

**ADMINISTRATIVE
PROCEDURE**

SUBJECT: **CONFINED SPACE ENTRY**

1.0 PURPOSE:

The City of Winona is committed to avoid or minimize danger in the employees' work environment. To prevent risk of exposure or serious physical injury, employees entering confined spaces will be required to be trained in identification of and procedure for entering a confined space. A confined space is where entry/exit access is restricted, dangerous atmospheric conditions may exist, oxygen deficiency or enrichment may be present and engulfment may occur. These spaces in the City of Winona include, but are not limited to, manholes, sewer lines, lift stations, wet/dry wells, pump stations, basements, catch basins and storage chambers.

Identify and Classify Confined Spaces in City of Winona

Appendix A † Provides a list of identified spaces and designates the type of permit required prior to entry. All spaces identified *except* manholes and sewers must be labeled by posting a sign stating:

**Danger
Permit Required – Confined Space
Authorized Entrants Only**

The City of Winona confined space identification list will be reviewed and updated annually.

2.0 ORGANIZATIONS AFFECTED:

All Departments/Divisions

3.0 GENERAL RULES

These items must be followed prior to entry of any confined space:

1. If confined space access is on a roadway; employees are responsible for establishing warning devices around the work site.

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2. If necessary, lighting shall be provided to adequately illuminate the area. Only approved lighting and electrical equipment may be used in confined spaces subject to dangerous air contamination by flammable or explosive substances.
3. Ladder must be firmly secured and ladders shall not be removed while a worker is in the confined space (except in situations of absolute necessity to complete the planned work procedures).
4. Lines that may convey flammable, explosive, toxic, or otherwise injurious or incapacitating substances into the space shall be disconnected, blinded, locked out, or blocked off by other positive means to prevent the development of dangerous air contamination, oxygen deficiency, or oxygen enrichment within the space.
5. All persons in a confined space shall evacuate immediately if the warning alarm on any instrument is activated.
6. No smoking is permitted inside or within 20 feet of the area of a confined space entrance.
7. If the work practice involved in the confined space has the potential to increase existing hazards or generate additional hazards, it will be necessary to frequently evaluate the space to determine if a classification change is warranted.
 - ? Hot work may require local exhaust ventilation to remove smoke and fumes (this would be in addition to the general forced ventilation).
 - ? Cleaning rust from a tank or agitating sludge may cause release of toxic or flammable fumes.
8. Stage all equipment a safe distance away from the space.

4.0 PROCEDURE FOR ENTRY:

Determine the type of space (permitted or non-permitted) to be entered. Then, addressing all general rules, permit entry may be made following the written procedure

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for entry. A written annual or per job entry permit must be fully completed and understood prior to entry (see forms).

Permit-Required confined spaces are designated as entry permit or annual permit required spaces (see appendix A). Any space that has one or more of the following characteristics and is not listed in Appendix A must be considered a permit required confined space.

1. Contains or has a 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.

An entry permit must be prepared completely before entering a confined space and will remain at the job site until the confined space job is completed. **City of Winona employees can only enter confined spaces when an atmosphere free of dangerous air contamination, oxygen deficiency, or oxygen enrichment can be verified and maintained.**

Daily Confined Space Entry Permits

Following is the procedure for entering a Confined Space.

1. Must have a valid understandable entry permit for the day and shift and notify EMS (Emergency Medical Services) of Entry Intent.
2. The air in the confined space must be tested by an appropriate device prior to entry and found safe to enter. No dangerous air contaminants, no oxygen deficiency and no oxygen enrichment exist. Continuous testing shall be done while space is occupied and documented at least every one-half hour.
3. At least one person shall stand by on the outside of the confined space ready to summon help in the case of emergency.
4. Visual, voice or signal line communications shall be maintained between all persons in the confined space and the standby person.

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5. Each person entering the confined space must be wearing a safety harness with an attached line of at least 3,000 pounds test with the free end secured outside of entry opening.
6. The standby person shall not enter the confined space without alerting the City of Winona Fire Department of intent to enter. Entry shall only occur after testing the air and finding that no dangerous air contaminants, no oxygen deficiency and no oxygen enrichment exists. The stand-by person must be wearing a harness attached to a 3,000 pound test rope with the free end secured outside the entry opening and wearing approved personal protective equipment appropriate to the situation.

Confined spaces, where an atmosphere free of dangerous air contamination, oxygen deficiency, or oxygen enrichment cannot be verified, are generally entered by independent contractors, not City of Winona employees.

Following is the **minimum** City of Winona procedure required for Contractors to follow while entering a City of Winona Confined Space.

1. Must have a valid entry permit for the day and time (see attached permit available to print on the intranet) and notify EMS of entry intent.
2. The air in the confined space must be tested with an appropriate device prior to entry and continuously or periodically while space is occupied.
3. Tanks, vessels, or other confined space with side and top openings shall be entered from side opening when practical, For the purposes of this part, side openings are those within 42 inches of the bottom.
4. Appropriate, approved respiratory protective equipment, in accordance with Code of Federal Regulations, Title 29, Section 1910.134, shall be provided and worn.
5. An approved safety belt or harness with an attached line must be used. The free end of the line shall be secured outside the entry opening. The line shall be at least 3,000 pounds test.

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6. At least one person shall stand by on the outside of the confined space ready to give assistance in case of emergency.
 - ? A standby person, protected as prescribed by items 4 and 5, may enter the confined space, but only in case of emergency, after donning the required personal protective equipment and alerting an emergency response team or other trained rescue workers of their intentions to enter the confined space.
 - ? Visual, voice, or signal line communications shall be maintained between all individuals in the confined space and the standby person.
7. When entry must be made through a top opening, the following requirements also apply.
 - ? The safety harness shall be of the type that suspends a person in an upright position.
 - ? An approved hoisting device or other effective means shall be provided for lifting workers out of the space.
8. Work involving the use of flame, arc, spark, or other source of ignition is prohibited within a confined space (or any adjacent space having common walls, floors, or ceiling with the confined space) that contains, or is likely to develop, dangerous air contamination due to flammable or explosive substances.
9. Whenever gases such as nitrogen are used to provide an inert atmosphere for preventing the ignition of flammable gases or vapors, no flame, arc, spark, or other source of ignition may be permitted unless the oxygen concentration is maintained at less than 20 percent of the concentration that will support combustion.
 - ? Testing of the oxygen content shall be conducted with sufficient frequency to ensure conformance with this requirement.
 - ? A written record of the results of such testing shall be made and kept at the work site for the duration of the work.

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Annual Confined Space Entry Permits

Confined spaces where an atmosphere with dangerous air contamination, oxygen deficiency, or oxygen enrichment is unlikely to develop due to the use of permanent ventilation, has no potential for engulfing an entrant, has no entrapment potential and contains no other recognized serious safety or health hazards may use an annual permit until such time data demonstrates hazards have been eliminated and space can be reclassified as a non-permit confined space.

All City of Winona sanitary sewer lift station wet wells and storm sewer pumping stations are equipped with proper ventilation. This ventilation is specified as six air changes per hour.

Following is the procedure for entering an annual permit required space.

1. Must have an annual permit made out by the designated department supervisor/superintendent (see attached permit available to print on the intranet). **This permit will be void if unsafe conditions surface.*
2. The ventilating fan must be operating at least ten (10) minutes before entering the confined space.
3. Entry shall be made by an authorized person; attended by a stand-by person and with ventilating fan operating.
4. Atmospheric monitoring must be done before and continuously with each entry. Documentation of the date, entrant, stand-by person and results of atmospheric monitoring must be recorded on the annual permit.
5. All completed permits must be maintained by department supervisor/superintendent.

5.0 TRAINING / REVIEW:

All City of Winona employees, who have as part of their job description or potential to enter a confined space as part of their job, will receive training prior to the assignment of the task and annually thereafter a review of canceled permits will take place with department employees.

The following items will be included in training:

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- ? Policy review and procedure for CSE according to type of permit required.
- ? Description and training of hazards which may be encountered.
- ? Employees will receive training on the operation and the calibration of atmospheric testing devices.
- ? The use of tripod harness devices will be reviewed and hand on practice provided.
- ? Instruction on how to respond to emergencies during occupation of a confined space and their part in rescue procedures.
- ? How to obtain and complete a confined space entry permit.

In the annual review, the following will be assessed from all canceled permits from the previous year by department employees:

- ? Detected Hazards not covered by the permit
- ? Unauthorized Entry/s
- ? Injuries/ Incidents or near misses occurring during entry.
- ? Employees concerns about the program's effectiveness.

6.0 CALIBRATION OF TESTING AND MONITORING EQUIPMENT:

Preventive maintenance will be conducted on all City of Winona atmospheric testing equipment every six months. Departmental superintendents will return equipment to the manufacturer for calibration and testing. Equipment will also be put through the manufacturer's recommended calibration prior to each individual use. Entry will not occur if the calibration test fails.

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Appendix A

The following lists of identified confined spaces, equipment and authorized personnel to issue permits has been developed to contribute to the understanding of Confined Space entry.

Water Department

Equipment available from other departments.	One 4 gas monitor
	3,000 lb. rated rope
	One 3-point harness

Personnel authorized to issue permits
Bob Keiper – Superintendent

Required Permit

Confined Space Location	Entry	Annual
Westfield – backwash detention space		X
Westfield – basement of Booster Station		X
Westfield – draft aerators (2)		X
Westfield – west pump pits (3)		X
Westfield meter MH #1		X
Westfield meter MH #2		X
McNally Brookfield Meter MH #1		X
McNally Brookfield Meter MH #2		X
McNally Brookfield Meter MH #3		X
McNally Townhouse Meter MH #1		X
McNally Townhouse Meter MH #2		X
McNally Townhouse Meter MH #3		X
Johnson Street Chemical Feed Station		X
Johnson Street basement		X
Johnson Street Plant Meter MH #1, 2, 3 & 4		X
Backwash Building		X
Wincrest Valve MH		X
All Valve MH's		X
Valley Oaks Pumping Station Basement		X

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Sewer Department

Available Equipment	One 4 gas monitor
	3,000 lb. rated rope
	Harness
	Tripod

Personnel authorized to issue permits
Jack Lipinski – Superintendent

Confined Space Location	Required Permit	
	Entry	Annual
Lift Station #4 Wet & Dry Wells		X
Lift Station #5 Wet & Dry Wells		X
Lift Station #6 Wet & Dry Wells		X
Lift Station #7 Wet & Dry Wells		X
Airport Lift Station #9 Dry Well		X
Wincrest Lift Station #10 Dry Well		X
Wincrest Lift Stations #14 & 15	X	
West Burns Lift Station #13	X	
Recirculation Pump Station		X
Gilmore Valley Lift Stations #11 & 12		X
All manholes	X	
Lake Winona Pump Station Basement Wet & Dry Wells	X	
All splitter boxes	X	
Digesters primary & secondary	X	
Inplant waste – grit chambers	X	
Pipe gallery of digester building		X

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Street Department – Flood Control

Available Equipment	One 4 gas monitor (stored at Street Department)
	3,000 lb. rated rope
	Harness
	tripod

Personnel authorized to issue permits
Jack Vaughn - Street Superintendent
Tom Scott – Assistant Street Superintendent

Required Permit

Confined Space Location	Entry	Annual
Olmsted Pump Station basement		X
Washington Pump Station basement		X
Kansas Pump Station basement		X
High Forest Pump Station basement		X
All sluice gate wells	X	
All storm manholes	X	
All catch basins	X	

Park Maintenance

Available Equipment	Borrow from water or sewer
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Personnel authorized to issue permits
Bruce Fuller – Superintendent of Park and Forestry
Steve Jasnoch – Assistant Park Superintendent

Required Permit

	Entry	Annual
Aquatic Center – water overflow chamber	X	
Windom Park – water mechanics chamber		X

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Engineering Department

Available Equipment

Borrow from Water or Sewer Department

Personnel authorized to issue permits

Steve McBurney – City Engineer

Keith Nelson – Assistant City Manager for Public Works

Confined Spaces

(See list for Water, Park Maintenance, Sewer & Street Departments)

Fire Department

Available Equipment

One 4 gas monitor

Rescue Unit – Fire Department must be called before the standby person a non-annual confined space (see Fire Department policy)

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City of Winona - ENTRY PERMIT

PERMIT VALID FOR 8 HOURS ONLY. ALL COPIES OF PERMIT WILL REMAIN AT JOB SITE UNTIL JOB IS COMPLETED

Date	Site Location and Description
Purpose of Entry	
Supervisor(s) in charge of crews.	Type of Crew Phone #
Communications Procedures	
Rescue Procedures (Phone Numbers at Bottom)	

BOLD DENOTES MINIMUM REQUIREMENTS TO BE COMPLETED AND REVIEWED PRIOR TO ENTRY*

Requirements Completed	Date	Time	Requirements Completed	Date	Time
Lock Out/De-energize/Try-Out			Full Body Harness w/"D" ring		
Line(s) Broken – Capped – Blanked			Emergency Escape Retrieval Equipment		
Purge-Flush and Vent			Lifelines		
Ventilation			Fire Extinguishers		
Secure Area (Post and Flag)			Lighting (Explosive Proof)		
Breathing Apparatus			Protective Clothing		
Resuscitator - Inhalator			Respirator(s) (Air Purifying)		
Standby Safety Personnel			Burning and Welding Permit		

Note: Items that do not apply enter N/A in the blank.

****RECORD CONTINUOUS MONITORING RESULTS EVERY 2 HOURS ****

Continuous Monitoring**	Permissible									
Test(s) to be Taken	Entry Level									
Percent of Oxygen	19.5% to 23.5%									
Lower Flammable Limit	Under 10%									
Carbon Monoxide	+ 35 PPM									
Aromatic Hydrocarbon	+ 1 PPM	* 5 PPM								
Hydrogen Cyanide	(Skin)	* 4 PPM								
Hydrogen Sulfide	+ 10 PPM	* 15 PPM								
Sulfur Dioxide	+ 2 PPM	* 5 PPM								
Ammonia		* 35 PPM								

*Short-term exposure limit: Employee can work in the area up to 15 minutes.
+ 8 hr. Time Weighted Avg.: Employee can work in area 8 hrs. (longer with appropriate respiratory protection).

Remarks

Gas Tester Name & Check #	Instrument(s) Used	Model &/or Type	Serial &/or Unit #
SAFETY STANDBY PERSON IS REQUIRED FOR ALL CONFINED SPACE WORK RESPONSIBILITIES			
Safety Standby Person(s)	Check #	Confined Space Entrants	Check #
		Confined Space Entrant(s)	Check #

Supervisor Authorizing – All Conditions Satisfied _____ Department/Phone _____
 Ambulance 454-7799 • Fire 457-8266 • Safety Coordinator 457-8255 • Gas Coordinator none
 This permit shall be retained by department/supervisor a minimum of one year.

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Watchperson Responsibilities

- You are responsible for making sure the person in the confined space is okay. You must have a portable phone at hand, so you can call for help if there are problems.
- You cannot smoke while you are serving as the watchperson.
- Make sure you can see or hear the person in the confined space at all times. If you cannot hear the person moving around, call for help.
- If the person in the confined space is injured (breaks a leg, gets a cut) and the meter is not alarming, call 911 (the Fire Department). You can then enter the space to help the worker get out.
- If the person in the confined space stops moving or doesn't respond to your signals, call 911 (the Fire Department) and request help immediately, then call the shop. **Do NOT enter the confined space.** Use the lifeline to retrieve the person, if you can.

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**City of Winona
Annual Confined Space Entry Permit**

Date and Time Issued		Date and Time Expires		
Job Site/Space ID		Job Supervisor		
Equipment to be worked on		Work to be performed		
Standby Personnel		1.	3.	
		2.	4.	
Atmospheric Check	Time	Explosive	%L.F.L.	
	Oxygen _____ %	Toxic _____ PPM	PPM	
Tester's signature _____				
Source Isolation (No Entry)	N/A	Yes	No	
Pumps or lines blinded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Disconnected, or blocked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ventilation Modification	N/A	Yes	No	
Mechanical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Natural Ventilation only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Atmospheric check after isolation and ventilation	Oxygen _____ % > 19.5%	Toxic _____ PPM < 10 PPM H(2)S		
	Explosive _____ % L.F.L. < 10 %	Time _____		
Tester's signature _____				
Communication procedures _____				
Rescue procedures _____				
Entry standby, and back up persons	Yes	No		
Successfully completed required training?	<input type="checkbox"/>	<input type="checkbox"/>		
Is it current?	<input type="checkbox"/>	<input type="checkbox"/>		
Equipment	N/A	Yes	No	
Direct reading gas monitor – tested	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Safety harnesses and lifelines for entry and standby persons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hoisting equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Powered communications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Protective Clothing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All electric equipment listed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Class I, Division I, Group D and Non-sparking tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Periodic atmospheric tests and dates. (Additional listings on back)	Date _____ Time _____	Oxygen _____ %	Explosive _____ %	Toxic _____ %
	Date _____ Time _____	Oxygen _____ %	Explosive _____ %	Toxic _____ %
	Date _____ Time _____	Oxygen _____ %	Explosive _____ %	Toxic _____ %
	Date _____ Time _____	Oxygen _____ %	Explosive _____ %	Toxic _____ %
	Date _____ Time _____	Oxygen _____ %	Explosive _____ %	Toxic _____ %
	Date _____ Time _____	Oxygen _____ %	Explosive _____ %	Toxic _____ %
We have reviewed the work authorized by this permit and the information contained here-in. Written instruction and safety procedures have been received and are understood. Entry cannot be approved if any squares are marked in the "No" column. This permit is not valid unless all appropriate items are completed.				
Permit Prepared By: (Supervisor)				
Approved By: (Unit Supervisor)				
Reviewed By: (Cs Operations Personnel)				

PRINT NAME

Signature

This permit is to be kept at job site. Return job site copy to Unit Superintendent following job completion. Superintendent shall retain for a Minimum of 1 (One) Year.

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