



HARVARD

Campus Services

ENVIRONMENTAL HEALTH & SAFETY

Date: 1/21/2010

Toolbox Talk #29

CONFINED SPACE ENTRY PROCEDURES **(PERMIT REQUIRED)**



Notify the Operations Center prior to entry:

Cambridge.....5-5560
Longwood.....2-1901

If you work on a different campus, contact your local fire department for confined space entry emergency response information.



The Confined Space ID number is located on the Danger sign, permit and hazard assessment

Environmental Health, Safety & Emergency Management

Cambridge Campus
46 Blackstone St.
Cambridge MA, 02139
(617) 495-2060

Longwood Campus
107 Ave. Louis Pasteur, Boston, MA
02115
(617) 432-1720

For every 10 accidents that occur during a confined space entry, one of those accidents results in someone dying. Confined spaces present a variety of hazards and that is why specific procedures must be developed and followed for every entry. This Tool Box Talk is designed to review these procedures for employees who have already been trained in confined space entry. **Only employees that have completed Harvard EHSEMEM's Confined Space training may participate in a confined space entry.**

- Obtain a copy of the entry permit and hazard assessment and review the hazards associated with the space
- Ensure that the appropriate PPE, Rescue Retrieval Equipment and Communications Equipment are available and in good working condition
- Lockout/Tagout any hazardous energy that the entrant could be exposed to
- Conduct continuous air monitoring utilizing a multi-gas air monitor
- The space must be labeled with a confined space "DANGER" sign
- Review the confined space "DANGER" sign and make sure the information corresponds with the information on the hazard assessment
- Notify the Operations Center (include names and the confined space ID number) and wait for authorization to begin the entry
- When the entry is finished notify the Operations Center
- Return the permit to your Supervisor (retain for 3 years)

The entrant and attendant both have specific responsibilities during a confined space entry. These include:

Attendant

- Understand signs and symptoms of exposure that the entrant may exhibit
- Remain outside the space during entry operations – **Do not leave the space unattended**
- Monitor atmospheric conditions
- Maintain communications with entrant
- Do not perform any work activities while attending an entry
- Perform non-entry rescue and initiate emergency rescue by notifying Operations Center

Entrant

- Understand potential entry hazards and be aware of signs and symptoms of exposure,
- Wear PPE as specified on the permit or on the confined space hazard assessment,
- Maintain communications with attendant,
- Evacuate space immediately upon notification by Entry Attendant,
- Alert the attendant and exit the space immediately whenever there is a warning sign or symptom of exposure.