



**Permit Required  
Confined Space Entry Program**

**April 2024**

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## Summary of Changes

Date: 4/23/2024

<u>Section</u>	<u>Change</u>
Throughout	Word and punctuation changes
2e	Added hyperlink to direct to campus inventory of confined spaces
4d	Added "Complete electronic confined space entry notification"
D(1)	Added "Contractors" subsection and information.
F(4)	Added "Notification/form must be maintained at entry site."
C(3)	Added hyperlink to direct to OSHA website/source.

**A. SCOPE AND APPLICATION**

The Permit Required Confined Space Entry Program is established in accordance with 29 CFR 1910.146 Subpart J, "Permit – Required Confined Spaces (PRCS)" and describes the required program elements necessary for safe permit required confined space entry and work accomplishment; and to ensure compliance with all applicable safety and health standards.

**B. COMPLIANCE WITH PROGRAM**

This procedure applies to all UNLV employees and contractors who perform work in a permit required confined space at UNLV.

**C. DEFINITIONS**

- (1) **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.
- (2) **Permit Required Confined Space (PRCS)** – A confined space that has at least 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.
- (3) Additional definitions are found in 29 CFR 1910.146 Subpart J, "Permit – Required Confined Spaces".

**D. DUTIES AND RESPONSIBILITIES**

- (1) **Contractors**
  - a. Establish a Permit Required Confined Space Program and other safety programs for the projects being completed at UNLV.
  - b. Access to the UNLV Occupational Safety Programs and refer to them as

needed throughout the project.

- c. Comply with the requirements of 29 CFR 1910.146 Subpart J “Permit Required – Confined Spaces”.
- d. Prepare/provide the necessary permits, notifications and forms to the UNLV Project Manager.
- e. Coordinate all work activities with the UNLV Project Manager and follow the safe practices prescribed for the jobs that will be completed.
- f. Have trained and certified operators in place for the equipment being used.
- g. Provide the required personal protective equipment (PPE) for their employees and ensure it used properly.
- h. Take the necessary steps to ensure that others near the job site area are not affected by the work taking place.
- i. Take the necessary steps to ensure that the proper housekeeping is being observed and the proper handling and storage of tools, materials, and chemicals takes place.
- j. Immediately discuss issues related to the safe job performance with their UNLV Project Mangers.

**(2) Risk Management and Safety (RMS)**

- a. Establish the PRCS entry program for UNLV.
- b. Conduct an annual review if a PRCS entry has occurred within the previous 12 months. Revise program as needed to ensure employees are protected from confined space hazards.
- c. Perform PRCS entry assessments and evaluate those completed by other departments.
- d. Update inventory of PRCSs on campus map and make available to all departments through the [website](#).
- e. Providing Confined Space Awareness and Confined Space Entry Training (PRCS) to authorized entrants, attendants, entry supervisors, and project managers who have responsibility for PRCS operations.
- f. Serve as a resource to departments who desire information about

- g. PPE during PRCS operations.
- h. As requested by departments, perform PRCS atmospheric testing prior and during entry (when available) using properly maintained and calibrated equipment.

**(3) Departments**

- a. Implement UNLV PRCS entry program.
- b. Identify employees to perform entry supervisor, attendant and authorized entrant duties as outlined in this program.
- c. Ensure that employees assigned to perform PRCS duties have attended Confined Space Awareness and Confined Space Entry Training prior to performing such duties and other training pertinent to PRCS duties (Lock-out/Tag-out, Hot work, Fall Protection etc.)
- d. Verify conditions during PRCS assessments.
- e. Coordinate entry operations when department employees are working simultaneously with other departments or contractor employees in/near the PRCS.
- f. Ensure that all equipment used with confined space operations is inspected and maintained in good condition.
- g. Provide for air quality monitoring when RMS, or other campus resources, are not able to provide this service.

**(4) Project Manager**

- a. Attend the training specified in section G "Training"
- b. Coordinate PRCS entry projects with pertinent department employees.
- c. Notify RMS of projects prior to entry using the RMS notification form.
- d. Provide RMS with the signed copy of the PRCS permit.

**(5) Entry Supervisor**

- a. Attend the training specified in section G "Training"
- b. Verify attendant and entrant have completed required Confined Space

## Awareness and Confined Space Entry Training (PRCS).

- c. Prepare PRCS entry permit.
- d. Know and understand the hazards specific to PRCS that will be entered and the methods to eliminate or minimize the hazards.
- e. Conduct pre-entry briefing, if necessary, with attendants and authorized entrants to discuss the permit, potential hazards of the space to be entered, protective measures, protective equipment to be used, and the collection of atmospheric test data.
- f. Verify that all required atmospheric tests have been conducted and that all conditions for safe entry have been met.
- g. Stay at the confined space during operation and will monitor only one confined space operation at a time.
- h. Establish communication with rescue services and verify the services are available prior to and during the entire PRCS entry.
- i. Complete the permit when operation has been concluded or when a condition, not allowed by the permit, arises in/near the PRCS.
- j. Implement preventative measures to stop unauthorized entry.
- k. Maintain the permit at the site during entry into the PRCS.
- l. Forward the completed and signed PRCS permit to RMS upon conclusion of entry activities.

**NOTE:** At no time shall an entry supervisor enter a PRCS to facilitate a rescue.

(6) **Attendant**

- a. Attend the training specified in section G "Training"
- b. Ensure all entrants performing work in the PRCS are listed on the PRCS permit.
- c. Monitor atmospheres (if required) prior to and during the entire entry in the PRCS.
- d. Inspect all equipment that will be used for the confined space entry for proper condition and function.

- e. Remain outside the PRCS during entry and implement preventative measures to stop unauthorized persons from entering the PRCS area.
- f. Know and understand the hazards associated with the specific PRCS that will be entered and the methods that will be used to eliminate or minimize the hazards.
- g. Do not perform duties that could interfere or distract from the primary duty of monitoring and protecting authorized entrants.
- h. Maintain constant communication with authorized entrants. Monitor authorized entrants for signs of unusual behavior that may indicate undue stress or exposure to hazardous conditions.
- i. Evacuate authorized entrants from the PRCS immediately, via communication or through retrieval equipment (if available), if entrants are not responding and any of the following occur:
  - i. The attendant detects a prohibited condition.
  - ii. The attendant detects the behavioral effects of hazard exposure.
  - iii. The attendant detects a situation outside the space that could endanger the authorized entrants.
  - iv. The attendant cannot effectively and safely perform all the duties required.
  - v. Atmospheric alarm is activated.
- j. Summon emergency services by call 911.

**NOTE:** At no time shall an attendant enter a PRCS to facilitate a rescue.

(7) **Authorized Entrant**

- a. Attend the training specified in section G "Training"
- b. Know and understand the hazards specific to the PRCS that will be entered and the methods to eliminate or minimize the hazards.
- c. Wear all required PPE and use other equipment properly.
- d. Enter PRCS according to the conditions identified on the permit.

- e. Maintain constant communication with the attendant.
- f. Alert attendant and exit the PRCS (as quickly as possible) if any of the following situations occur:
  - i. Warning signs/symptoms of exposure to hazardous environments or atmospheres are detected, such as odors, irritation, dizziness, or headaches.
  - ii. Conditions develop that are not in accordance with the entry permit.
  - iii. Instrument alarms are activated.
  - iv. Exit the PRCS as quickly as possible when instructed to do so, by either the entry supervisor or attendant.

**NOTE:** The entry supervisor, attendant, and authorized entrant may only participate in non-entry rescue operations.

#### **E. PERMIT SYSTEM**

- (1) A permit is required for each confined space entry and is available through RMS who will provide the link to the form.
- (2) The permit is valid for one uninterrupted entry during the shift and will be maintained at the site and show results for all tests performed.
- (3) On coming shifts for the same project will need to submit their own confined space notification, receive a briefing from the outgoing supervisor/team lead and fulfill all other program requirements, such as entry permit.
- (4) PRCS permit must be turned into UNLV Program Manager when entry has been completed or terminated.

#### **F. RESCUE & EMERGENCY SERVICES**

- (1) One day prior to the confined space entry (when possible), the entry supervisor will call the Las Vegas Fire Department dispatch at (702) 383-2888 and provide the date, time and location of the proposed confined space entry.
- (2) On the day of the confined space entry, the entry supervisor will contact the Las Vegas Fire Department dispatch and confirm the time, location and type of structure (sewer, electrical vault, etc.) to be entered and provide a contact number to receive calls. The entry supervisor should be notified if rescue services become unavailable



during the time that the confined operation takes place.

- (3) If at any time during the entry, rescue capability becomes unavailable, the entry supervisor or attendant will have the entrants evacuate the space.
- (4) If rescue services are needed on-site, the entry supervisor attendant will immediately call 911 to request this support.
- (5) The entry supervisor will ensure that no one, except for trained and certified rescue personnel, attempts confined space entry rescue.
- (6) Non-entry rescue and retrieval systems, or methods, will be used by those who are trained and certified to do so when:
  - i. Equipment used would not increase the risk of entry, and
  - ii. The equipment would provide safe rescue of the entrants.

#### **G. TRAINING**

- (1) Training shall be provided to entrants, attendants and supervisors', being assigned confined space duties.
- (2) At a minimum, training should cover the follow topics:
  - a. Confined Space Awareness
  - b. Confined Space Entry
  - c. Other Safety Program Training (Lock-out/Tag-out, Hot work, Fall Protection, etc.) that pertain to the type of hazards encountered.
  - d. Inspection and use of all equipment.
- (3) Re-training shall be provided whenever:
  - a. A new or revised procedures or equipment have been developed. or put into use.
  - b. There are PRCS program changes that provide information about additional hazards to look for.
  - c. There is reason to believe that there are inadequacies in the employee's knowledge or use of the entry procedures.
  - d. Deviations from confined space entry program occur.