

THE CITADEL

The Military College of South Carolina

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Charleston, SC 29409

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CONFINED SPACE PROGRAM

PURPOSE

The purpose of this Confined Space Program is to establish requirements and procedures to protect The Citadel employees from hazards associated with confined spaces and permit-required confined spaces. The program identifies, evaluates, classifies, controls, and documents confined space hazards and establishes safe work practices for employees who enter, work in, or support permit-required confined space entry operations.

This program is designed to comply with 29 CFR 1910.146, Permit-Required Confined Spaces, for general-industry activities. Construction activities involving confined spaces shall be evaluated under 29 CFR 1926 Subpart AA, Confined Spaces in Construction. When another OSHA standard applies to a particular operation or hazard, that standard shall also be followed.

SCOPE AND APPLICABILITY

This program applies to The Citadel employees who may enter or support entry into confined spaces or permit-required confined spaces during general-industry operations. It also establishes campus requirements for host-employer coordination when contractors or vendors perform confined-space work.

- 29 CFR 1910.146 applies to covered general-industry permit-space entry and does not apply to construction activities.
- Construction work involving confined spaces shall comply with 29 CFR 1926 Subpart AA, §§1926.1201 through 1926.1213, as applicable.
- Certain electrical power generation, transmission, or distribution work in manholes or vaults may also be governed by 29 CFR 1910.269. The applicable standard shall be determined before entry.
- The Citadel may impose requirements more protective than the minimum OSHA requirements.

REFERENCES

- 29 CFR 1910.146 - Permit-Required Confined Spaces.
- 29 CFR 1926 Subpart AA - Confined Spaces in Construction, when construction work is performed.
- 29 CFR 1910.134 - Respiratory Protection, when respiratory protection is required.
- 29 CFR 1910.147 - The Control of Hazardous Energy (Lockout/Tagout), when applicable.
- 29 CFR 1910.269 - Electric Power Generation, Transmission, and Distribution, when applicable.
- 29 CFR 1910.1200 - Hazard Communication, when hazardous chemicals may be present.
- Applicable OSHA hot-work, electrical, fall-protection, PPE, and substance-specific standards.

DEFINITIONS

Acceptable Entry Conditions - Conditions that must exist in a permit space to allow entry and ensure employees can safely enter and work within the space.

Attendant - An individual stationed outside one or more permit spaces who monitors authorized entrants and performs the attendant duties assigned by this program.

Authorized Entrant - An employee who is trained and authorized by The Citadel to enter a permit-required confined space.

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

Emergency - Any occurrence, including failure of hazard-control or monitoring equipment, or an internal or external event that could endanger entrants.

Engulfment - The surrounding and effective capture of a person by a liquid or finely divided flowable solid substance that can cause death by aspiration, strangulation, constriction, or crushing.

Entry - The action by which any part of a person's body breaks the plane of an opening into a permit-required confined space. Entry includes ensuing work activities within the space.

Entry Permit - The written or printed document used to authorize and control entry into a permit space and containing the information required by this program.

Entry Supervisor - The person responsible for determining whether acceptable entry conditions are present, authorizing and overseeing entry, and terminating entry as required.

Hazardous Atmosphere - An atmosphere that may expose employees to death, incapacitation, impaired self-rescue, injury, or acute illness, including flammable gas/vapor/mist above 10 percent LFL; airborne combustible dust at or above its LFL; oxygen below 19.5 percent or above 23.5 percent; a toxic substance above an applicable OSHA limit that could produce the covered health effects; or any other IDLH atmospheric condition.

Hot Work Permit - The written authorization required to perform operations such as welding, cutting, burning, brazing, soldering, grinding, heating, or other work capable of producing an ignition source.

Immediately Dangerous to Life or Health (IDLH) - A condition that poses an immediate or delayed threat to life, could cause irreversible adverse health effects, or could interfere with an individual's ability to escape unaided.

Isolation - The process by which a permit space is removed from service and completely protected against the release of energy and material by such means as blanking or blinding, removing or misaligning sections of lines, double block and bleed, lockout/tagout, or blocking or disconnecting mechanical linkages.

Non-Permit Confined Space - A confined space that does not contain, or with respect to atmospheric hazards does not have the potential to contain, a hazard capable of causing death or serious physical harm.

Permit-Required Confined Space (Permit Space) - A confined space that contains or has the potential to contain a hazardous atmosphere; contains material that can engulf an entrant; has an internal configuration that could trap or asphyxiate an entrant; or contains any other recognized serious safety or health hazard.

Permit Space Program - The Citadel's overall program for controlling permit-space hazards, protecting employees from those hazards, and regulating employee entry.

Prohibited Condition - Any condition in a permit space that is not allowed by the entry permit during the authorized entry.

Rescue Service - Personnel designated and evaluated to rescue employees from permit spaces.

Retrieval System - Equipment used for non-entry rescue, including retrieval lines, chest or full-body harnesses, lifting devices, anchors, and other approved components.

Testing - The process of identifying and evaluating hazards that may confront entrants, including atmospheric tests used to establish and verify acceptable entry conditions.

POLICY

The Citadel shall evaluate the workplace to determine whether permit-required confined spaces are present. Entry shall be avoided whenever the work can be completed safely without entering the space.

- No employee may enter a permit-required confined space unless the entry is authorized and conducted under this program.
- All permit-space entries by The Citadel employees require notification to and coordination with the Department of Environmental Health & Safety (EHS).
- All permit spaces shall be identified by a unique space/location identifier and evaluated for known and potential hazards.
- Danger signs or other equally effective means shall be used to inform exposed employees of the existence, location, and danger of permit spaces.
- A written entry permit is required before The Citadel employees enter a permit-required confined space unless EHS has approved a documented alternative procedure or reclassification allowed by OSHA.
- Completed and canceled permits shall be submitted to EHS and retained for at least one year.
- Permit-space entries involving hot work require a separate Hot Work Permit issued by EHS before hot work begins.

- The Citadel shall not authorize entry when acceptable entry conditions cannot be established and maintained. Entry into IDLH or otherwise uncontrolled atmospheres requires a specialized written plan, applicable respiratory protection, and rescue capability approved by EHS before entry.

PROGRAM ADMINISTRATION AND RESPONSIBILITIES

Environmental Health & Safety

- Administer and maintain the campus Confined Space Program.
- Coordinate identification, evaluation, classification, and reclassification of confined spaces.
- Maintain the campus confined-space inventory and completed entry permits.
- Approve permit-space entry by Citadel employees and any use of alternate entry procedures or reclassification.
- Issue Hot Work Permits when hot work is performed in or near a permit space.
- Assist departments with hazard evaluation, atmospheric-monitoring requirements, equipment selection, training, contractor coordination, and program review.
- Evaluate and document the adequacy of the designated rescue service.

Department Managers and Supervisors

- Ensure affected employees are trained and authorized for their assigned confined-space roles.
- Ensure required equipment is available, maintained, and used properly.
- Ensure no entry begins until the permit, rescue provisions, hazard controls, and EHS coordination requirements are complete.
- Report new or suspected confined spaces and changes in existing spaces to EHS.

Employees

- Comply with this program and all conditions of the entry permit.
- Do not enter a permit space unless trained, authorized, and listed or otherwise identified as an authorized entrant.
- Immediately report suspected confined spaces, changed conditions, unsafe conditions, equipment defects, or prohibited conditions.

Facilities & Engineering

- Maintain Citadel-owned confined-space entry, atmospheric-testing, ventilation, communication, access, and retrieval equipment in accordance with manufacturer requirements.
- Support isolation, lockout/tagout, ventilation, access, and corrective actions as required for entry.

WORKPLACE EVALUATION AND CONFINED-SPACE INVENTORY

EHS, in coordination with affected departments and qualified personnel, shall maintain a campus inventory of spaces that have been evaluated. Each space shall be evaluated against the OSHA confined-space and permit-space definitions.

A space shall not be classified as a permit-required confined space solely because it is an attic, crawl space, elevator pit, manhole, vault, pit, or similar location. The configuration, means of entry/exit, intended occupancy, and actual or potential serious hazards shall be evaluated.

- Each inventory record should identify the building/location, space ID, description, confined-space status, permit-space status, hazards, classification basis, entry status, and required controls.
- Where multiple spaces are truly equivalent in configuration and hazards, EHS may use a documented group evaluation when reliable and appropriate.
- Spaces whose classification is uncertain shall be treated as permit spaces until EHS completes the evaluation.

PREVENTION OF UNAUTHORIZED ENTRY

Unauthorized entry into permit spaces shall be prevented. Exposed employees shall be informed of the existence, location, and danger of permit spaces by signs or another equally effective means.

- A sign reading "**DANGER - PERMIT-REQUIRED CONFINED SPACE - DO NOT ENTER**" or similar language may be used.
- Barriers, covers, locks, access controls, or other security measures shall be used where necessary.

- When an entrance cover is removed, the opening shall be promptly guarded by a railing, temporary cover, or other barrier that prevents falls and protects employees in the space from foreign objects entering the opening.

CLASSIFICATION, RECLASSIFICATION, AND ALTERNATIVE ENTRY

Changes to Non-Permit Spaces

When the use or configuration of a non-permit confined space changes in a way that could increase hazards, or when new hazards are introduced, the space shall be reevaluated and, if necessary, reclassified as a permit space before entry occurs.

Reclassification of Permit Space to Non-Permit

A permit space may be reclassified as a non-permit confined space only when the requirements of 29 CFR 1910.146(c)(7) are met. The space must have no actual or potential atmospheric hazards, and all other hazards must be eliminated. If entry is required to eliminate the hazards, that entry shall be performed under full permit-space procedures until the hazards are eliminated.

- The basis for reclassification shall be documented by a written certification containing the date, location of the space, and signature of the person making the determination.
- Forced-air ventilation that merely controls an atmospheric hazard does not constitute elimination of that hazard for reclassification.
- If hazards arise after reclassification, entrants shall exit immediately, and the space shall be reevaluated.

Alternative Entry Procedures

Alternative procedures under 29 CFR 1910.146(c)(5) may be used only with prior written EHS approval and only when the sole hazard is an actual or potential hazardous atmosphere and continuous forced-air ventilation alone is sufficient to keep the space safe for entry. The required monitoring data, written certification, and procedural safeguards shall be completed and made available to entrants.

PERMIT SYSTEM

Before authorizing entry, the entry supervisor shall ensure the required pre-entry measures are completed and documented on the entry permit. The entry supervisor shall sign or initial the permit before entry begins.

- The completed permit shall be posted at the entry portal or otherwise made available to authorized entrants before entry begins.
- The permit duration shall not exceed the time required to complete the identified task.
- The entry supervisor shall cancel the permit when the work is completed or when a prohibited condition arises in or near the space.
- A permit shall be canceled and a new permit issued when responsibility is transferred under Citadel policy, when conditions materially change, when an alarm occurs, or when work is interrupted in a manner requiring reevaluation.
- Problems encountered during entry shall be documented on the permit.
- Canceled permits shall be retained by EHS for at least one year and used to review and improve the program.

Required Entry-Permit Information

- Permit space to be entered.
- Purpose of the entry.
- Date and authorized duration of entry.
- Authorized entrants.
- Attendant(s).
- Entry supervisor and signature or initials authorizing entry.
- Hazards of the space.
- Isolation and hazard-control measures.
- Acceptable entry conditions.
- Initial and periodic atmospheric test results, names or initials of testers, and times tests were performed.
- Rescue and emergency services and the means for summoning them.
- Entrant-attendant communication procedures.
- Required PPE, monitoring, ventilation, communication, access, lighting, alarm, and rescue equipment.
- Any additional space-specific information needed for employee safety.

- Any additional permits, including the EHS Hot Work Permit when applicable.

ENTRY TEAM DUTIES

Entry Supervisor

- Know the hazards that may be encountered, including modes, signs or symptoms, and consequences of exposure.
- Verify that permit entries are complete, required tests have been conducted, and required procedures and equipment are in place before authorizing entry.
- Sign or initial the permit before entry begins.
- Terminate entry and cancel the permit when the work is complete or a prohibited condition arises.
- Verify that the designated rescue service is available and that the means of summoning the service are operable.
- Remove unauthorized individuals who enter or attempt to enter the permit space during entry operations.
- Determine at intervals dictated by the hazards and whenever responsibility is transferred that entry operations remain consistent with the permit and acceptable conditions are maintained.
- Stop work whenever entry is unsafe or requirements of this program are not met.

Authorized Entrant

- Know the hazards that may be faced during entry, including signs, symptoms, and consequences of exposure.
- Properly use required equipment.
- Communicate with the attendant as necessary so the attendant can monitor entrant status and order evacuation when needed.
- Alert the attendant whenever the entrant recognizes a warning sign or symptom of exposure or detects a prohibited condition.
- Exit the permit space as quickly as possible when ordered by the attendant or entry supervisor, when a warning sign or symptom is recognized, when a prohibited condition is detected, or when an evacuation alarm is activated.
- Be qualified for any specialized work being performed, such as electrical work or hot work.

Attendant

- Know the hazards that may be faced during entry and be aware of possible behavioral effects of hazard exposure.
- Continuously maintain an accurate count and identification of authorized entrants.
- Remain outside the permit space until relieved by another authorized attendant.
- Maintain required communication with entrants.
- Monitor activities inside and outside the space and order evacuation when a prohibited condition is detected, entrant behavior suggests exposure, an outside condition could endanger entrants, or the attendant cannot safely perform all required duties.
- Summon rescue and emergency services as soon as assistance may be needed.
- Warn unauthorized persons to stay away, direct unauthorized entrants to exit, and inform authorized entrants and the entry supervisor of unauthorized entry.
- Perform non-entry rescue in accordance with the rescue procedure when assigned and safe to do so.
- Perform no duty that interferes with the primary duty to monitor and protect authorized entrants.

Unless EHS has approved site-specific procedures for multiple-space monitoring, one attendant shall monitor only one active permit-space entry at a time.

HAZARD EVALUATION AND CONTROL

Permit-space hazards shall be identified and evaluated before entry. Controls shall be selected to eliminate or control those hazards and shall remain effective throughout entry.

- Specify acceptable entry conditions before entry.
- Isolate the permit space as necessary based on the hazard evaluation.
- Use lockout/tagout, blanking/blinding, line breaking controls, blocking, disconnecting, draining, purging, flushing, ventilation, or other controls as applicable.
- Provide barriers necessary to protect entrants from pedestrians, vehicles, falling objects, or other external hazards.
- Provide safe access and egress.
- Provide appropriate PPE where engineering and work-practice controls do not adequately protect employees.
- Verify acceptable entry conditions throughout the authorized entry.

For high-voltage manholes and other electrical spaces, the applicable electrical standard shall be determined before entry. Work subject to 29 CFR 1910.269 shall comply with its enclosed-space and underground-work requirements, as applicable. If hazards cannot be controlled under that standard or the work is not within its scope, the 29 CFR 1910.146 permit-space requirements shall be followed.

ATMOSPHERIC TESTING AND MONITORING

Atmospheric hazards shall be evaluated using calibrated direct-reading instruments with sufficient sensitivity and specificity for the hazards that may be present.

- Before entry, test first for oxygen, then combustible gases and vapors, and then toxic gases and vapors.
- The oxygen concentration shall be maintained between 19.5 percent and 23.5 percent.
- Flammable gases, vapors, or mists shall remain below 10 percent of the applicable lower flammable limit (LFL), unless a more protective Citadel action level is specified.
- Toxic substances shall remain below applicable OSHA exposure limits and any more protective site-specific entry limits established by EHS.
- Other atmospheric conditions shall remain below levels that could cause death, incapacitation, impaired self-rescue, injury, or acute illness.
- The monitoring instrument shall be calibrated and/or bump-tested in accordance with manufacturer instructions and Citadel procedures before use.
- Employees or their authorized representatives shall be given the opportunity to observe pre-entry and subsequent testing and shall be provided testing results upon request as required by OSHA.
- Testing or monitoring shall continue as necessary to verify acceptable conditions throughout entry. Continuous monitoring shall be used when hazards or conditions can change rapidly or when required by the entry plan.
- If a prohibited atmospheric condition develops, entrants shall exit immediately, and the space shall be reevaluated before reentry.

IMPORTANT - SPACE-SPECIFIC LIMITS

Do not use universal entries such as LEL = 0, H₂S = 0, or CO₂ = 0 as OSHA's required limits. The permit must identify the acceptable conditions applicable to the actual hazards of the space. EHS may establish more protective internal action levels.

PRE-ENTRY PREPARATION AND ENTRY PROCEDURES

1. Assign an entry supervisor, attendant, and authorized entrant(s), and confirm their training and qualifications.
2. Notify EHS and obtain required approval before permit-space entry.
3. Identify the space, purpose of entry, hazards, task-specific hazards, and required controls.
4. Establish the designated rescue service and verify availability and operable means of summoning rescue.
5. Isolate hazardous energy and material sources as required.
6. Guard open access points and establish pedestrian/vehicle traffic controls where applicable.
7. Inspect required access, monitoring, ventilation, communication, lighting, PPE, retrieval, and rescue equipment.
8. Calibrate and/or bump-test atmospheric-monitoring equipment according to manufacturer instructions and Citadel procedures.
9. Perform and document pre-entry atmospheric testing in the required order.
10. Ventilate, purge, drain, flush, clean, or otherwise control hazards as necessary.
11. Complete the permit and identify acceptable entry conditions and required monitoring frequency.
12. Obtain any additional permit, including an EHS Hot Work Permit when hot work is planned.
13. The entry supervisor shall review the permit, verify all required measures are complete, sign or initial the permit, and authorize entry.
14. Post or otherwise make the permit available at the entry portal before entry begins.
15. Maintain communication, entrant accountability, required atmospheric monitoring, and rescue readiness throughout entry.
16. Terminate entry and evacuate whenever a prohibited condition arises, rescue service becomes unavailable, an alarm occurs, conditions materially change, or any member of the entry team believes entry is unsafe.
17. At completion, restore the space to service as appropriate, cancel the permit, document problems encountered, and submit the canceled permit to EHS.

EQUIPMENT

The Citadel shall provide required equipment to Citadel employees at no cost, maintain it properly, and ensure employees use it properly.

- Atmospheric testing and monitoring equipment.
- Forced-air ventilation equipment.
- Communication equipment.
- Required PPE and respiratory protection, when applicable.
- Lighting suitable for the hazards present.
- Pedestrian, vehicle, or object-fall barriers and shields.
- Ladders or other safe access/egress equipment.
- Retrieval and non-entry rescue equipment.
- Other equipment necessary for safe entry or rescue.

All equipment shall be inspected before use and maintained in accordance with the manufacturer's instructions. Defective equipment shall be removed from service until repaired or replaced.

NON-ENTRY RETRIEVAL AND RESCUE

Non-Entry Retrieval

Non-entry rescue shall be used whenever feasible unless the retrieval system would increase the overall risk of entry or would not contribute to rescue.

- Each authorized entrant shall use a chest or full-body harness with a retrieval line attached as required by OSHA, unless EHS documents that the system would increase risk or would not contribute to rescue.
- The retrieval line shall be connected to a mechanical device or fixed point outside the space so rescue can begin promptly.
- A mechanical retrieval device shall be available for vertical permit spaces more than 5 feet deep.
- Retrieval equipment shall be inspected before entry.

Designated Rescue Service

Calling 9-1-1 is not, by itself, a complete rescue program. Before permit-space entry, The Citadel shall designate and document a rescue service that has been evaluated for the specific permit spaces and hazards involved.

- Evaluate the prospective rescue service's ability to respond promptly considering the identified hazards.
- Evaluate the service's proficiency, equipment, and ability to perform the needed rescue from the particular space or representative types of spaces.
- Select a service capable of reaching victims within an appropriate time and equipped and proficient for the rescue.
- Inform the selected service of the hazards it may confront.
- Provide the selected rescue service access to permit spaces so it can develop rescue plans and practice rescue operations.
- Verify before entry that the service is available and that the method for summoning it is operable.
- If the selected rescue service becomes unavailable during entry, the entry shall be terminated, and entrants shall exit until acceptable rescue capability is restored.

The entry permit shall identify the selected rescue service and the method or telephone number used to summon it. If an outside fire department or other emergency organization is selected, EHS shall document the evaluation and coordination required by OSHA.

HOT WORK IN OR NEAR PERMIT SPACES

Welding, cutting, brazing, soldering, grinding, torch work, heating, or other hot work performed in or near a permit-required confined space requires a Hot Work Permit issued by the Department of Environmental Health & Safety before the work begins.

- The Hot Work Permit number or authorization shall be identified on the confined-space entry permit.
- Atmospheric testing and monitoring shall account for flammable atmospheres, oxygen changes, fumes, gases, and other hazards created by the work.
- Combustible materials and ignition hazards shall be controlled.

- Required fire watch, ventilation, respiratory protection, and fire-extinguishing equipment shall be provided.
- Hot work shall stop immediately if permit-space conditions become unacceptable.

CONTRACTORS AND VENDORS

The Citadel shall fulfill its host-employer responsibilities for contractor permit-space entry. Contractors remain responsible for complying with all OSHA requirements applicable to their employees and work activities.

- Before general-industry contractor entry, The Citadel shall inform the contractor that the workplace contains permit spaces and that entry is allowed only through a compliant permit-space program.
- The Citadel shall provide available information about hazards, prior experience with the space, and precautions or procedures implemented for protection of employees in or near the space.
- Where Citadel and contractor employees will work in or near the same permit space, entry operations shall be coordinated.
- The contractor shall provide the permit-space program it will follow and applicable employee training documentation when requested by The Citadel.
- At the conclusion of general-industry entry operations, The Citadel shall debrief the contractor regarding the program followed and hazards confronted or created.
- The contractor shall inform The Citadel of hazards confronted or created during entry and shall provide completed entry permits or equivalent entry documentation as required by contract or Citadel procedure.
- For construction work, the host employer, controlling contractor, and entry employer shall perform the information-sharing and coordination duties required by 29 CFR 1926 Subpart AA.

TRAINING

Training shall be provided so that employees whose work is regulated by the permit-space standard gain the understanding, knowledge, and skills necessary to perform their assigned duties safely.

- Before an employee is first assigned permit-space duties.
- Before a change in assigned duties.
- Whenever a change in permit-space operations presents a hazard for which the employee has not previously been trained.
- Whenever there is reason to believe employees are deviating from required procedures or their knowledge or use of procedures is inadequate.

The Citadel requires annual refresher training for affected confined-space entry personnel. This training does not replace the retraining triggers listed above.

Training shall establish proficiency in assigned duties. Training certification shall include the employee's name, the trainer(s)' signatures or initials, and the training date, and shall be available to employees and their authorized representatives as required.

Employees who work near permit spaces but are not authorized to enter shall receive awareness information or training sufficient to understand the location and hazards of permit spaces and the prohibition against unauthorized entry.

EMPLOYEE PARTICIPATION

Affected employees and their authorized representatives shall be consulted on developing and implementing the permit-space program. They shall be provided access to information required to be developed under the applicable standard.

RECORDKEEPING AND PROGRAM REVIEW

- Canceled entry permits shall be retained for at least one year.
- Problems encountered during entry shall be documented on the applicable permit.
- EHS shall review entry operations whenever there is reason to believe the program may not adequately protect employees, including after unauthorized entry, unanticipated hazards, prohibited conditions, injury, near-miss, configuration/use changes, or employee complaints.
- Using canceled permits, EHS shall review the permit-space program within one year after each entry and revise the program as necessary. A single annual review may cover all entries performed during the preceding 12 months.

- The Citadel may conduct an annual administrative review even in years with no permit entries.
- Training records, rescue-service evaluations, reclassification certifications, inventory evaluations, and other program records shall be maintained in accordance with applicable OSHA and institutional record-retention requirements.

APPENDIX A - PERMIT-REQUIRED CONFINED SPACE ENTRY PERMIT

Confined Space Entry Permit

Permit valid for one shift only. Permit must be posted near entry point. Keep permit on file for one year.

Date: ____/____/____ Entry Time: ____ AM ____ PM Permit Expiration Time: ____ AM ____ PM

Confined Space Name/ID: _____ Location: _____

Reason for Entry: _____

Entry Point: TOP BOTTOM SIDE Communication used: VOICE HAND SIGNAL RADIO Other _____

Hazard Identification & Control Identify potential or known hazards for the confined space. For "OTHER" explain in notes.

Atmospheric Hazards present or potentially present – (check all that apply). **YES NO**
NA

☐ Oxygen Deficient <19.5% ☐ Flammable Gases, Vapors when ≥ 10% LFL ☐ Airborne combustible dust
☐ Oxygen Enriched ≥ 23.5% ☐ Toxic Gases, Vapors when ≥ PEL ☐ Other _____

Control: ☐ Test before entry ☐ Continual monitoring ☐ Natural ventilation ☐ Forced air ventilation ☐ Other _____

Engulfment & Entrapment Hazards present or potentially present - (check all that apply) **YES NO NA**

☐ Flowing material ☐ Hung up, bridged, crusted material ☐ Inwardly converging walls ☐ Sloping floors ☐ Other _____

Control: ☐ LOTO fill and/or emptying equipment ☐ Lock gates ☐ Block spouts/pipes ☐ Drain/empty ☐ Lifeline use

Potential/known hazard	YES NO	Type / Control Used	Potential/known hazard	YES NO	Type / Control Used
Egress hazards	☐ ☐		Respiratory hazards	☐ ☐	
Insufficient lighting hazard	☐ ☐		Skin hazards	☐ ☐	
Chemical hazards	☐ ☐		Heat/Cold hazards	☐ ☐	
Mechanical hazards (unguarded items)	☐ ☐		Snake, Rodent, Animal and Insect Hazards	☐ ☐	
Electrical hazards	☐ ☐		Vehicle hazards	☐ ☐	
Fall hazards	☐ ☐		Noise hazards	☐ ☐	

Other Hazards & Control:

Safety & Emergency Rescue		RESCUE / FIRE CONTACT #:	
	YES NA	NO	NA
Entry area secure			☐ ☐ ☐ <u>Safety harness & lifeline or retrieval line</u> ☐ ☐ ☐
LOTO/de-energization & isolation			☐ ☐ ☐ <u>PPE inspection completed before use</u> ☐ ☐ ☐
Lighting (rated for type of space/work) ☐ ☐ ☐ <u>Mechanical retrieval device</u>			☐ ☐ ☐
Hot work permit			☐ ☐ ☐ <u>Respirator</u> ☐ ☐ ☐
GFCI equipment			☐ ☐ ☐ <u>Hearing Protection</u> ☐ ☐ ☐
Non-sparking tools			☐ ☐ ☐ <u>Other PPE</u> ☐ ☐ ☐
<i>Entrants should always wear hard hats, work books, and eyewear.</i>			
Rescue equipment available?	YES	NO	Type: _____
Stand by personnel used?	YES	NO	Name(s): _____
CPR trained person available?	YES	NO	Name(s): _____

Permit Required Confined Space Entry Permit

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Atmospheric Information: <i>Acceptable atmospheric entry conditions must meet the limits stated below.</i>									
Monitor calibrated?	YES	NO	Date calibrated: ____/____/____	Monitor functioning correctly?	YES	NO			
Bump test conducted against known concentration of gases; is your meter set up to check?							YES	NO	
Pre-entry / Initial Air Monitor Readings									
Time	O2 19.5 - 23.5%	LFL <10%	CO ≤ 50 ppm	H2S ≤10 ppm	PH3 ≤ 0.3 ppm	NH3 ≤ 25 ppm	Other _____	Signature	
Periodic Air Monitor Readings – Test every ½ hour unless entrant wears meter continuously									
Time	O2	LFL	CO	H2S	PH3	NH3	Other _____	Signature	

Time	O ₂	LFL	CO	H ₂ S	PH ₃	NH ₃	Other _____	Signature

NOTES:

I have been trained for the confined space job duties assigned and agree with the conditions listed on the entry permit.

Entrant(s): _____

<i>Print Name</i>	<i>Signature</i>	<i>Print Name</i>	<i>Signature</i>
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Attendant(s): _____

<i>Print Name</i>	<i>Signature</i>	<i>Print Name</i>	<i>Signature</i>
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I certify all conditions and actions necessary for safe entry have been performed and the entry is authorized.

Entry Supervisor: _____

<i>Print Name</i>	<i>Signature</i>
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Permit Cancellation Time: _____ AM PM Structure returned to operating condition? YES NO

Entry Supervisor Signature: _____ Date: ____ / ____ / ____

Ensure employee has received the appropriate training for the job & tasks and the training is documented.

Permit Required Confined Space Entry Permit

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Submit canceled permit to Environmental Health & Safety. Retain for at least one year.

APPENDIX B - CONFINED-SPACE INVENTORY AND EVALUATION

The following categories were identified in the previous program as spaces that may require confined-space evaluation. They shall not be treated as automatically permit-required solely because of the category name.

- Campus high-voltage manholes and electrical vaults.
- Steam manholes and steam pits.
- Boilers and boiler interiors.
- Chilled-water manholes and utility vaults.
- Sump pits or sump structures large enough for bodily entry.
- Crawl spaces.
- Fire-water tank or other tanks capable of entry.
- Attics that meet the OSHA confined-space definition.
- Elevator pits.
- Other manholes, pits, vaults, tanks, utility structures, ductwork, or equipment spaces identified during inspection.

Space ID	Building / Location	Space Description	Confined Space? Y/N	Permit Space? Y/N	Hazards / Basis	Entry Status

APPENDIX C - PERMIT-SPACE RECLASSIFICATION CERTIFICATION

Use only when the requirements of 29 CFR 1910.146(c)(7) are satisfied. Forced-air ventilation that controls an atmospheric hazard does not qualify as elimination of that hazard for reclassification.

Field	Information
Space ID / Location	
Date	
Original Permit-Space Hazard(s)	
Atmospheric Hazard Present or Potential?	☐ No ☐ Yes - Reclassification not permitted under this section
Hazards Eliminated Without Entry?	☐ Yes ☐ No
If entry was required to eliminate hazards, was full permit entry used?	☐ Yes ☐ N/A
Basis for Determination That All Hazards Are Eliminated	
Duration / Conditions of Reclassification	
Person Making Determination	
Signature	

This certification shall be made available to employees entering the space or their authorized representatives.

APPENDIX D - RESCUE SERVICE EVALUATION AND PRE-ENTRY AVAILABILITY

Rescue Service Evaluation

Evaluation Item	Documented Result
Rescue service/organization	
Types of permit spaces evaluated	
Hazards evaluated	
Expected response time and basis for determining timeliness	
Equipment and technical capability	
Proficiency/training evidence reviewed	
Access provided for rescue planning/practice	
Method for notifying The Citadel if service becomes unavailable	
Evaluation completed by	
Evaluation date	

Pre-Entry Rescue Availability Verification

Permit Space / Entry Date	Rescue Service Contacted / Availability Verified	Method / Time	Verified By

APPENDIX E - ANNUAL / POST-ENTRY PROGRAM REVIEW

Review Item	Complete	Notes / Corrective Action
Canceled permits reviewed	☐	
Unauthorized entries/attempts reviewed	☐	
Prohibited conditions or unexpected hazards reviewed	☐	
Injuries / near misses reviewed	☐	
Changes in space use or configuration reviewed	☐	
Employee concerns/complaints reviewed	☐	
Confined-space inventory updated	☐	
Entry procedures and permits reviewed	☐	
Atmospheric-monitoring procedures reviewed	☐	
Equipment maintenance/calibration reviewed	☐	
Training and authorization records reviewed	☐	
Rescue-service evaluation/availability process reviewed	☐	
Contractor coordination reviewed	☐	
Program revisions completed and communicated	☐	

Field	Information
Review Date	
Reviewed By	
Revision Number / Changes Made	
Next Administrative Review	

DOCUMENT CONTROL

Field	Information
Program Owner	Department of Environmental Health & Safety
Primary General Industry Standard	29 CFR 1910.146 - Permit-Required Confined Spaces
Construction Standard When Applicable	29 CFR 1926 Subpart AA - Confined Spaces in Construction
Revision	09/30/2026
Effective Date	_____
Approved By	_____
Approval Date	_____
Next Review Date	_____