



Policy

POL.HS.06.E Confined Space Entry Program

Policy Type: Administrative Policy (Approved by CAO)
Date Approved: June 15, 2006
Department: Health & Safety
Review Date: September 6, 2017

Policy Statement

All employees and contractors/subcontractors of the Town of The Blue Mountains (the Town) who work in and/or related to Confined Spaces shall adhere to the Confined Space Entry Program to manage the risks associated with working in or near Confined Spaces.

Purpose

This policy and procedure have been prepared as part of the Town's Confined Space Entry Program to comply with the provisions of the *Occupational Health and Safety Act* and Regulations for Confined Spaces O. Reg. 632/05.

Application

This policy applies to all Town employees and contractors/subcontractors hired by the Town who perform work in and/or related to Confined Spaces.

Definitions

Adequate- When used in relation to a procedure, plan, material, device, object or thing, that it is:

- sufficient for both its intended and its actual use, and
- sufficient to protect a worker from occupational illness or occupational injury.

Air Quality Detector-

- a portable instrument used for the sampling of atmospheric hazards in the Confined Space, and
- shall be maintained and recalibrated as per manufacturers recommendations
- the accumulation of flammable, combustible or explosive agents,

- an oxygen content in the atmosphere that is less than 19.5 per cent or more than 23 per cent by volume, or
- the accumulation of atmospheric contaminants, including gases, vapors, fumes, dusts or mists, that could:
 - result in acute health effects that pose an immediate threat to life or,
 - interfere with a person's ability to escape unaided from a Confined Space

Attendant – A person who:

- is assigned
- is stationed outside and near the entrance to the Confined Space
- is in constant communication with all workers inside the Confined Space
- is provided with a device for summoning an adequate rescue response

Note: The Attendant shall never enter the Confined Space at any time.

Bump Test - To put the Air Quality Detector through a functional test by manufacturers recommendations. Sensors and alarm indicators are tested, ensuring acceptable performance of sensors and monitor before use. All sensors are challenged with a known quantity of gas, and instrument response is compared to the actual quantity of gas present.

Cold Work - Work that is not capable of producing a source of ignition

Competent Person – A person who:

- is qualified because of knowledge, training and experience to organize the work and its performance
- is familiar with this Act and the regulations that apply to the work, and
- has knowledge of any potential or actual danger to health or safety in the workplace.

Constructor- a person who undertakes a project for an owner and includes an owner who undertakes all or part of a project by himself or by more than one employer.

Confined Space - A fully or partially enclosed space,

- that is not both designed and constructed for continuous human occupancy, and
- in which atmospheric hazards may occur because of its construction, location or contents or because of work that is done in it.

Entry Plan- A specific plan written to facilitate entry into a particular Confined Space vessel or configuration. The plan details controls of hazards so that workers are protected.

Note: The Town will incorporate the entry plan into the Confined Space Entry Permit (Appendix

B) as per Section 7(2) of the Ontario Regulation 632/05 – Confined Spaces allows: *The plan may be incorporated into an entry permit under section 10.*

Hot Work- Any work that is capable of producing a source of ignition.

Lead Employer- an employer who contracts for the services of one or more other employers or independent contractors in relation to one or more confined spaces that are located in the lead employer's own workplace, or in another employer's workplace.

PPE - Personal Protective Equipment

Program- A written document, required by section 5 of the Confined Spaces O. Reg. 632/05 that sets out the methods by which an employer intends to comply with the regulation and includes the following:

- how to recognize a Confined Space
- how assessments will be carried out
- how plans will be developed
- how training will be delivered
- what the entry permit system will be

Purging- displacing contaminants from a Confined Space.

Related Work- Work that is performed near a Confined Space in direct support of work inside the Confined Space.

Roles & Responsibilities

A. Directors shall:

1. Ensure that the Confined Space Entry Program is developed, implemented and maintained in accordance with the Ontario Health & Safety Act.
2. Ensure that Confined Spaces are inventoried and assessed for hazards and that entry plans/permits are completed, prior to entry, for each Confined Space in accordance with the Regulation for Confined Spaces O. Reg. 632/05.
3. Ensure financial resources are provided for:
 - a) Initial assessment of all Confined Space locations
 - b) Required entry and rescue equipment based on the hazard assessment
 - c) Adequate staffing to ensure safe entry based on each site and specific plan
 - d) Adequate entry and rescue communication equipment.

4. Ensure all future development or retro-fits of sites consider construction designs to eliminate the requirement to enter a Confined Space, as reasonably possible.
5. Participate in the review of the Town's Confined Space Entry Program.

B. Supervisors and/or Managers shall:

1. Appoint a person with adequate knowledge, training and experience to perform the following:
 - a) complete a hazard assessment related to the Confined Spaces before a worker enters the Confined Space.
 - b) atmospheric testing before and while a worker is in the Confined Space and recorded to ensure it is safe.

Note: Details on the knowledge training and experience of the person appointed to perform the above must be recorded.

2. Ensure a Lead Employer is identified when confined space entry work involves multiple contractors (employers) and ensure a Co-ordination Document is prepared.
3. Ensure a Corporate Co-ordination Document (Appendix A) is prepared and completed before any outside contracted work is permitted in any Confined Space within the Town of The Blue Mountains.
4. Ensure a Confined Space Entry Permit is initiated before any worker enters the Confined Space.

Note: The Confined Space Entry Permit must be readily available to every person who enters the Confined Space or performs related work during the time for which it applies.

5. Ensure employees and contractors under their supervision do not enter a Confined Space unless they have received adequate generic and plan-specific training.
6. Re-evaluate a Confined Space when the process or workplace conditions change, and/or concerns are raised by employees.
7. Ensure workers follow the Confined Space Entry Permit procedures.
8. Ensure all required PPE is provided and workers are trained in its use.
9. Assign a worker to be the Attendant (see *Roles and Responsibilities* section IV for Attendant duties)
10. Ensure rescue equipment and written rescue procedures are in place.

Note: The rescue procedures must be ready for immediate implementation.

11. Ensure a person with adequate knowledge, training and experience inspects rescue equipment to verify that it is in good working order.
12. Ensure each worker is trained in the following while dealing with Confined Spaces:
 - Canadian Red Cross Standard First Aid and CPR
 - On-site rescue procedures
 - Use of the rescue equipment.
13. Participate in the review of the Confined Space Entry Program.

C. Workers shall:

1. Follow the Town's Confined Space Entry Program and applicable policy / procedures when working in or around a Confined Space and use all required PPE and rescue equipment as directed by their Supervisor.
2. Report the following to the appropriate Supervisor:
 - any work activity that poses a health and safety hazard related to the Confined Space,
 - any problems or difficulties in fitting, wearing or using required PPE
 - any damage and/or defect to the PPE or rescue equipment.
3. Self-report to their supervisor any fitness to work issues if there are any concerns the worker may have. All entrants, attendants, and rescuers involved with confined space work are required to have the necessary physical and psychological capacity to safely perform their assigned duties.
4. Participate in Confined Space entry generic and plan-specific training sessions and apply the knowledge and skills obtained.

D. Attendant(s) shall:

1. Remain stationed outside and near the entrance to the Confined Space (or if two entrances, in a location where duties can be performed best).
2. Remain in constant communication with all workers inside the Confined Space and not perform any other duties that interfere with their ability to monitor the Confined Space entry.
3. Record the entry and exit of workers into the space on the Confined Space Entry Permit.
4. Monitor the safety of the workers inside the Confined Space and provide assistance to them **without entering the space**.
5. Order the space to be evacuated if the workers inside the Confined Space show signs or symptoms of exposure, an emergency outside the Confined Space exists or the attendant cannot perform their duties safely.
6. Summon rescue response if required and perform or assist with no-entry rescue if needed.

Note: The Attendant must not enter the Confined Space at any time unless a new Attendant is available to replace them, and they are adequately trained and equipped to safely enter the space.

7. Contact the Supervisor and stop the work if the Confined Space Entry requirements are not being followed or there is question as to the safety of the space.
8. Ensure the Confined Space Entry Permit is completed when all workers and equipment have exited the Confined Space.

E. Joint Health and Safety Committee shall:

1. Participate in the consultation and review of the Town's Confined Space Entry Program.
2. Review copies of Departmental hazard assessments.

F. Health and Safety/HR Coordinator shall:

1. Coordinate the assessment of Confined Spaces, when requested.
2. Assist in implementing this guideline and supporting Town compliance with the legislated Confined Space requirements.
3. Assist in ensuring all required monitoring equipment, PPE and rescue equipment is available and appropriate for the circumstances.
4. Provide assistance in determining training needs. Coordinate the delivery of generic and plan-specific Corporate Confined Space Entry training to employees.
5. Research and provide safety related technical advice on Confined Spaces.
6. Coordinate the development and review of the Confined Space Entry Program in consultation with the Town's Joint Health and Safety Committee.

G. Contractors Working for the Town shall:

1. Provide their workers with the appropriate tools, equipment, training and adhere to the requirements set forth in the Confined Spaces O. Reg. 653/05.
2. Complete the Corporate Co-ordination Document and provide proof of training for Confined Space of any contractors who enter the Confined Space
3. Follow their own Confined Space Entry Program if they are deemed the "Constructor" of the project.

Procedures

Only workers trained in all elements of Confined Space Entry, including the Town's Confined Space Entry Program, shall be authorized to enter a Confined Space. Documented training sessions, in accordance with this procedure, must be completed before initial assignment of any worker to Confined Space entry work.

A. Method

1. Each department shall identify potential Confined Spaces and assess each space for existing and potential hazards. This assessment shall be documented on departmentally-developed hazard assessment forms.

2. The assessment must be made by a person with the appropriate knowledge, training and experience. One assessment is permitted for two or more Confined Spaces that are of similar construction and present similar hazards. Hazards considered in the assessment include:
 - Hazards that may exist due to the design, construction, location, use or contents of the Confined Space or spaces, and
 - Hazards that may develop while work is done inside the Confined Space or spaces.
3. Each department shall use the Confined Space Entry (which includes the plan) to recognize the potential hazards and identify the appropriate controls.
4. An adequate rescue plan must be implemented before any entry into a Confined Space is allowed to proceed. A qualified rescue team must be available on-site.
5. When contractors are hired to perform work in Confined Spaces, the contractor or the contractor's representative must review the Town's policy and procedure, Confined Space plan/ permit entry form, rescue plan and associated safety procedures, i.e. lockout, Hot Work, etc.
6. Where Town staff and contractor's personnel are expected to enter the same Confined Space during the same time, the work shall be coordinated to ensure the safety of all workers. A copy of the Corporate Co-ordination Document shall be provided to the following:
 - Each employer of workers who perform work in the same Confined Space or related work with respect to the same Confined Space; and
 - The Joint Health and Safety Committee or Health and Safety representative, if any, for each employer of workers who perform work in the same Confined Space or related work with respect to the same Confined Space.

B. Confined Space Entry Plan

Note: The Town will incorporate the entry plan into the Confined Space Entry Permit as per Section 7(2) of the Ontario Regulation 632/05 –

Confined Spaces which reads:

The plan may be incorporated into an entry permit under section 10.

1. One plan may deal with two or more Confined Spaces that are of similar construction and present similar hazards.
2. The plan includes procedures for controlling hazards identified by the assessment with respect to each Confined Space, including provisions for:
 - The duties of workers
 - Co-ordination for multiple employers
 - On-site rescue procedures
 - Rescue equipment and methods of communication

- Clothing and personal equipment and devices; Isolation of energy and control of materials movement (Lock out/Tag out)
 - Traffic Control measures if required
 - Attendant
 - Adequate means for entering and exiting
 - Atmospheric testing
 - Adequate procedures for working in the presence of explosive or flammable substances and
 - Ventilation and Purging
3. A Competent Person shall implement the plan.

C. Entry Permit

1. The Confined Space Entry Permit shall contain the following:
- The entry plan (as is described in Part II of the Procedures)
 - The location of the Confined Space
 - A description of the work to be performed there.
 - A description of the hazards and the corresponding control measures.
 - The time period of entry
 - The name of the Attendant.
 - A record of each worker's entries and exits.
 - A list of the equipment required for entry and rescue, and verification that the equipment is in good working order.
 - Results obtained in atmospheric testing under section 18.
 - If the work to be performed in the Confined Space includes hot work, adequate provisions for the hot work and corresponding control measures.
2. The following actions shall be taken and/or planned prior to entry of workers into any Confined Space:

i. Rescue:

The authorized entrant(s) must verify that emergency services are available and that the means to summon them are operable before entry into any Confined Space is permitted.

ii. Isolation of Energy and Control of Materials Movement:

Hazardous energy which may endanger, or harm workers involved with Confined Space entry must be controlled by every reasonable means including:

- Blanking, disconnecting piping or other adequate means
- De-energizing and locking out the equipment or other adequate means

- Material removal or stabilization to avoid engulfment, entrapment, suffocation and other hazards from free-flowing material.
- Control of Traffic if required.

iii. Means of Access and Egress:

No person may enter a Confined Space unless adequate means of access and egress is available and used in accordance with the relevant plan.

iv. Barricades:

Whenever work is being performed in a Confined Space, warning signs or a barricade must be used to prevent unauthorized entry.

v. Atmospheric Testing:

- a) On each day that work in a Confined Space is scheduled, the Air Quality Detector that is to be used must run through a "Bump Test" as per manufacturers guidelines.
- b) In accordance with the relevant plan, a test of a Confined Space must be made by the competent person:
 - Before any worker enters the Confined Space;
 - If the Confined Space has been unoccupied for 15 minutes or longer before a worker re-enters, and;
 - While any worker remains inside the Confined Space to ensure that acceptable atmospheric levels are maintained recorded in the Confined Space during work.
- c) The test shall be performed in a manner that does not endanger the health or safety of the person performing them.
- d) The results of every test must be recorded on the permit or on a separate piece of paper attached to the permit.
- e) The space must be monitored throughout its depth, taking into account the relative densities of the contaminant gases which may have accumulated in the space, prior to entry.
- f) The goal is to always enter "normal" atmosphere, i.e. 20.9% oxygen, no flammables or toxic substances. If this is not possible, options must be explored to eliminate the risk, i.e. Ventilation, Purging, etc.

vi. Ventilation and Purging:

- a) If atmospheric hazards exist or are likely to exist in a Confined Space, the Confined Space must be ventilated, purged or both, before any worker enters it to ensure that acceptable atmospheric levels are maintained in the Confined Space during work.

- b) Mechanical ventilation must be provided if required to maintain acceptable atmospheric levels in the Confined Space during work.
- c) If the mechanical ventilation is required, an adequate warning system and egress procedure must also be provided in the event of a ventilation failure to ensure that workers have adequate warning and are able to exit the Confined Space safely.

vii. Flammable Atmospheres:

- a) No worker may enter or remain in a Confined Space that contains or is likely to contain an airborne combustible dust whose atmospheric concentrations may create a hazard of explosion.
- b) No worker may enter or remain in a Confined Space that contains or is likely to contain an explosive or flammable gas, vapour, or mist, unless one of the following applies:
 - All efforts shall be made to Purge the Confined Space of any flammable or combustible hazards. If positive ventilation is used then it shall remain in place to ensure adequate air exchange until work is complete.
 - Where the worker is performing inspections that does not produce a source of ignition. The atmospheric concentration of the explosive or flammable gas, vapour or mist is less than 25% of its lower explosive limit, as determined by a combustible gas instrument.
 - Where the worker is performing cold work. The atmospheric concentration of the explosive or flammable gas, vapour or mist is less than 10% of its lower explosive limit, as determined by a combustible gas instrument
- c) If the worker is performing Hot Work all of the following conditions shall be satisfied:
 - The atmospheric concentration of the explosive or flammable gas, vapour or mist is less than 5% of its lower explosive limit, as determined by a combustible gas instrument.
 - The atmosphere in the Confined Space does not contain and is not likely to contain oxygen content less than 19.5% or greater than 23%.
 - The atmosphere in the Confined Space is monitored continuously.
 - An adequate alarm system and exit procedures are provided to ensure that workers have adequate warning of atmospheric concentrations of the explosive or flammable gas, vapour or mist that exceed 5% of its lower explosive limit and are able to exit the Confined Space safely.
 - When evaluating Confined Spaces for flammable atmospheres ensure that the Air Quality Detector used does not incorrectly assess flammability in oxygen deficient environments.

See Hot Work Permit (Appendix C)

3. A Competent Person will hold a pre-entry briefing with all Attendants and entrants to review the entry procedures, PPE, escape procedures, communication and any potential hazards of entry.
4. Measures must be taken to ensure that only authorized entrants are permitted to enter the space. Such controls may include signs, barriers and the attendant assigned to the space.
5. Where it is possible for the atmosphere in the Confined Space to change because of the type of work carried out (i.e. welding, cleaning, rust removal, etc.) continuous atmospheric monitoring shall be in place at all times.
6. PPE must be selected by the Competent Person according to the Corporate Confined Space Entry Program and the specific task(s) to be performed.
7. An Attendant must be stationed at all authorized points of entry into the Confined Space. The Attendant must remain at the entry point while workers are in the space. The Attendant must not have any other duties that conflict with his/her primary duties of observing and communicating with workers within the space.
8. Visual, voice, radio or signal line communication shall be maintained at all times between Attendant and authorized entrants.
9. The Attendant must be prepared and have means readily available to summon assistance if necessary.
10. Ladders or other safe means shall be used for entry and exit of a Confined Space and appropriate lighting will be provided in the space.
11. Where flammable or combustible vapours may be present in space, only spark resistant tools and explosion proof lighting will be used in the space. The area shall be designated as "No Smoking, No Open Flame Area"
12. When Confined Space entry work is completed the authorized entrant will visually check the area to ensure that all equipment and personnel are removed from the space, lockouts are removed, etc. The Attendant will then complete the permit and forward it to the supervisor to be retained for a period of no less than two years.
13. All rescue equipment and re-usable PPE will be cleaned, inspected and prepared for the next Confined Space entry.

D. Rescue/Retrieval Plan

i. On-site Rescue Procedures:

- a) No person may enter a Confined Space for which a rescue plan has not been formulated.
- b) Each plan must detail the rescue preparations and procedures to ensure that an entrant may be reasonably extracted from a Confined Space should he/she require assistance.

- c) Workers required to perform the duties of a rescuer must be adequately trained in the following:
- Canadian Red Cross Standard First Aid CPR/AED
 - Use of rescue equipment appropriate for entry into the Confined Space
 - On-site rescue procedures
 - Relevant safety procedures, i.e. lockout, Hot Work, Traffic Control

ii. Rescue Equipment:

- a) Equipment must be:
- readily available at the Confined Space
 - appropriate for entry into the Confined Space
 - inspected by a Competent Person
 - in good working order
 - certified by an outside Safety Inspection Company annually
- b) Attendants must be able to maintain communication with the entrant throughout the entry.
- c) A rescuer entering the Confined Space must use the following:
- Adequate respiratory protective equipment if required
 - A safety harness and lifeline or other equipment adequate to locate and rescue the worker
 - Other rescue equipment as is necessary to ensure the worker's safety.

iii. Types of Rescue:

a) Medical Rescue

Solo Entrant: If communication from a solo entrant ceases, the Attendant shall initiate a rescue and call 911.

Multiple Entrants: If communication with one of the entrants ceases, the other entrant will be expected to assess the situation and communicate with the Attendant. The remaining entrant(s) shall assist with treatment/removal as appropriate to the situation.

b) Self-Rescue

On the occasion that the Attendant advises the entrant(s) that the air quality has deteriorated or if the entrant(s) become aware of a hazardous situation, all entrants shall leave the space immediately.

c) Retrieval

If communication with the entrant(s) ceases and the gas detector is alarming, then the Attendant is to initiate rescue procedures and call 911. Under no circumstance is anyone to enter the Confined Space without the proper protective equipment

iv. Inspections and Record Keeping:

- a) All rescue and monitoring equipment must be inspected and/or calibrated according to the schedule the manufacturer indicates.
- b) All records of atmospheric testing must be documented on the Confined Space Entry Permit.
- c) Location of documents:
 - The Corporate Co-ordination Document must be provided to the JHSC upon request, and other employers, where applicable.
 - Hazard Assessment documents must be provided upon request by the JHSC. Confined Space Entry Permits must be readily available to every person who enters the Confined Space or performs related work during the time for which it applies.
 - The permit, training record, on-site procedures, rescue equipment inspection and air testing result documents should be readily available at the worksite.

E. Training

i. Frequency:

- a) Workers who have been identified as entrants, Attendants or supervisors must receive the appropriate documented training:
 - Prior to assignment
 - When there is a change in the Confined Space that presents a hazard which the worker has not previously been trained for
 - When there is reason to believe that there are deviations to entry procedures or inadequacies in worker's knowledge of procedures
 - There shall be an annual refresher training course provided to all staff that may enter into a Confined Space. This training shall be facilitated in-house
 - Policies, procedures and training programs regarding Confined Space shall be reviewed annually

ii. Requirements:

- a) Every worker who enters a Confined Space or who performs related work shall be given adequate training for safe work practices for working in Confined Spaces and for performing related work, including training in the recognition of hazards associated with Confined Spaces. Depending on responsibilities, the training will include but not be limited to:
 - Confined Spaces Entry Program
 - Legislative requirements
 - Confined Space Entry Permit
 - Hazard Recognition

- Use and maintenance of the PPE
 - Testing and monitoring procedures
 - A rescue plan of how and who to call for assistance
 - When to cancel or terminate entry because of lack of acceptable conditions.
 - Communication requirements
- b) The supervisor shall appoint a person with adequate knowledge, training and experience to conduct the training for the specific job requirements.
- c) The Health and Safety Coordinator shall ensure that training under this section is developed and reviewed in consultation with the JHSC whenever the Coordinator is made aware there has been a change in circumstances that may affect the safety of a worker who enters a Confined Space in the workplace, and in any case at least once annually.
- d) Each department shall maintain up-to-date written records showing who provided and who received training under this section, the nature of the training and the date when it was provided. The records may be incorporated into an entry permit.

References and Related Policies

- Occupational Health and Safety Act, R.S.O. 1990, c. O.1
- CONFINED SPACES - O. Reg. 632/05
- CONSTRUCTION PROJECTS - O. Reg. 213/91 (Sec.221.1–221.19)
- HEALTH CARE AND RESIDENTIAL FACILITIES - O. Reg. 67/93 (Sec.43–43.19)
- INDUSTRIAL ESTABLISHMENTS - R.R.O. 1990, Reg. 851(Sec.119.1-119.20)
- CSA Z94 : Respiratory Protection
- POL.COR.13.24 Progressive Discipline Policy
- POL.HS.10.10 Health & Safety Program for Contractors
- POL.COR.07.05 Purchasing of Goods and Services
- POL.HS.06.J– Lock out Tag Out
- POL.HS.14.20- Traffic Protection

Consequences of Non-Compliance

Failure to abide by this policy may result in progressive discipline, up to and including termination, as per Town of The Blue Mountains Progressive Discipline Policy POL.COR.13.24.

Contractors who fail to comply with the town's policies and procedures may be added to the Refusal of Bid Responses List.

Review Cycle

This policy will be reviewed by the Joint Health & Safety Committee and by the Senior Management Team each term of council or as deemed necessary.

Shawn Everitt
Chief Administrative Officer

Date

Signed Copy Available in Human Resources

APPENDIX A

 Town of The Blue Mountains CORPORATE CO-ORDINATION DOCUMENT – ConfinedSpace			
CONTRACTOR:		ENTRY LOCATION:	
DATE(S) OF ENTRY: ----- <div style="display: flex; justify-content: space-around;"> (dd/mm/yyyy) (dd/mm/yyyy) </div>			
Was entry coordinated by Town Employees?] YES (attach copy of Confined Space Entry Permit) Δ NO (contractor entry permit) Δ Contractor Acknowledgement Form			
RESPONSIBILITIES	TOWN	CONTRACTOR	NOTES
Competent Worker	Δ	Δ	
Entrant	Δ	Δ	
Attendant	Δ	Δ	
Hazard Assessment	Δ	Δ	
Confined Space Entry Permit	Δ	Δ	
Ventilation and Purging of Atmospheric Hazards	Δ	Δ	
Isolation of Energy/Control of Material Movement	Δ	Δ	
PPE	Δ	Δ	
Atmospheric Testing -continuous	Δ	Δ	
Unauthorized Entry (Prevention)	Δ	Δ	
Traffic Control if required	Δ	Δ	
Other	Δ	Δ	
Contractor's Representative: _____ (Please Print)	_____ (Signature)	_____ (Date dd/mm/yyyy)	
Contractor's Representative: _____ (Please Print)	_____ (Signature)	_____ (Date dd/mm/yyyy)	
Town Representative: _____ (Please Print)	_____ (Signature)	_____ (Date dd/mm/yyyy)	

APPENDIX B



CONFINED SPACE ENTRY PERMIT

Permit Valid for (MM/DD/YY) ____/____/____ Total Hours _____

NOTE: This document is to be used with other job planning requirements

LOCATION	Location: _____ ID# _____ Time: _____ Contractor: _____ <input type="checkbox"/> Completed Coordination Document <input type="checkbox"/> Not Applicable Type Of Confined Space (Description): <input type="checkbox"/> Wastewater <input type="checkbox"/> Water <input type="checkbox"/> Roads <input type="checkbox"/> Cemetery <input type="checkbox"/> Other _____ Required Work: <input type="checkbox"/> Electrical <input type="checkbox"/> Mechanical <input type="checkbox"/> Maintenance <input type="checkbox"/> Inspection <input type="checkbox"/> Other _____ Description Of Work Required: _____																																																	
HAZARDS	Hazard Assessment: <input type="checkbox"/> Completed <input type="checkbox"/> Reviewed With Worker (s) Potential Hazards: <input type="checkbox"/> Electrical <input type="checkbox"/> Mechanical <input type="checkbox"/> Falling <input type="checkbox"/> Traffic <input type="checkbox"/> Weather <input type="checkbox"/> Atmosphere <input type="checkbox"/> Other _____ Hazard Control Methods Required: <input type="checkbox"/> Equipment Isolation <input type="checkbox"/> Lock Out <input type="checkbox"/> PPE <input type="checkbox"/> Work Area Protection <input type="checkbox"/> Constant Atmospheric Monitoring <input type="checkbox"/> Ventilation <input type="checkbox"/> Other _____ Hot Work: <input type="checkbox"/> No <input type="checkbox"/> Yes – Complete Hot Work Permit Traffic Control Required: : <input type="checkbox"/> No <input type="checkbox"/> Yes – Complete Traffic Control Plan																																																	
ATMOSPHERE TEST	Air Quality Detector "Bump Tested" Mandatory For Each Day of Use <input type="checkbox"/> Complete Pre Entry Atmospheric Test Conducted By: _____ Time Of Test: _____ <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:5%;"></th> <th style="width:20%;">Toxics (CO) ppm</th> <th style="width:20%;">Toxics (H2S) ppm</th> <th style="width:20%;">Oxygen %</th> <th style="width:20%;">Explosives % LEL</th> <th style="width:15%;">Time of Test</th> </tr> </thead> <tbody> <tr> <td style="writing-mode: vertical-rl; transform: rotate(180deg);">Test Results</td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> Air Tester Used: _____ Unit #: _____ Serial # _____ Inspection/Service Date (Certified Within Past 6 Months): _____ <p style="text-align:center;">NOTE: CONTINUOUS MONITORING IS REQUIRED</p>		Toxics (CO) ppm	Toxics (H2S) ppm	Oxygen %	Explosives % LEL	Time of Test	Test Results																																										
	Toxics (CO) ppm	Toxics (H2S) ppm	Oxygen %	Explosives % LEL	Time of Test																																													
Test Results																																																		
RESCUE	Rescue Procedure: <input type="checkbox"/> Completed And Reviewed With Worker(s) # Of Rescue Personnel Required: _____ Rescue Equipment Required: <input type="checkbox"/> Mechanical Retrieval System <input type="checkbox"/> Body Harnesses <input type="checkbox"/> Rope <input type="checkbox"/> Rope Grab <input type="checkbox"/> Davit <input type="checkbox"/> Tripod <input type="checkbox"/> Lifeline <input type="checkbox"/> First Aid Kit Available <input type="checkbox"/> Other _____ Personal Inspections Of PPE Before Entry: (Initials) Lanyard/Harness _____ Rescue Equipment: <input type="checkbox"/> Set Up <input type="checkbox"/> Readily Available <input type="checkbox"/> Used Explain: _____ Last Inspection Date Of Rescue Equipment (Certified Within Past Year): _____ Communication Method Available/Verified With Worker(s): <input type="checkbox"/> Visual <input type="checkbox"/> Radios <input type="checkbox"/> Other _____ Entrant Signature(s): _____ Attendant Signature(s): _____ Rescuer Signature(s) : _____ <p style="text-align:center;">CALL 911 IN AN EMERGENCY</p>																																																	
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:25%;">Entrants Names</th> <th style="width:12.5%;">Time In</th> <th style="width:12.5%;">Time Out</th> <th style="width:12.5%;">Time In</th> <th style="width:12.5%;">Time Out</th> <th style="width:12.5%;">Time In</th> <th style="width:12.5%;">Time Out</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>		Entrants Names	Time In	Time Out	Time In	Time Out	Time In	Time Out																																										
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APPENDIX C



**Town of The Blue Mountains
HOT WORK PERMIT**

This Hot Work Permit is required for any temporary operation involving open flames or producing heat and/or sparks. This includes, but is not limited to: brazing, cutting, grinding and soldering, thawing pipe, torch applied roofing, and welding.

<p>INSTRUCTIONS</p> <p>A. Verify precautions listed at right (or do not proceed with the work).</p> <p>B. Complete form, including necessary signatures.</p> <p>C. Post at work site.</p> <hr/> <p>HOT WORK BEING DONE BY: <input type="checkbox"/> Town Representative <input type="checkbox"/> Contractor</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Permit Issued</td> <td style="width: 35%;">Date:</td> <td style="width: 15%;">Time: ΔAM ΔPM</td> </tr> <tr> <td colspan="3">Location/Building and Floor:</td> </tr> <tr> <td colspan="3">Nature of Job:</td> </tr> <tr> <td colspan="3">Name of Person Performing Hot Work:</td> </tr> <tr> <td colspan="3">Company Name:</td> </tr> <tr> <td colspan="3">Phone #:</td> </tr> <tr> <td colspan="3">I verify the above location has been examined, the precautions check on the Required Precautions Checklist has been taken to prevent fire, and permission is authorized for this work.</td> </tr> <tr> <td colspan="3">SIGNED (Project Manager):</td> </tr> <tr> <td>Permit Expires</td> <td>Date:</td> <td>Time: ΔAM ΔPM</td> </tr> </table> <ul style="list-style-type: none"> • A fire watch shall be provided during Hot Work activities and shall continue for a minimum of 30 minutes after the conclusion of the work. • The fire watch shall include the entire Hot Work area and if necessary, adjoining floors/areas. • Hot Work conducted in areas with vertical or horizontal fire exposures that are not observable by a single individual shall have additional personnel assigned to fire watches to ensure that exposed areas are monitored. 	Permit Issued	Date:	Time: ΔAM ΔPM	Location/Building and Floor:			Nature of Job:			Name of Person Performing Hot Work:			Company Name:			Phone #:			I verify the above location has been examined, the precautions check on the Required Precautions Checklist has been taken to prevent fire, and permission is authorized for this work.			SIGNED (Project Manager):			Permit Expires	Date:	Time: ΔAM ΔPM	<p>REQUIRED PRECAUTIONS CHECKLIST</p> <ul style="list-style-type: none"> <input type="checkbox"/> Available sprinklers, hose streams and extinguishers are in service/operable. <input type="checkbox"/> Hot Work equipment is in good repair. <input type="checkbox"/> Special precautions taken to avoid accidental operation of automatic fire detection systems. <p>Requirements Within 35 ft. (11 m.) of Work</p> <ul style="list-style-type: none"> <input type="checkbox"/> Flammable liquids, dust, lint and oily deposits removed. <input type="checkbox"/> Explosive atmosphere in area eliminated. <input type="checkbox"/> Floors swept clean. <input type="checkbox"/> Combustible floors wet down, covered with damp sand or fire-resistive sheets. <input type="checkbox"/> Remove other combustibles where possible. Otherwise protect with fire-resistant tarpaulins suspended beneath work. <p>Work on Walls or Ceilings</p> <ul style="list-style-type: none"> <input type="checkbox"/> Construction is non-combustible and without combustible covering or insulation. <input type="checkbox"/> Combustibles on other side of walls moved away <p>Work on Enclosed Equipment</p> <ul style="list-style-type: none"> <input type="checkbox"/> Enclosed equipment cleaned of all combustibles. <input type="checkbox"/> Containers purged of flammable liquids/vapours. <input type="checkbox"/> Pressurized vessels, piping and equipment removed from service, isolated and vented. <p>Fire Watch/Hot Work Area Monitoring</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fire watch will be provided during and for 30 minutes after work, including any coffee or lunch breaks. <input type="checkbox"/> Fire watch is supplied with suitable extinguishers. <input type="checkbox"/> Fire watch is trained in use of this equipment and in sounding alarm. <input type="checkbox"/> Fire watch may be required for adjoining areas above and below.
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