

Town of Meredith - Administrative Regulation

Effective Date: December 12, 2005 Regulation No: 17

Revision Date: Supersedes:

Approved By: Phillip L. Warren, Jr.

Subject: Confined Space Entry

I. PURPOSE

This Administrative Regulation is to provide a safe work environment in designated confined spaces. A confined space is any limited entry containing known or potential hazards, which is not intended for continuous human occupancy.

II. POLICY

All employees exposed to confined space work areas shall be properly protected. All employees, contractors and vendors must adhere to the Department specifications. If an emergency situation should occur, Emergency Services (911) should be called immediately.

III. PROCEDURE:

The Department Heads or their designee shall evaluate the work place to determine if any areas are confined spaces. If any are identified, the employer shall inform exposed employees by posting danger signs or by any other equally effective means of the existence and location of and the danger posed by the confined spaces. A written plan describing the equipment and work procedures to be used and an emergency rescue plan should be on site.

A minimum of (2) persons shall be assigned to work activity-involving entry into a confined space. One employee shall act as an attendant/observer and remain outside of the space for the duration of the entry operation.

Conditions in the confined space shall be tested before entry operations and monitored while employees are in the confined space.

Testing required by the above shall include testing of the internal atmosphere with a calibrated direct reading instrument, for the following conditions:

1. Oxygen
2. Flammable gasses and vapors: and
3. Potential toxic air contaminants.

The Department Head or their designee shall establish and implement the means, procedures and practices required for eliminating or controlling hazards and make the confined space safe for conducting entry operations. For example, purging, making inert, flushing or ventilating the confined space using appropriate equipment.

The Department Head or their designee shall provide training so that all employees whose job duties involve confined space entry procedures acquire the understanding, knowledge and skills necessary for the safe performance of the duties assigned to them. This training shall include the nature of the hazards involved, the necessary precautions to be taken, and in the use of personal protective and any other equipment necessary for safe entry. A procedure shall be implemented requiring documentation that the above steps were taken prior to entering a confined space.

Phillip L. Warren, Jr.
Town Manager