Appendix G

Permit Required Confined Space Entry Procedures

Preparing to Enter a Permit-Required Confined Space

Before each entry into a confined space the permit must be completed by the Confined Space Entry Supervisor or Attendant. Authorized Entrants or Attendants must also conduct the following steps:

☐ 1. Contact IUPUI Police Department at 274-7911 to inform them of a confined space entry and advise them of the space to be entered, the outside attendant and authorized entrant(s). The police Department shall contact Fire Protection Services to inform them of the confined space entry;

☐ 2. Test the atmospheric conditions of the confined space to ensure that:
   • Oxygen content is greater than 19.5% and less than 21.0%;
   • Flammable gas is less than 10% of the lower explosive limit (LEL); and
   • Toxic gas and vapors do not exceed the Permissible Exposure Limits (PEL).

   Entry conditions shall be continuously monitored in the areas where authorized entrants are working;

☐ 3. Isolate all mechanical or electrical hazards in the space by following all Lock-out/Tag-out procedures;

☐ 4. Test or monitor the permit space as necessary to determine if acceptable entry conditions are being maintained during the course of entry operations;

☐ 5. Assist in identifying protective measures to take if any atmospheric or physical condition exists that make the space unsafe for entry;

☐ 6. Obtain any equipment necessary to complete the job. See Appendix C for a suggested list of equipment that may be needed. If certain equipment is not available through your department, contact the Environmental Health and Safety Office;

☐ 7. Each authorized entrant who enters a permit-required confined space shall wear a body harness and be connected to the tri-pod cable to facilitate non-entry rescue. If the tri-pod retrieval would increase the overall risk of entry, or would not contribute to the rescue of the entrant other methods may be considered;

☐ 8. Obtain a hot work permit, if necessary, by contacted Fire Protection Services at 274-8000;

☐ 9. Place any necessary signs or barriers around the space to prevent unauthorized entry and to control hazards created by opening up the space;

☐ 10. After qualified staff members have completed and signed the entry permit, review it to insure that all requirements are met, and that you understand the contents of the permit; and

☐ 11. Brief all assigned workers on their roles, the work to be done, communication requirements, potential hazards and emergency procedures. This must be accomplished before anyone is allowed to enter the confined space.