



CONFINED SPACE

POLICY.

It is the policy of the Deschutes County Adult Jail (DCAJ) and Work Center (WC) to identify confined space locations at the Deschutes County Sheriff's Office complex and establish procedures to be followed when entering a confined space.

PURPOSE.

The purpose of this program is to inform interested persons, including employees, that DCAJ and WC are complying with the OSHA Permit-Required Spaces, Title 29 Code of Federal Regulations 1910.146. We have determined that this workplace needs written procedures for the evaluation of confined spaces. Where permit-required spaces are identified, we have developed and implemented a permit-required confined space entry program. This program applies to all work operations at the Deschutes County Sheriff's Office where employees must enter a permit-required confined space as part of their job duties.

OREGON JAIL STANDARDS: None

REFERENCES: None

DEFINITIONS: None

PROCEDURES.

SECTION A: PERMIT-REQUIRED CONFINED SPACE ENTRY PROGRAM

- A-1.** The Deschutes County Risk Management Office has overall responsibility for coordinating safety and health programs the Deschutes County Sheriff's Office. The Risk Management Office will review and update the program, as necessary.
- A-2.** Copies of the written program may be obtained from the Risk Management Office, 1130 NW Harriman St., Bend, OR. 97701.
- A-3.** Under this program, Risk Management personnel identify permit-required spaces in Deschutes County, and provide training for employees according to their responsibilities in the permit space. These employees receive instructions for safe entry into specific type of confined spaces, including testing and monitoring, appropriate personal protective equipment, rescue procedures, and attendant responsibilities.

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- A-4.** This program is designed to ensure that safe work practices are utilized during all activities regarding the permit space to prevent personal injuries and illnesses that could occur.
- A-5.** If, after reading this program, staff find that improvements can be made, please contact The Risk Management Office. Suggestions are encouraged to create a safe workplace for all employees and a safe and effective permit-required confined space entry program is an important component of our overall safety plan. Clear understanding, safe work practices, and involvement in the program are encouraged from every level of the county.

SECTION B: HAZARD EVALUATION FOR PERMIT SPACES

- B-1.** To determine if there are permit-required confined spaces in Deschutes County, Risk Management conducted a hazard evaluation of the workplace to identify the existence and location of permit-required confined spaces in our workplace that must be covered by the Permit-Required Confined Space Entry Program. This written hazard evaluation is kept at Risk Management offices and at each confined space location.

SECTION C: PREVENTING UNAUTHORIZED ENTRY

- C-1.** To provide a safe work environment and to prevent exposed employees from accidentally entering a permit space, the following procedures are implemented to inform all employees of the existence, location, and danger posed by permit spaces in DCAJ and WC. Risk Management authorizes specifically trained employees to enter confined spaces. Confined spaces will be locked and only authorized employees will have access to confined spaces.

SECTION D: SAFE PERMIT SPACE ENTRY PROCEDURES

- D-1.** The Sheriff's Office Building Maintenance Supervisor is responsible for authorizing entry and issuing permits for work in the permit spaces located on the Deschutes County Sheriff's Office complex including the DCAJ and WC. The file of permits and related documents are kept in the Sheriff's Office Maintenance Supervisor's office. The procedures followed for preparing, issuing, and canceling entry permits includes the elements included in the attached permit document. Only employees who have current authorization to work in or near our permit spaces will complete the permit. The permit will also include the work activities they are expected to perform.

SECTION E: PRE-ENTRY EVALUATION

- E-1.** To ensure the safety and health of employees, before allowing authorized workers to enter a permit space, conditions in that space are evaluated to determine if the conditions are safe for entry. Any employee who enters the space has the opportunity to observe the pre-entry and any subsequent testing. The authorized entrant or that employee's representative also has the option of requesting a re-evaluation of the space if they feel that the evaluation was not adequate.

- E-2.** Risk Management follows the procedures to evaluate each permit space before entry according to 1910.146(c)(5)(ii)(C). This includes testing the internal atmosphere with a calibrated direct-reading instrument for oxygen content, flammable gases and vapors, and potential toxic air contaminants. The atmosphere of the space is also periodically tested to ensure that the continuous ventilation is preventing the accumulation of a hazardous atmosphere.

SECTION F: CERTIFICATION

- F-1.** According to 1910.146(c)(5)(ii)(H), Risk Management will verify that the space is safe for entry and that the pre-entry measures required by 1910.146(c)(5)(ii) have been taken, through a written certification that contains the date, location of the space, and signature of the person providing the certification. Deschutes County Risk Management is responsible for verifying these procedures. The certification is made before entry and is available to each employee entering the space.
- F-2.** According to 1910.146(c)(5)(iii), Risk Management will document the basis for determining that all hazards in a permit space have been eliminated, through a certification that contains the date, location of the space, and signature of the person making the determination. Risk Management and the authorized entry supervisor are responsible for documenting this information. The certification is available to each employee entering the space.

SECTION G: EQUIPMENT

- G-1.** To ensure the safety and health of employees, Risk Management provides appropriate equipment to all employees who work in or near our permit spaces. According to 1910.146(k)(3)(i), each authorized entrant will use a chest or full body harness, with a retrieval line attached at the center of the entrant's back near shoulder level, above the entrant's head, or at another point which Deschutes County can establish presents a profile small enough for the successful removal of the entrant. Wristlets may be used instead of the chest or full body harness if Deschutes County can demonstrate that the use of a chest or full body harness is not feasible or creates a greater hazard and that the use of wristlets is the safest and most effective alternative.
- G-2.** Risk Management will maintain all equipment in excellent working condition, train the entrants in the correct usage of this equipment, and ensure that all equipment, including that used for personal protection, is used properly. The equipment is stored in a designated locker at the Deschutes County Adult Jail Maintenance Shop.

SECTION H: DUTIES

- H-1. Authorized Entrants.** Those persons who have completed the training and are authorized to enter our permit spaces are assigned specific duties and responsibilities that they must perform when they work in the permit space. Their duties and responsibilities include all the elements listed in the permit document. The elements covered in the

training program for authorized entrants include evaluating air quality, placement of personnel, and use of personal protection equipment and documentation requirements.

- H-2. Attendants.** Those persons who have completed the training and have been designated as permit space attendants are assigned specific duties and responsibilities that they must perform in permit space job duties.
- a. Their duties and responsibilities include evaluating air quality, placement of personnel, and use of personal protection equipment, emergency response criteria and documentation requirements. All attendants will be trained on duties and responsibilities prior to entering a confined space.
- H-3. Entry Supervisors.** Those persons who have completed the training and have been designated as permit space entry supervisors are assigned specific duties and responsibilities that they must perform in permit space job duties.
- a. Their duties and responsibilities include evaluating air quality, assignment of trained personnel, and use of personal protection equipment, emergency response criteria and documentation requirements.

SECTION I: TRAINING PROGRAM

- I-1.** Every employee at Deschutes County who faces the risk of confined space entry is provided with training on an annual basis to ensure that each designated employee acquires the understanding, knowledge and skills necessary for the safe performance of the duties assigned to him or her. Risk Management will coordinate and conduct County permit-required confined space training. All training related materials, documents, and signed certificates are kept at the Risk Management offices and each confined space location.
- I-2.** Upon successful completion of Deschutes County Permit-Required Confined Space Training Program, each participant receives a certificate which they sign verifying that they understand the material presented, and that they will follow all County policies and procedures regarding permit space entry.

SECTION J: RESCUE AND EMERGENCY SERVICES

- J-1.** Deschutes County utilizes its own employees to perform rescue services in the event of a permit space emergency. This group of employees has been trained, at a minimum, to:
- a. Perform the assigned rescue duties;
 - b. Correctly use personal protective equipment (PPE) required for the job;
 - c. Establish proficiency as an authorized entrant, as provided by 1910.146(g) and (h); and
 - d. Perform basic first-aid and cardiopulmonary resuscitation (CPR).

- J-2.** Deschutes County also ensures that at least one member of the rescue team holds a current certification in first-aid and CPR, and that affected employees practice making permit space rescues at least once every 12 months, by means of simulated rescue operations in which they remove dummies, manikins, or actual persons from the actual permit spaces or from representative permit spaces. Representative permit spaces will, with respect to opening size, configuration, and accessibility, simulate the types of permit spaces from which rescues are to be performed.
- J-3.** Deschutes County Risk Management conducts rescue and emergency training. Each confined space location will designate a rescue team and have procedures in place to conduct emergency response by the Bend Fire Department.

SECTION K: POST-OPERATIONS PROCEDURES

- K-1.** Upon completion of work in a permit space, Risk Management will document all procedures followed, lock the space, cancel the permit and file the permit in the Maintenance Manager's office.

SECTION L: REVIEW-PROCEDURES

- L-1.** To ensure that all employees participating in entry operations are protected from permit space hazards, Risk Management reviews the Permit-Required Confined Space Entry Program on a regular basis uses the retained canceled permits from the past 12 months within one year after each entry and revise the program as necessary. Risk Management performs a single annual review covering all entries performed during a 12-month period. If no entry is performed during a 12-month period, no review will be performed.

SECTION M: ENFORCEMENT

- M-1.** Constant awareness of and respect for permit-required confined space entry hazards, and compliance with all safety rules are considered conditions of employment. Supervisors and individuals in the Risk Management and Personnel Department reserve the right to issue disciplinary warnings to employees, up to and including termination, for failure to follow the guidelines of this permit entry program.

FORMS USED:

- Deschutes County Confined Space Entry Permit