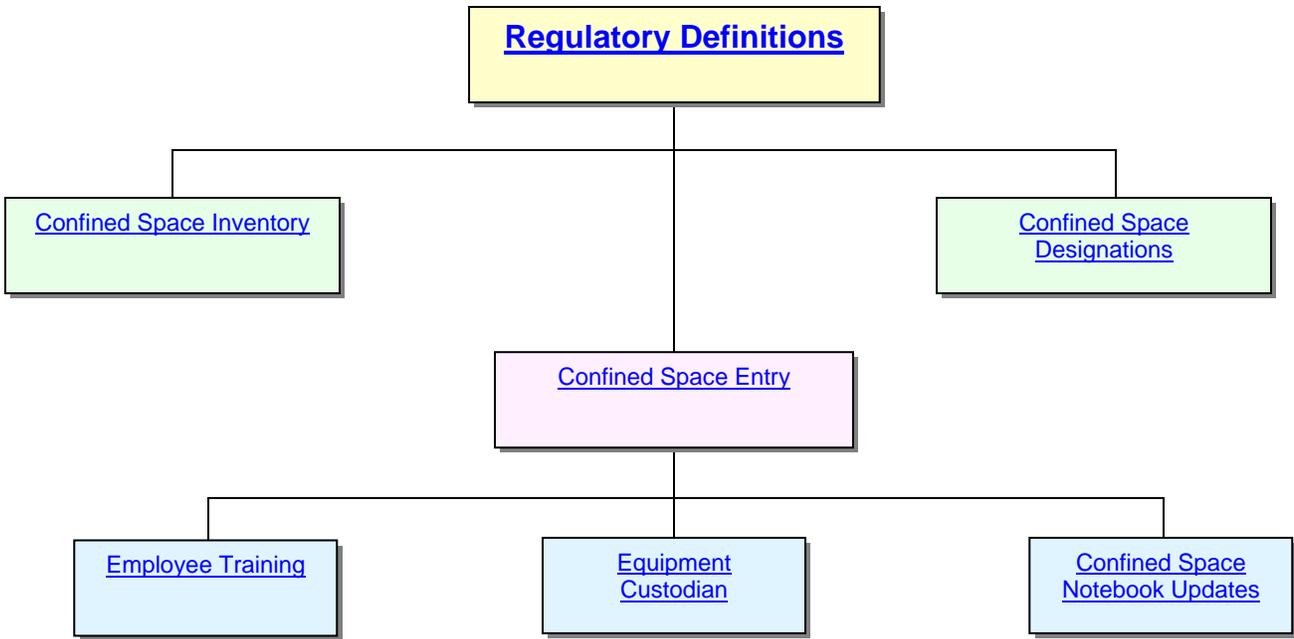


CONFINED SPACE PROGRAM



[Link to the entire Policy & Procedures \(6 pages\)](#)

**AGRICULTURE AND NATURAL RESOURCES
RESEARCH AND EXTENSION CENTER SYSTEM
POLICY AND PROCEDURES**

CONFINED SPACE PROGRAM

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ATTACHMENTS

[Attachment A](#) - Confined Space Program Flow Chart

[Attachment B](#) - Confined Space Inventory (Example Confined Space Data Sheet)

[Attachment C](#) - Air Quality Monitoring Schematic

[Attachment D](#) - Air Quality Monitoring Log

[Attachment E](#) - Air Monitoring Training Log

[Attachment F](#) - Registration Log - Employee Review of Confined Space Information

**AGRICULTURE AND NATURAL RESOURCES
RESEARCH AND EXTENSION CENTER SYSTEM
POLICY AND PROCEDURES**

CONFINED SPACE PROGRAM

I. INTRODUCTION

As part of their work-related tasks, Research and Extension Center (REC) employees and other personnel routinely enter and work in a variety of spaces. Certain of these spaces may pose a threat to employee health and safety due to their configuration and potential atmospheric, electrical, mechanical, and/or other hazards. In order to prevent injuries, the State of California administers a regulatory program through the Department of Industrial Relations, Division of Occupational Health and Safety that restricts entry into spaces which may pose threats to employee or other personnel health and safety.

II. POLICY

REC Administrative Office (AO) and RECs are committed to assuring employees and other personnel conduct activities within safe work environments at all facilities. Accordingly, employees from REC AO and RECs have cooperatively implemented a program to maintain compliance with the state regulatory program for confined space.

III. SCOPE

A. Components of the confined space program include:

- (1) Inventorying all REC property, facilities, and equipment for the presence of confined spaces;
- (2) Delineating those confined spaces with serious health or safety hazards as permit-required confined spaces, and those without serious health or safety hazards as non-permit confined spaces;
- (3) Posting permit-required confined spaces with appropriately worded danger signs and securing access to prevent employee or other personnel entry into permit-required confined spaces;
- (4) Describing procedures for entry into non-permit confined spaces in order to promote employee health and safety; and
- (5) Providing training in the use of air monitoring equipment.

IV. PURPOSE

The purpose of this Policy and Procedures is to identify the criteria for designating space as non-permit confined or permit-required confined, and describe procedures and practices to protect the health and safety of employees or other personnel from those hazards of entry into and work within non-permit confined spaces. Information provided by this document will also assist RECs with achieving, and maintaining compliance with the confined space regulatory program as described under California Code of Regulations (CCR), Title 8, Sections 5156, 5157 and 5158.

V. REGULATORY DEFINITIONS

CCR, Title 8, Section 5156 states that "the confined space definition along with other definitions and requirements of section 5157 shall apply to agricultural operations (including cotton gins) defined by section 3437."

CCR, Title 8, Section 5157 provides the following definitions:

- A. "Confined space" means a space that:
 - (1) Is large enough and so configured that an employee can bodily enter and perform assigned work; and
 - (2) Has limited or restricted means for entry or exit (for example, tanks, vessels, silos, storage bins, hoppers, vaults, and pits are spaces that may have limited means of entry); and
 - (3) Is not designed for continuous employee occupancy.
- B. "Non-permit confined space" means a confined space that does not contain or, with respect to atmospheric hazards, have the potential to contain any hazard capable of causing death or serious harm.
- C. "Permit-required confined space (permit space)" means a confined space that has one or more of the following characteristics:
 - (1) Contains or has the 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.

- D. "Permit-required confined space program (permit space program)" means the employer's overall program for controlling, and, where appropriate, for protecting employees from, permit space hazards and regulating employee entry into permit spaces.

VI. CONFINED SPACE INVENTORY

- A. Each REC property, facilities, and equipment will be inventoried to identify the presence and locations of confined spaces.
- B. All REC spaces will be evaluated and identified according to the confined criteria of whether the space (1) is large enough, and configured so an employee can bodily enter and perform assigned work; (2) has limited or restricted means for entry or exit; and (3) is not designed for continuous employee occupancy.
- C. All designated confined spaces will be evaluated and identified according to the permit-required criteria of whether the confined space (1) contains or has the 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 a floor which slopes downward and tapers to a smaller cross-section; or (4) contains any other recognized serious safety or health hazard.
- D. Each new space added to a REC will be evaluated to determine whether it qualifies as a confined space.

VII. CONFINED SPACE DESIGNATIONS

- A. Each confined space, including new confined spaces added to a REC, will be designated as either permit-required or non-permit confined space.
- B. Each permit-required confined space will be posted with an appropriately worded danger sign.
- C. Certain permit-required confined spaces may qualify for reclassification to non-permit confined spaces. Reclassification requires determining the permit-required space poses no actual or potential atmospheric hazards and eliminating all hazards within the space without entry into the space. By this process, employees may be allowed to enter these spaces for the purposes of performing inspections and maintenance tasks.
- D. Each designated permit-required and non-permit confined space will be located on a map and described, photographed, and assigned a number (see [Attachment B](#), Example of Confined Space Data Sheet).
- E. Information about permit-required and non-permit confined spaces will be compiled into individual Confined Space notebooks for each REC.

- F. As confined spaces are removed from RECs, their confined space data sheets will be taken from the active inventory, placed in the Confined Space History section of the REC notebook, and the appropriate Confined Space Location Map will be updated.

VIII. CONFINED SPACE ENTRY

- A. REC AO and REC policy prohibits employees or other personnel from entering permit-required confined spaces.
- B. Reclassification of permit-required confined spaces requires deriving a written elimination of hazard certification that is signed by the person making the reclassification determination. REC AO and REC policy requires elimination of hazard certifications to be reviewed and approved by REC AO prior to reclassifying permit-required confined spaces.
- C. Permit-required confined spaces will be secured to prevent employee or other personnel entry.
- D. Employee or other personnel entry into non-permit confined spaces that have poor air circulation and therefore, potentially stagnant air must be preceded by atmospheric monitoring to determine whether air quality is suitable for breathing.
- E. Air quality monitoring will be performed at a minimum of three locations per non-permit confined space (see [Attachment C](#), Air Quality Monitoring Schematic) by employees who have received proper training, and are approved by REC AO to use an air monitoring instrument.
- F. Employees that perform air quality monitoring will maintain a written log of air quality data obtained with the monitoring instrument prior to entering non-permit confined spaces (see [Attachment D](#), Air Quality Monitoring Log).
- G. If the air quality of a non-permit confined space is measured to be unsuitable for breathing (i.e., less than 19.5% oxygen) or potentially explosive (i.e., greater than 23.5% oxygen), then the space will be automatically redesignated as a permit-required confined space and employee entry will be prohibited.
- H. Non-permit confined spaces with poor air circulation and requiring air monitoring prior to entry will be identified in the individual REC Confined Space Program notebooks.

IX. EMPLOYEE TRAINING

- A. REC AO will provide superintendents, designated safety officers and all supervisors with training in the proper use of air monitoring instruments including the accurate recording of acquired data.
- B. Completion of air monitoring training will be documented by participants signing the Air Monitoring Training Log (see [Attachment E](#)).
- C. New REC employees will be provided information about the confined space program as part of the orientation process. New employees will sign a registration log to verify that they have reviewed and understand the confined space program information (see [Attachment F](#)).
- D. Current REC employees will be provided information about the confined space program as part of the ongoing safety awareness program. Current employees will sign a registration log to verify that they have reviewed and understand the confined space program information (see [Attachment F](#)).

X. EQUIPMENT CUSTODIAN

- A. Certain RECs will be issued an air monitoring instrument based on the number of non-permit confined spaces requiring air monitoring.
- B. Each REC will designate an employee to act as the air instrument custodian. The custodian will be responsible for maintaining the instrument at the REC.

XI. CONFINED SPACE NOTEBOOK UPDATES

As information changes about confined spaces due to revisions in confined space data sheets and maps or removal of confined spaces from the confined space inventory, outdated confined space data sheets and maps shall be archived in the notebook, under the categories shown below, to provide a traceable confined space history.

- A. Archived Confined Space Data Sheets
- B. Outdated Confined Space Location Maps

XII. CONFINED SPACE PROGRAM REFERENCES

California Code of Regulations, Title 8

Article 108. Confined Spaces: Section 5156. Scope, Application, and Definitions, Section 5157. Permit-Required Confined Spaces, and Section 5158. Other Confined Space Operations.

**AGRICULTURE AND NATURAL RESOURCES
RESEARCH AND EXTENSION CENTER SYSTEM
CONFINED SPACE INVENTORY
(EXAMPLE CONFINED SPACE DATA SHEET)**

Confined Space Number: _____

Location: _____

Description of Space: _____

Dimensions of Space: _____

Volume of Space: _____

Atmospheric Hazard: _____

Physical Hazard: _____

Unusual Hazards: _____

Orientation: _____

Number of Entry Points: _____

Reason for Entry: _____

Entrant: _____

Frequency of Entry: _____

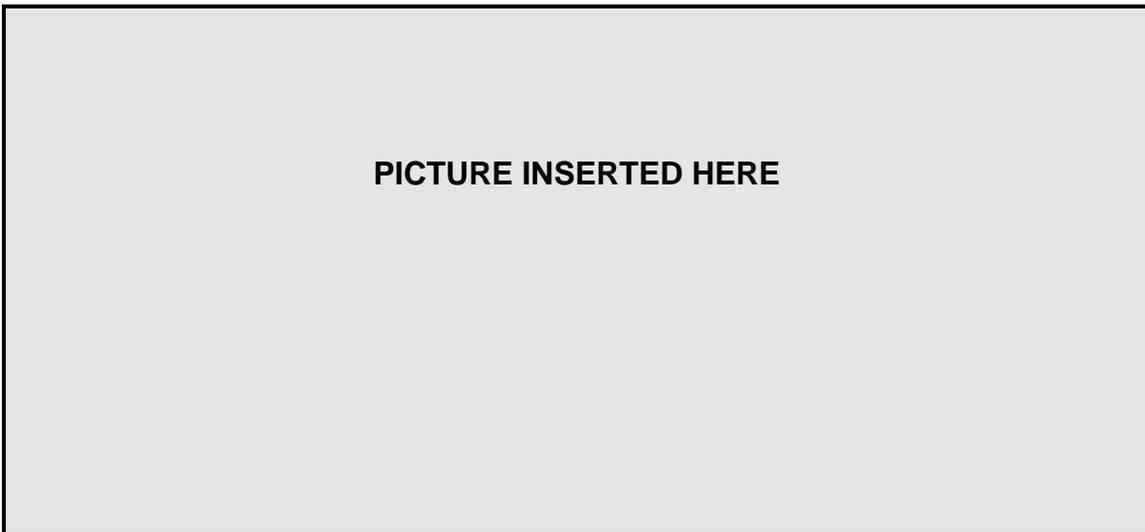
Entry Permit Required: _____

Entry Precautions Necessary: _____

Comments: _____

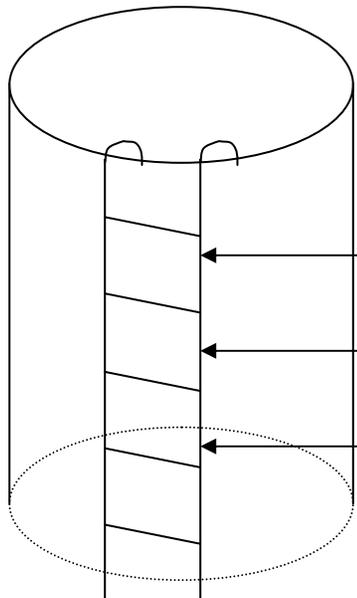
Surveyed By: _____

Date Added: _____



AIR QUALITY MONITORING SCHEMATIC

N.T.S.



STANDPIPE

AIR MONITORING LOCATION 1

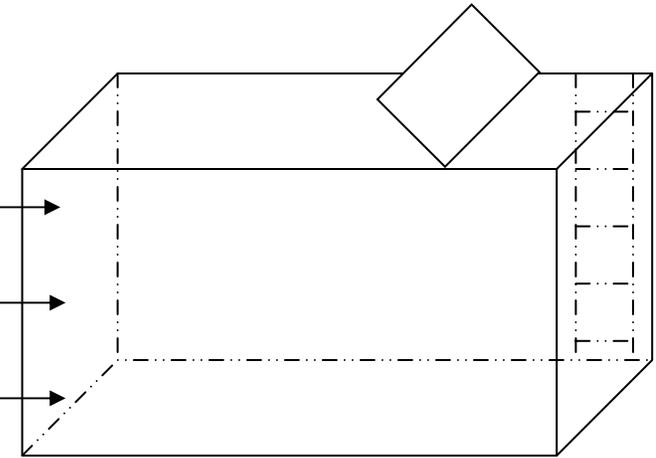
AIR MONITORING LOCATION 2

AIR MONITORING LOCATION 3

AIR MONITORING LOCATION 1

AIR MONITORING LOCATION 2

AIR MONITORING LOCATION 3



VAULT

For vaults and standpipes:

Air monitoring is to be conducted at three (3) locations:

- 1. Upper third**
- 2. Middle third**
- 3. Lower third of the structure**

**RESEARCH AND EXTENSION CENTER SYSTEM
AIR MONITORING TRAINING LOG**

Employees listed below have completed the Research and Extension Centers - Administrative Office's training in the proper use of an air monitoring instrument and accurate recording of air quality data.

EMPLOYEE	DATE
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

(Instructor's Signature)

(Date)

(Instructor's Name and Title)

(Research and Extension Center)

RESEARCH AND EXTENSION CENTER SYSTEM

**REGISTRATION LOG
EMPLOYEE REVIEW OF CONFINED SPACE INFORMATION**

I acknowledge reviewing and understanding the Confined Space Policy and Procedures by signing and dating this document in the space provided below.

EMPLOYEE	DATE
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	