from pedestrian and vehicular traffic.
- Obtain the appropriate ladders needed for safe ingress and egress by authorized entrants.
- Ensure rescue, retrieval, and emergency equipment is available to extract or treat injured personnel.
- Obtain any other equipment or contact information necessary for safe entry into and rescue from permitted spaces at our facility.
- Obtain blank Confined Space Entry Permit from College Project Manager or College Supervisor. The original permit must be returned to this individual within 24Hours after the completion of entry (See *Confined Space Entry Permit* section of this policy).
- Follow all emergency procedures (**Appendix A**)

Trained College Employees:

- Follow procedures set forth in this confined space policy and training.
- Know the responsibilities of designated role (i.e. attendant, entrant).
- Notify supervisor and EH&S of any problems.
- Follow emergency procedures (**Appendix A**)

Important Note: Hard Hats and Safety Glasses will always be worn by the entrants of a confined space.

Identification

SUNY Potsdam Campus Confined Spaces

It has been determined by EH&S that the College has many types of Confined Spaces in multiple areas across campus. Many of the Permit Confined Spaces have been identified to provide guidance in the confined space identification process (**Attachment C**). This appendix will be amended as new permit-required confined spaces are identified. This list is to be used only as a guide to assist in the identification of particular spaces. An evaluation of each space in your work area must be conducted by trained personnel. This field evaluation is the determining factor whether or not a space should be considered a Confined Space or Permit Confined Space.

As Permit Confined Spaces are identified by trained personnel all possibly affected employees and contractors will be notified by posting signage (if practical – example: It is not practical to label manhole covers) by the College Supervisors or College Project Managers.

The sign posted will state the following; "DANGER – CONFINED SPACE - ENTRY PERMIT REQUIRED" at each Permit Confined Space. Central Supply in the Service Area of Physical Plant will supply these stick-on signs.



Designated Roles During Entry

Confined Space Entry Team

When a permit-required confined space entry is to take place, the **College Supervisor** or **Contractor Supervisor** will designate the persons who will have active roles in the entry operation. Additionally, the duties of each such employee will be identified, and provided with the required training required by the *Training* section of this policy. A typical confined space entry team may include, but is not limited to, the following:

1. **Entry Supervisors**
2. **Attendants (Watchperson)**
3. **Authorized entrants**

NOTE: A confined space entry team SHALL consist of a minimum of 3 employees trained in confined space procedures

Entry Team Responsibilities:

Entry Supervisors (will generally be College Supervisors or Contractor Supervisors)

Entry supervisors are responsible for determining if acceptable entry conditions are present prior to entry, for authorizing entry and overseeing entry operations, and for terminating the entry. An entry supervisor may also serve as an attendant or authorized entrant. Depending on the nature of the confined space work, the Entry Supervisor may be a College Supervisor, College Project manager, Contractor Supervisor, EH&S personnel or other designated person. However, this individual will be identified prior to issuing a Confined Space Permit (**Appendix B**).

Entry Supervisor responsibilities:

- Must know the hazards that may be faced during entry, including information on signs or symptoms, and consequences of the exposure.
- Verifies, 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.
- Verifies that the means for summoning emergency services are operable.
- Ensures the removal of unauthorized individuals who enter or who attempt to enter the permit space during entry operations.
- Ensures operations performed within the space, remain consistent with terms of the entry permit and that acceptable entry conditions are maintained.
- Terminates the entry and/or cancels the permit as required in accordance with this policy.
- Ensures Original Permit is turned in to the appropriate College Personnel for filing.

Attendants

The Attendant is an individual stationed outside the Confined Space who monitors the authorized entrants.

Authorized Attendants responsibilities:

- Must know the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure.
- Must be aware of possible behavioral effects (i.e. disorientation, faulty judgment) of hazard exposure in authorized entrants.
- Must continuously maintain an accurate count of authorized entrants in the permit space and ensure that the means used to identify authorized entrants accurately identifies who is in the permit space.
- Must remain in a predestinated location outside the permit space during entry operations until relieved by another attendant.
- Communicate with authorized entrants as necessary to monitor entrant status and to alert entrants of the need to evacuate the space.
- Monitors activities inside and outside the space to determine if it is safe for entrants to remain in the space and orders the authorized entrants to evacuate the permit space immediately under any of the following conditions:
 - If the attendant detects a prohibited condition (i.e. Atmospheric testing suddenly indicates oxygen level is too low).
 - If the attendant detects the behavioral effects of hazard exposure in an entrant.
 - If the attendant detects a situation outside the space that could endanger the entrants.
 - If the attendant cannot effectively and safely perform all the duties stated in this section.
- Summon emergency services (**Attachment A**) if it is determined that entrants may need assistance to escape from permit space hazards.
- Performs non-entry rescues.
- Takes the following actions when unauthorized persons approach or enter a permit space while entry is underway:
 - Warn the unauthorized persons that they must stay away from the permit space.
 - Advise the unauthorized persons that they must exit immediately if they have entered the permit space.
 - Inform the authorized entrants and the entry supervisor if unauthorized persons have entered the permit space.
 - Performs duties that might interfere with the attendant's primary duty to monitor and protect the entrants.

Authorized Entrant

- Must know the hazards that may be encountered during entry, including information on the mode, signs or symptoms, and consequences of the exposure.
- Must communicate with the attendant as necessary to enable the attendant to monitor entrant status and to enable the attendant to alert entrants of the need to evacuate the space as required by this section.
- Must alert the attendant whenever:
 - The entrant recognizes any warning sign or symptom of exposure to a dangerous situation.
 - The entrant detects a prohibited condition.
- Must exit from the permit space as quickly as possible whenever:
 - An order to evacuate is given by the attendant or the entry supervisor.
 - The entrant recognizes any warning sign or symptom of exposure to a dangerous situation.
 - The entrant detects a prohibited condition.
 - An evacuation alarm is activated.
- Must know how to properly use personnel protective equipment (PPE) provided.

Important Note: Hard Hats and Safety Glasses will always be worn by the entrants of a confined space.

Entry Procedures

SUNY Potsdam Permit-Required Confined Space Entry Procedures

The following steps are to be followed by College Supervisors, Contractor Supervisors or any other individual who will be overseeing work that involves entering confined spaces:

- 1. Determine if the upcoming work, or project, will involve entry into permit-required confined spaces.**
- 2. If it has been determined that the work will involve entering a permit-required confined space the following procedures must be followed:**

Important Note: If there is any question as to whether or not the work space is a confined space, STOP WORK and consult EH&S to conduct an evaluation. This request should be made well in advance of the scheduled start of work.

Warning: Any entry into a permit required confined space without following the Confined Space Policy could result in death or serious injury.

1. Identify the appropriate trained personnel who will be involved in the work operation.

- Only those employees who have received confined space training will be allowed to conduct confined space work.
- If work is to be performed by an outside contractor, a copy of the company's written confined space policy, employee training certificates, and any SDS's must be submitted to and approved by the College Supervisor or College Project Manager.

2. Pre-Entry Preparation Procedures:

- Written Plan
 - Each confined space that is to be entered must have a completed written plan for safe entry.
 - The plan must be developed prior to the entry.
 - **A written plan is not required for Confined Space Entry if the questions on the Confined Space Entry Permit (Appendix B) fully evaluate and document the successful management of all hazards that will be encountered during the entry of that particular space. In this case, the Permit will be considered the written plan.**
 - **If the questions on the Permit do not fully evaluate and manage the hazards that will be encountered an additional written plan must be developed prior to the entry and attached to the Permit.**
- Isolate the permit space - Confined spaces that contain equipment or operations that through the activation of electricity, air, or hydraulics, may injure an employee or cause property damage must be isolated by lock-outs and tags or other positive means of preventing an accident. All involved employees must take part in the lockout/tagout procedures. All electrical and mechanical systems must be tested prior to entry to ensure actual isolation of the systems exists.
- Purge, inert, flush, or ventilate the permit space as necessary to eliminate or control atmospheric hazards.
- Provide pedestrian, vehicle, or other barriers as necessary to protect entrants from external hazards. This may include, but is not limited to, the following methods: set-up cones, post signs, partition-off the area with caution tape, erect barricades or arrange for traffic control.
- Confined Space operations involving entry into hot and cold environments may require use of appropriate protective clothing. If needed, consult with EH&S prior to selecting any form of personnel protective equipment (PPE), this may include: gloves, chemical resistant suits, hearing protection, etc.

Important Note: Hard Hats and Safety Glasses will be worn by all Entrants of the permit confined space at all times.

- Equipment used in confined space work operations will only be issued to those employees who are trained in their use. This may include:
 - Ventilating equipment needed to obtain acceptable entry conditions.
 - Communications equipment necessary to enable the authorized entrant(s) and attendant maintain constant communication and to enable the attendant (watchperson) to summon emergency services without leaving his/her post.
 - Personal protective equipment when feasible engineering and work practice controls do not adequately protect employees.
 - Lighting equipment needed to enable employees to see well enough to work safely and to exit the space quickly in an emergency.
 - Barriers and shields
 - Emergency equipment, such as tripods, safety harnesses and retrieval systems.
- Obtain other necessary equipment, such as ladders, needed for safe ingress and egress by authorized entrants.

3. Pre-Entry Evaluation Procedures:

Atmospheric testing of the permit space conditions will be evaluated by the Entry Supervisor. **Outside contractors must always use their own equipment to conduct the atmospheric testing and confined space entry.** Conditions will be tested in the permit space to determine if acceptable entry conditions exist before entry is authorized to begin, pre-entry testing shall be performed to the extent feasible before entry is authorized and, if entry is authorized, entry conditions will be continuously monitored in the areas where authorized entrants are working.

4. Procedures for Atmospheric Testing:

Atmospheric testing for confined space entry is required for two distinct purposes:

- **Evaluation** of the hazards of the permit space, and
- **Verification** that acceptable entry conditions for entry into that space exist.

All atmospheric evaluations will be conducted by the Entry Supervisor

Evaluation & Verification Testing:

The Entry Supervisor will ensure that the atmosphere of a permit-required confined space is analyzed using equipment of sufficient sensitivity and specificity to identify and evaluate any hazardous atmospheres that may exist or arise. This is required to ensure the appropriate permit entry procedures have been developed and the entry conditions are acceptable. Results of testing (i.e., actual concentration, etc.) will be recorded on the permit in the space provided adjacent to the stipulated acceptable entry condition. The atmosphere will be verified, with a calibrated direct-reading instrument, for the following conditions in the order given:

- | | | |
|------|---|--|
| I. | Oxygen content. | Oxygen (O₂) Range: 19.5% - 23.5% |
| II. | Flammable gases and vapors. | Lower Explosive Limit (LEL): 0% |
| III. | Potential toxic air contaminants. | Carbon Monoxide (CO): Less Than 35ppm
Hydrogen Sulfide (H₂SO₄): Less Than 10ppm |
| IV. | Airborne combustible dusts
(if needed) | Site Specific |

Continuous gas monitoring shall be performed and documented during all confined space operations.

Important Notes:

➤ **Order of Testing**

A test for oxygen will be performed first, because most combustible gas meters are oxygen dependent and will not provide reliable readings in an oxygen deficient atmosphere. Combustible gases will be tested next, because the threat of fire or explosion is both more immediate and more life threatening, in most cases, than exposure to toxic gases and vapors. If tests for toxic gases and vapors are necessary, they will be performed last.

➤ **Duration of Testing**

Measurement of values for each atmospheric parameter will be made for at least the minimum response time of the test instrument specified by the manufacturer (Use meter within its design parameters).

➤ **Testing Stratified Atmospheres**

When monitoring for entries involving a descent into atmospheres that may be stratified, the atmospheric envelope will be tested a distance of approximately 4 feet (1.22 m) in the direction of travel and to each side. If a sampling probe is used, the entrant's rate of progress will be slowed to accommodate the sampling speed and detector response.

5. Confined Space Entry Permits

Confined Space Entry Permits (Appendix B) will be issued and terminated by the Entry Supervisor. The permits will be kept on file for a minimum of 3 years by the following Departments:

College Supervisors who are part of our Campus Heating Plant Staff or other College Departments that are entering Permit Confined Spaces as part of their routine work or emergency maintenance, not for a specific project (that would have an assigned College Project Manager), will maintain a file of their staffs permits for a minimum of three years.

College Supervisors who are part of our Campus Heating Plant Staff or other College Departments that are entering Permit Confined Spaces as part of a campus project (that does have an assigned College Project Manager) will submit their finished permits to the appropriate College Project Manager. The College Project Manager will file the Permits in the appropriate project file. The College Project Manager must ensure the Permits are kept for a minimum of three years.

Contractors must return permits to the appropriate College Supervisor or College Project Manager within 24hrs. The permit will then be filed and kept as specified above.

Content of Confined Space Entry Permit

1. The Confined Space Entry Permit (**Appendix B**) will contain the following information:
 - The permit space to be entered.
 - The purpose of the entry.
 - The date and the duration of the entry permit.
 - The entrants, by name, currently serving as entrants.
 - The employee(s), by name, currently serving as attendant(s).
 - The employee, by name, currently serving as entry supervisor.
 - Contractors Only - Company Name and Name and phone number of College contact.
 - The hazards of the permit space to be entered.
 - The measures used to isolate the permit space and to eliminate or control permit space hazards before entry.
 - Those measures can include the lockout or tagging of equipment and procedures for purging, making inert, ventilating, and flushing permit spaces.
 - The results and times of initial and periodic atmospheric tests, accompanied by the initials of the testers.

- The means to notify emergency services
- The communication procedures used by authorized entrants and attendants to maintain contact during the entry.
- Equipment, such as personal protective equipment, testing equipment, communications equipment, and rescue equipment, to be provided for compliance with this program.
- Any other special precautions whose inclusion is necessary, given the circumstances of the particular confined space, to ensure employee safety.
- Any additional permits, such as for hot work, that have been issued to authorize work in the permit space.

Permit System:

- A confined space entry permit will be active for the duration of one 8-hour shift. A new permit may be issued the same space only after the preceding permit has been canceled.
- Before entry begins, the Entry Supervisor, identified on the permit, will sign the entry permit to authorize entry.
- The completed permit will be made available at the time of entry to all authorized entrants by posting at the confined space access opening so that the entrants can confirm that pre-entry preparations have been completed.

Equipment:

Equipment necessary for safe confined space work operations will be made available at no cost to employees and will be used and made accessible according to the following guidelines:

- The College Employee's Department will provide and maintain the following equipment: air testing and monitoring equipment, barriers and shields, equipment necessary for safe ingress/egress, explosion-proof and non-spark producing tools (if needed), fall protection (shock-absorbing lanyards), extraction equipment (tripod, winch), body harnesses, ventilating equipment and any necessary personal protective equipment.
- If the confined space contains, or is suspect to contain, combustible gases, employees will use explosion-proof or non-spark producing tools **ONLY**. Welding tanks are strictly prohibited inside confined spaces.
- College Equipment used for Confine Space Entry (ie. air testing and monitoring equipment, barriers and shields, equipment necessary for safe ingress/egress, explosion-proof and non-spark producing tools (if needed), fall protection (shock-absorbing lanyards), extraction equipment (tripod, winch), body harnesses, ventilating equipment and any necessary personal protective equipment) **Will NOT be loaned to Contractors or Anyone else under any circumstances.**

Important Note: If Confine Space entry equipment is not operating properly do NOT enter space and contact supervisor immediately.

Concluding the Entry:

- When work operations are complete, the authorized entrant(s) will inform the attendant that he/she plans to exit the space.
- The attendant will instruct the entrant(s) to survey the work area and verify that there are no stray tools in the space before exiting. If feasible, all tools should be removed from the space before the entrant(s) exits.
- The attendant will visually check that all authorized entrants have exited the space.
- The confined space entry point(s) will be secured by the attendant.
- The entry permit will be removed, canceled by the Entry Supervisor.
- The original permit will be turned in to the appropriate department per the Confined Space Entry Permits section of this Policy within 24 hours.

Cancellation of Entry Permit

An active confined space permit should be canceled immediately if conditions that are not allowed under the entry permit arise in or near the permit space.

Non-Permit Required Confined Space Certification

When there are changes in the use or configuration of a non-permit confined space that might increase the hazards to the entrants, contact EH&S to reevaluate that space and, if necessary, reclassify it as a permit-required confined space.

Permit to Non-Permit Reclassification

A space classified as a permit-required confined space will be reclassified as a non-permit confined space under the following conditions:

- If the permit space poses no actual, or potential, atmospheric hazards and if all hazards within the space are eliminated without entry into the space, the permit space may be reclassified as a non-permit confined space for as long as the non-atmospheric hazards remain eliminated.
- If it is necessary to enter the permit space to eliminate hazards, such entry will be performed under the assumption that a hazard exists. 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.

Important Note: Control of atmospheric hazards through forced air ventilation alone does not constitute elimination of the hazards. Periodic monitoring must be conducted to ensure forced air ventilation maintains a safe work environment.

- College Supervisors or Contractor Supervisors will document the basis for determining that all hazards in a permit space have been eliminated, through a certification that contains as a minimum; 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.
- If hazards arise within a permit space that has been declassified to a non-permit space, each employee in the space shall immediately exit the space and notify their supervisor. College Supervisors or Contractor Supervisors or EH&S will then reevaluate the space and determine whether it must be reclassified as a permit space, in accordance with other applicable provisions of this policy.

Retrieval Systems

Only **non-entry** rescue procedures will be conducted by College and Contractor staff. Any other method of rescue will be performed by emergency services. Retrieval Systems will meet the following requirements:

- Each authorized entrant will use a 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 will be attached to a mechanical device or fixed point outside the permit space in such a manner that rescue can begin as soon as the Attendant becomes aware that rescue is necessary. A mechanical device will be available to retrieve personnel from vertical type permit spaces more than 5 feet deep.
- If an injured entrant is exposed to a substance for which a Safety Data Sheet (SDS) or other similar written information is required to be kept at the worksite, that SDS or written information will be made available to the medical facility treating the exposed entrant.

Information and Training

SUNY Potsdam Employee Information and Training

Training will be provided so that all employees whose work is regulated by this program acquire the understanding, knowledge, and skills necessary for the safe performance of the duties assigned under this program. It is the responsibility of the employee's supervisor to ensure all employees involved with confined space work receive the proper training. EH&S will either provide the training, or make arrangements with an outside vendor, to provide the training.

Training will be provided to each affected employee:

- Before the employee is first assigned duties under this program.
- Whenever there is a change in permit space operations that presents a hazard about which an employee has not previously been trained.
- Whenever there are deviations from the permit space entry procedures required by this program or that there are inadequacies in the employee's knowledge or use of these procedures.

The training will establish employee proficiency in the duties required by this program through hands-on and classroom training and will introduce new or revised procedures, as necessary, for compliance with this Policy.

EH&S will certify through recordkeeping that the employee training required by this program has been accomplished. The certification will contain each employee's name, the signatures or initials of the trainers, and the dates of training. The certification will be available for inspection by employees and their authorized representatives. A certificate of completion will be issued by EH&S to the employees upon successful completion of the training program.

Contractors involved with Permit Confined Space work, will be required to submit training certificates to College Supervisors or College Project Managers for review before the commencement of work. It is the responsibility of the College Supervisors and the College Project Managers, whoever is managing the Project, to ensure that this documentation is collected, reviewed, approved and filed in the Project File. Without this information, the College Supervisors and the College Project Managers cannot allow any Confined Space work to take place.

Revision History			
Date	Revision Number	Author	Revision Description
July 02, 2009	Revision 1.0 <i>Draft</i>	Calvin L. Smith	N/A
March 26, 2010	Revision 1.0	Calvin L. Smith	Implementation
March 10, 2022	Revision 2.0	Patrick M. O'Brien	Revision

Reference Appendices

Appendix A:

Campus Emergency Procedures

The following Emergency Procedures are for SUNY Potsdam Campus only:

For Any Emergency Situations on Campus including but not limited to the following: Medical,
Fire, Criminal Activity or Chemical Spill:

Contact University Police
Dial 911 or 2222 from an On Campus Phone)
Dial (315) 267-2222 from an Off Campus or Cell Phone)

Appendix B

SUNY Potsdam
Confined Space Entry Permit
Revision 1.0

This form must be completed by the Entry Supervisor prior to Confined Space entries and be posted at the site of entry.

Date:	Time Issued:	Time Expired:
Location:	Reason For Entry:	
Authorized Personnel		
Your signature indicates you have been trained on the hazards of this space, your duties, and precautions you must take for this entry.		
Position	Name (print)	Signature
Entry Supervisor		
Attendant (Watchperson)		
Attendant		
Entrant		
Entrant		
Entrant		
Atmospheric Hazards: <input type="checkbox"/> Oxygen deficiency <input type="checkbox"/> Combustible gas <input type="checkbox"/> Toxic contaminants <input type="checkbox"/> Noise <input type="checkbox"/> Other _____		
Physical Hazards: <input type="checkbox"/> Mechanical <input type="checkbox"/> Electrical <input type="checkbox"/> Heat <input type="checkbox"/> Other _____		
Hazard Controls: <input type="checkbox"/> Ventilation <input type="checkbox"/> Lockout/Tagout <input type="checkbox"/> Other _____		
Communication Methods with Entrants: <input type="checkbox"/> Voice <input type="checkbox"/> Radio <input type="checkbox"/> Phone <input type="checkbox"/> Visual <input type="checkbox"/> Other _____		
Communication Methods to Contact Emergency Services: <input type="checkbox"/> Phone <input type="checkbox"/> Radio <input type="checkbox"/> Other _____		
Call University Police for all Emergencies: Dial 911 or 2222 from any on-campus phone or (315)267-2222 from a cell phone.		
Personal Protective Equipment: <input type="checkbox"/> Coveralls <input type="checkbox"/> Tyvek® suit <input type="checkbox"/> Leather gloves <input type="checkbox"/> Chemical resistant gloves <input type="checkbox"/> Welding gloves <input type="checkbox"/> Welding hood <input type="checkbox"/> Harness/life line <input type="checkbox"/> Hearing protection <input type="checkbox"/> Respiratory protection ★ Hard Hat ★Eye protection <input type="checkbox"/> Tripod/winch <input type="checkbox"/> Other _____		
Confined space entrants are required to wear (at a minimum) hard hats & eye protection.		
Traffic Control: <input type="checkbox"/> Barricades <input type="checkbox"/> Vests <input type="checkbox"/> Flags <input type="checkbox"/> Signs	Hot work: Yes (Hot Work Permit Required) No	
If the confined space entry involves welding or torch cutting or the generation of other hazardous material, has local exhaust been provided and directed to as safe location, or filtered?	Yes	DMA
If compressed gases are to be used inside the confined space, is the source (pressurized tanks) located outside the space and have hoses and piping been inspected and found to be in good condition?		
Is the confined space set up for continuous oxygen and combustible gas monitoring and is the watchperson trained to read and respond to the meter?		
Special Precautions:		
Entry Authorized by: (Entry Supervisor)		
_____ <i>(Print Name)</i>	_____ <i>(Signature)</i>	_____ <i>(Phone)</i>
For Contractors:	College Project Manger you are reporting to?	
_____ <i>(Company Name)</i>	_____ <i>(Name)</i>	_____ <i>(Phone)</i>
Reminder: Once Confined Space Entry is completed this Permit must be returned to a College Supervisor or College Project Manager within 24hrs and kept on file for a minimum of three years.		

Atmospheric Testing
(See Reverse) ↓ ↓



Atmospheric Testing Log		Type of Monitoring Equipment:					Calibration Date:		
Tests	Acceptable Entry Conditions	(Initial) 1 st hr.	2 nd hr.	3 rd hr.	4 th hr.	5 th hr.	6 th hr.	7 th hr.	8 th hr.
Oxygen (O ₂)	19.5-23.5%								
Combustible Gas (%LEL)	0%								
Carbon Monoxide (CO)	35ppm								
Hydrogen Sulfide (H ₂ SO ₄)	10ppm								
Initials of Tester									
Call University Police for all Emergencies Dial 911 or 2222 from any on-campus phone or (315)267-2222 from a cell phone.									

SUNY Potsdam
 Confined Space Entry Permit
 (See Reverse)



Appendix C

SUNY Potsdam

Confined Spaces (Guide Only)

Revision 1

Last Updated: 03/26/2010

Author: CLS

Important Note: This appendix will be amended as new permit-required confined spaces are identified. This list is to be used only as a guide to assist in the identification of particular spaces. An evaluation of each space in your work area must be conducted by trained personnel. This evaluation is the determining factor whether or not a space should be considered a Confined Space or Permit Confined Space.

The following areas have been identified as confined spaces:

REMINDER: Consider all confined spaces a permit-required confined space until a safety evaluation has been completed by EHS

Campus Wide:

- All Underground Steam Tunnels
- All Manholes
- All Elevator Shafts
- All Panels & Doors to gain Access to Ceilings and Behind Walls
- All Access to Air Chambers, Ductwork, and Air Handler Units (Extra Precautions with units that have cooling water in the unit)

Confined Space Location Log

Building	Location	Notes
Barrington S.U.	None Identified at this time	
Bishop Hall	None Identified at this time	
Bowman Hall	Penthouse Area Room DO-44	
Brainerd Hall	None Identified at this time	
Carson	<ul style="list-style-type: none">➤ All Crawl Spaces Under the Building➤ DHW Tanks	
Crane Center	None Identified at this time	
Crumb Library	None Identified at this time	
Draime Hall	None Identified at this time	
Dunn Hall	<ul style="list-style-type: none">➤ All Crawl Spaces Under the Building	
Flagg Hall	None Identified at this time	
Hosmer Hall	None Identified at this time	

Kellas	None Identified at this time	
Knowles Hall	None Identified at this time	
Lehman Hall	Cooling Tower	
MacVicar Hall	<ul style="list-style-type: none"> ➤ All Crawl Spaces Under the Building ➤ DHW Tanks 	
Maxcy Gym	<ul style="list-style-type: none"> ➤ Boilers ➤ Cooling Tower ➤ All Crawl Spaces under the Building ➤ DHW Storage Tanks 	
Merritt Hall	None Identified at this time	
Morey Hall	<ul style="list-style-type: none"> ➤ All Crawl Spaces Under the Building ➤ DHW Tanks 	
Raymond Hall	<ul style="list-style-type: none"> ➤ Crawl Space off Electrical Room 	
Satterlee Hall	<ul style="list-style-type: none"> ➤ All Crawl Spaces Under the Building 	
Schuette Hall	None Identified at this time	
Service Center	None Identified at this time	
<ul style="list-style-type: none"> ➤ Service Area 	None Identified at this time	
<ul style="list-style-type: none"> ➤ Grounds 	None Identified at this time	
<ul style="list-style-type: none"> ➤ Heating Plant 	<ul style="list-style-type: none"> ➤ Steam Tunnels ➤ Boilers ➤ D. A. Tank ➤ Condensate Tank ➤ Cooling Tower 	
Sission Hall	<ul style="list-style-type: none"> ➤ All Crawl Spaces Under the Building ➤ DHW Tanks 	
Snell Hall	None Identified at this time	
Stillman Hall	<ul style="list-style-type: none"> ➤ All Crawl Spaces Under the Building ➤ DHW Tanks 	
Stowell Hall	<ul style="list-style-type: none"> ➤ Cooling Tower 	
Thatcher Hall	None Identified at this time	
Timmerman Hall	None Identified at this time	
Town House Complex	None Identified at this time	
Van Housen Hall	None Identified at this time	

Appendix D:

EH&S Contact Information

Patrick O'Brien, Director
(315) 267-2596

Craig Robert, Assistant Director
(315) 267-3121