UNLV
UNIVERSITY OF NEVADA LAS VEGAS

Risk Management and Safety (RMS)
Confined Space Entry Program
May 1, 2009

Prepared By: 
Bill Murray
Occupational Safety Program Officer, RMS
Date: 7/8/09

Approved By: 
Karl Reynolds, Director
Facilities Maintenance Services
Date: 7/18/09

Approved By: 
Bob Batten, Chief Engineer
Thomas & Mack Center
Date: 7/18/09

Approved By: 
Tim Robitz, Executive Director
Student Affairs Facilities & Operations
Date: 8/5/09

Approved By: 
Johnny Centineo, Executive Director
Risk Management and Safety
Date: 8/5/09
A. SCOPE AND APPLICATION

The purpose of this program is to establish minimum requirements to protect employees and students from the hazards involved with entry into confined spaces at University of Nevada, Las Vegas (UNLV) properties. This includes the Maryland Campus, Paradise Campus, and the Shadow Lane Campus.

B. COMPLIANCE WITH PROGRAM

All UNLV employees and private contractors are required to comply with the program elements described herein. This program is based upon the elements of 29 CFR 1910.146, Permit-Required Confined Spaces.

C. DEFINITIONS

(1) Attendant – A trained individual stationed outside a Permit-Required Confined Space (PRCS) who monitors the authorized entrants and performs attendant duties.

(2) Authorized Entrant – An employee authorized by UNLV to enter a PRCS.

(3) Confined Space – A space that (all three must be true):

   a. Is large enough and so configured that an employee can bodily enter and perform assigned work.

   b. Has limited or restricted means for entry or exit.

   c. Is not designed for continuous occupancy.

(4) Entry – The action by which a person passes through an opening into a PRCS. Entry includes ensuing work activities in that space and is considered to have occurred as soon as any part of the entrant’s body breaks the plane of an opening into the space.
Entry Permit (Permit) – A written or printed document that is provided by Risk Management and Safety (RMS) that allows and controls access to permit-required confined spaces.

Entry Supervisor – The person who is responsible for determining if acceptable entry conditions are present at a permit space where entry is planned. This individual is also responsible for authorizing entry and overseeing entry operations.

Permit-Required Confined Space (PRCS) – A confined space that has one of the following characteristics.

a. Contains or has a potential to contain a hazardous atmosphere.
b. Contains a material that has the potential for engulfing an entrant.
c. Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor that slopes downward or tapers to a smaller cross-section.
d. Contains any other recognized serious safety or health hazard.

DUTIES AND RESPONSIBILITIES

Risk Management and Safety (RMS)

a. Establish and conduct an annual review of the Confined Space Entry Program.
b. Evaluate and conduct and ongoing assessment of potential confined spaces to determine if they meet the OSHA definition of “Confined Spaces” and “Permit-Required Confined Spaces.”
c. Maintain an inventory of PRCSs on campus. This is available for departments to review at the following link:
(http://rms.unlv.edu/occupational/confined%20space/confined%20space.php).
d. Offer confined space entry training to authorized entrants, attendants, and supervisors.
e. Provide atmospheric testing equipment and technical guidance to department personnel who will be entering a PRCS.
f. Contact Clark County Fire Department (CCFD) prior entry in a PRCS.

(2) **Departmental Managers and Supervisors**

a. Identify and assign personnel to perform entry supervisor, authorized entrant, and attendant duties as outlined in this program.

b. Ensure that employees assigned to perform confined space duties have attended Confined Space Entry Training prior to performing such duties.

c. Confirm with RMS if spaces to be entered are permit-required.

(3) **Entry Supervisors**

a. Attend Confined Space Entry Training.

b. Know and understand the hazards associated with entry into confined spaces and be knowledgeable of the precautions necessary to minimize or eliminate the hazards.

c. Conduct pre-entry briefing (for all participants) to discuss the permit, potential hazards of the space that is to be entered, protective measures, and the collection of atmospheric testing data. The pre-entry briefing must take place immediately prior to any confined space entry.

d. Verify that all tests specified on the permit have been conducted and that all conditions for entry have been met.

e. Terminate the entry and cancel the permit when operations are completed or when a condition not allowed under the permit arises in or near the permit space.

f. Remove unauthorized individuals who attempt to enter a confined space.

g. Maintain the permit at the site during entry into a PRCS.

h. Forward the completed and signed permit to RMS upon suspension of entry activities.
(4) **Attendant**

a. Attend Confined Space Entry Training.

b. Know the hazards that may occur during entry into a PRCS. Know and understand the safety precautions necessary to minimize or eliminate hazards in the PRCS to be entered.

c. Monitor atmospheres prior to and during the time authorized entrants are working in PRCSs.

d. Remain outside the permit space during entry operations.

e. Continuously maintain an accurate count and identity of authorized entrants in the permit space.

f. Prevent unauthorized persons from entering the PRCS area.

g. Shall not perform duties that could interfere or distract with the primary duty of monitoring and protecting the authorized entrants.

h. Maintain constant communication with authorized entrants.

i. Continuously monitor authorized entrants for signs of unusual behavior that may indicate undue stress or exposure to hazardous conditions.

j. Evacuate the authorized entrant (via communication or rescue equipment if entrant is not responding) from the permit space immediately when any of the following occur:

   i. A condition exists or develops that is not in accordance with the entry permit.

   ii. The authorized entrant displays unusual behavior that may be indicative of exposure to a hazardous atmosphere.

   iii. There is evidence of an environment that is immediately dangerous to life and health (IDLH).

   iv. A situation outside the permit space exists that could endanger the authorized entrant.
v. The attendant cannot safely and effectively perform all required duties.

vi. An atmospheric alarm is activated.

k. **Summon rescue or other emergency services by calling 911.**

l. **The Attendant may only participate in non-entry rescue operations. At no time shall an attendant enter a permit space to facilitate a rescue.**

(5) **Authorized Entrant**

a. Attend Confined Space Entry Training.

b. Know the hazards that may occur during entry into the PRCS.

c. Know and understand the safety precautions necessary to minimize or eliminate hazards in the PRCS to be entered.

d. Use required equipment properly. This includes, and is not limited to, atmospheric testing equipment, personal protective equipment, lighting, ladders, barricades, and rescue equipment.

e. Enter PRCSs according to the conditions identified on the permit.

f. Maintain constant communication with the Attendant.

g. Alert the attendant and exit the space as quickly as possible when any of the following situations occur:

i. A warning sign/symptom of exposure to a hazardous environment or atmosphere is detected. This includes, but is not limited to, odors, irritation, dizziness, or headache.

ii. A condition that is not in accordance with the entry permit.

iii. An instrument alarm is activated.

h. Exit the space as quickly as possible when instructed to do so by either the Entry Supervisor or the Attendant.
E. CONTRACTORS

Contractors who enter a PRCS shall comply with the requirements of 29 CFR 1910.146, Permit-Required Confined Spaces. In general, contractors shall:

1. Submit a copy of the contractor's written Confined Space Entry Program.
2. Obtain information from RMS with regard to known hazards associated with the permit-spaces to be entered.
3. Coordinate entry operations with RMS when contractor employees and UNLV employees will be working in or near the permit-required confined space.
4. Maintain permit during entry.

F. PERMIT SYSTEM

1. A written permit must be obtained from RMS prior to entry into a PRCS (obtained from RMS Website).
2. The written permit is valid for one uninterrupted entry and must be maintained at the site during entry.
3. Notify RMS 48-hours (if possible) prior to entering a PRCS.

G. TRAINING

1. All employees who will potentially be required to engage in confined space entry (either as the authorized entrant, attendant, or supervisor) shall attend Confined Space Entry training.
2. The training shall instruct and inform employees with regard to the skills necessary to carry out assigned work tasks safely.
3. Initial training shall be provided prior to employee assignment to confined space entry duties.
4. Re-training shall be provided whenever:
   a. There is a change in permit space operations.
   b. There is reason to believe that there are inadequacies in the employee’s knowledge or use of entry procedures.
H. **EMERGENCY PROCEDURES**

(1) Attendants are only authorized to perform non-entry rescue operations. This is accomplished by using rescue equipment to retrieve the entrant.

(2) Attendants shall be trained in non-entry rescue operations.

(3) **Clark County Fire Department (Station No. 21) is the technical rescue team. Station No. 21 will be notified by RMS prior to entry into a PRCS so that they will be prepared for any rescue operations.**

I. **RECORDS MANAGEMENT**

(1) The written Confined Space Entry Program will be reviewed annually.

(2) Training materials will be maintained by the RMS Safety Training Officer.

(3) Individual employee training records (hard copies) will be maintained by the RMS Safety Training Officer for three years. Hard copies will be electronically archived after three years.

(4) Entry permits will be maintained by RMS for two years.

J. **ADDITIONAL INFORMATION**

(1) The UNLV RMS website contains regularly updated information to include the following:

   a. Map of Known PRCSs
   
   b. Sample copy of the Confined Space Entry Permit
   
   c. Standard Procedures to Obtain a Permit
   
   d. Standard Procedures for Atmospheric Testing
   
   e. Occupational Safety and Health Administration (OSHA) Quick Card
   
   f. SCATS Confined Space Safety Tip, April 2005

Prepared by Risk Management and Safety
895-4226