



CITY OF BURLINGTON

CONFINED SPACE ENTRY PROGRAM

FOR THE

CITY OF BURLINGTON

ADOPTED BY THE
CITY OF BURLINGTON
CENTRAL SAFETY COMMITTEE
DATE: SEPTEMBER 9, 2003

CONFINED SPACE ENTRY PROGRAM

TABLE OF CONTENTS	<u>PAGE NUMBER</u>
I. PURPOSE	1
II. SCOPE AND AUTHORIZATION	1
III. GENERAL REQUIREMENTS	1
IV. DEFINITIONS	2
V. EVALUATION OF THE WORKPLACE	6
VI. PERMIT-REQUIRED CONFINED SPACE PROGRAM	6
VII. CHANGES IN SPACE USE OR CONFIGURATION	15
VIII. CONFINED SPACE RECLASSIFICATION	15
IX. CONTRACTORS	16
X. AUDITS	16

APPENDICES

APPENDIX A	PERMIT REQUIRED CONFINED SPACE DECISION FLOW CHART
APPENDIX B	SAMPLE COPY OF IDENTIFICATION MATRIX
APPENDIX C	ENTRY PERMIT
APPENDIX D	HOT WORK PERMIT

I. **PURPOSE**

As part of the City of Burlington's overall safety and health program, a Confined Space Entry Program has been established. Confined Space Entry procedures have been developed to ensure that all confined spaces have been identified and evaluated for physical and health hazards and that information concerning their hazards and practices and procedures in making a safe entry into permit-required spaces is communicated to all affected employees. These procedures constitute a written program in accordance with the Occupational Safety and Health Administration (OSHA) Permit-required Confined Space standard 29 CFR 1910.146.

II. **SCOPE AND AUTHORIZATION**

The purpose of this document is to ensure that the hazards of all permit-required confined spaces located in the City of Burlington, are evaluated and that information concerning their hazards are transmitted to all affected persons. Affected persons shall include, but are not limited to city employees, other employers, outside contractors, vendors and all visitors that may enter city property. All affected employees will participate in the permit-required confined space program. This written program will be available in **each department with affected employees as well as the Human Resources Department** for review by any interested employee.

III. **GENERAL REQUIREMENTS**

Regulations require the City of Burlington to establish a Confined Space Entry program which contains the following elements:

1. Evaluation of the workplace to determine if any spaces are permit-required confined spaces and provide procedures to identify and evaluate the hazards of permit spaces before employees enter.
2. Inform exposed employees by posting a sign which reads, "**DANGER – PERMIT REQUIRED CONFINED SPACE. DO NOT ENTER,**" placard or other effective means of its location in order to prohibit unauthorized employees from entering the permit-required confined spaces.
3. Take effective measures to prevent employees from entering the permit spaces if they are not to enter the space.
4. Develop and implement a written program for employees who are allowed to enter permit spaces.
 - The program should identify employee job duties and establish and implement a system for the preparation, issuance, use, and cancellation of entry permits. Appropriate procedures for rescue and emergency services should be detailed.
 - A properly signed and verified permit that the space is safe to enter must be posted at entrances or otherwise made available to entrants before they enter a permit space.

- The cancelled entry permits are to be kept for at least one year.
 - At least one attendant should be stationed outside the permit space for the duration of entry operations.
 - Follow procedures set out in the standard to prove that a permit space no longer poses hazards and can be reclassified as a non-permit confined space.
 - A certificate documenting pertinent data, date, location of the space, and the signature of the person making the certification must be made available to those entering the space.
 - Contractors also must be informed of permit spaces and permit space entry requirements; any identified hazards, any known hazardous conditions and precautions to be followed when in or near permit spaces.
5. Before initial work begins, the City must ensure that the employee has received proper training covering duties of:
 - Authorized entrants
 - Attendants
 - Entry supervisors
 - Emergency rescue personnel
 6. Upon completion of training, the City must ensure that employees have acquired the understanding, knowledge, and skills necessary to work safely.
 7. Additional training is required when job duties change; there is a change in the permit space program; or the permit space operation presents a new hazard; and when an employee's job performance shows deficiencies.
 8. Training required for rescue team members:
 - CPR
 - First Aid
 - Certificate of training that includes the employee's name, signature and initials of trainer(s), dates of training
 9. Disciplinary Action: City employees are required to follow all safety rules and regulations. Failure to follow safety regulations may result in disciplinary action for "*Unsatisfactory Performance of Duties,*" in accordance with City Ordinance 84-73, Section 2-399.

IV Definitions

Acceptable entry conditions means the condition that must exist in a permit space to allow entry and to ensure that employees involved with a permit-required confined space entry can safely enter into and work within the space.

Attendant means an individual stationed outside one or more permit spaces who monitors the authorized entrants and who performs all attendant's duties assigned in the employer's permit space program

Authorized entrant means an employee who is authorized by the employer to enter a permit space.

Blanking or blinding means the absolute closure of a pipe, line, or duct by the fastening of a solid plate (such as a spectacle blind or a skillet blind) that completely covers the bore and that is capable of withstanding the maximum pressure of the pipe, line or duct with no leakage beyond the plate.

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.

Double block and bleed means the closure of a line, duct or pipe by closing and locking or tagging two in-line valves and by opening and locking or tagging a drain or vent valve in the line between the two closed valves.

Emergency means any occurrence (including any failure of hazard control or monitoring equipment) or event internal or external to the permit space that could endanger entrants.

Engulfment means the surrounding and effective capture of a person by a liquid or finely divided (flowable) solid substance that can be aspirated to cause death by filling or plugging the respiratory system or that can exert enough force on the body to cause death by strangulation, constriction or crushing.

Entry means the action by which a person passes through an opening into a permit-required confined space. Entry includes ensuing work activities in that space and is considered to have occurred as soon as any part of the entrant's body breaks the plane of an opening into the space.

Entry permit (permit) means the written or printed document that is provided by the employer to allow and control entry into a permit space and that contains the information specified in paragraph (f) of this section.

Entry supervisor means the person (such as the employer, foreman, or crew chief) responsible for determining if acceptable entry conditions are present at a

permit space where entry is planned, for authorizing entry and overseeing entry operations, and for terminating entry as required by this section.

Note: An entry supervisor also may serve as an attendant or as an authorized entrant, as long as that person is trained and equipped as required by this section for each role he or she fills. Also the duties of entry supervisor may be passed from one individual to another during the course of an entry operation.

Hazardous atmosphere means an atmosphere that may expose employees to the risk of death, incapacitation, impairment or ability to self-rescue (that is, escape unaided from a permit space) injury, or acute illness from one or more of the following causes:

1. Flammable gas, vapor, or mist in excess of 10% of its lower flammable limit (LFL);
2. Airborne combustible dust at a concentration that meets or exceeds its LFL; *Note:* This concentration may be approximated as a condition in which the dust obscures vision at a distance of 5 feet (1.52 m) or less.
3. Atmospheric oxygen concentration below 19.5% or above 23.5%;
4. Atmospheric concentration of any substance for which a dose or a permissible exposure limit is published in Subpart G, *Occupational Health and Environmental Control*, or in Subpart Z, *Toxic and Hazardous Substances*, of this part and which could result in employees exposure in excess of its dose or permissible exposure limit; *Note:* An atmospheric concentration of any substance that is not capable of causing death, incapacitation, impairment or ability to self-rescue, injury or acute illness due to its health effects is not covered by this provision.
5. Any other atmospheric condition that is immediately dangerous to life or health; *Note:* For air contaminants for which OSHA has not determined a dose or permissible exposure limit, other sources of information, such as Material Safety Data Sheets that comply with the Hazard Communications Standard, 1910.1200 of this part, published information, and internal documents can provide guidance in establishing acceptable atmospheric conditions.

Hot work permit means the employer's written authorization to perform operations (for example, riveting, welding, cutting, burning and heating) capable of providing a source of ignition.

Immediately dangerous to life or health (IDLH) means any condition that poses an immediate or delayed threat to life or that would cause irreversible adverse health effects or that would interfere with an individual's ability to escape unaided from a permit space.

Note: Some materials - hydrogen fluoride gas and cadmium vapor, for example - may produce immediate transient effects that, even if severe, may pass without medical attention, but are followed by sudden, possibly fatal collapse 12-72 hours after exposure. The victim "feels normal" from recovery from transient effects until collapse. Such materials in hazardous quantities are considered to be "immediately" dangerous to life or health.

Inerting means the displacement of the atmosphere in a permit space by a noncombustible gas (such as nitrogen) to such an extent that the resulting atmosphere is noncombustible.

Note: This procedure produces an IDLH oxygen-deficient atmosphere.

Isolation means the process by which a permit space is removed from service and completely protected against the release of energy and material into the space by such means as: blanking or blinding; misaligning or removing sections of lines, pipes, or ducts; a double block and bleed system; lockout or tagout of all sources of energy; or blocking or disconnecting all mechanical linkages.

Line breaking means the intentional opening of a pipe, line or duct that is or has been carrying flammable, corrosive, or toxic, an inert gas, or any fluid at a volume, pressure, or temperature capable of causing injury.

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 physical harm.

Oxygen-deficient atmosphere and atmosphere containing less than 19.5 percent oxygen by volume.

Oxygen enriched atmosphere means an atmosphere containing more than 23.5 percent oxygen by volume.

Permit-required confined space (permit space) means a confined space that has one or more of the following characteristics:

1. Contains or has a 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.

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 for regulating employee entry into permit spaces.

Permit system means the employer's written procedure for preparing and issuing permits for entry and for returning the permit space to service following termination of entry.

Prohibited condition means any condition in a permit space that is not allowed by the permit during the period when entry is authorized.

Rescue service means the personnel designated to rescue employees from permit spaces.

Retrieval system means the equipment (including a retrieval line, chest or full-body harness, wristlets, if appropriate, and a lifting device or anchor) used for non-entry rescue of persons from permit spaces.

Testing means the process by which the hazards that may confront entrants or a permit space are identified and evaluated. Testing includes specifying the tests that are to be performed in the permit space.

Note: Testing enables employers both to devise and implement adequate control measures for the protection of authorized entrants and to determine if acceptable entry conditions are present immediately

V. EVALUATION OF THE WORKPLACE

Proper application of the decision flow chart located in Appendix A would facilitate the identification of permit-required confined spaces.

A copy of a sample matrix is available in Appendix B which identifies each permit required confined space by number, information on what the confined space provides access to, the type of entry cover, whether or not the space is permit-required, and directions to the confined space location. The matrix must include all of the permit-required confined spaces located at the facility. It may be expanded to include all of the confined spaces (permit and non-permit required) provided that written procedures for each space listed on the matrix has been prepared and is included in the Confined Space Notebook. i.e. – If your matrix has identified 50 confined spaces, 35 of which are permit-required, you will need to include 50 entry procedures in your Confined Space Notebook – 15 of which will be Non-permit required.

VI. PERMIT-REQUIRED CONFINED SPACE PROGRAM

A. General

The permit-required confined space program is designed to prevent unauthorized entry into permit confined spaces, identify and evaluate hazards, and establish procedures and practices for safe entry including testing and monitoring

conditions. The program requires for an attendant stationed outside permit spaces during entry; procedures to summon rescuers and prevent unauthorized personnel from attempting rescue; and a system for preparing, issuing, using and canceling entry permits.

The following measures have been implemented as necessary to prevent unauthorized employee entry into permit spaces.

1. All affected employees have been informed through safety training about the characteristics and presence of permit spaces.
2. Some permit spaces are also posted with danger signs to supplement the safety training. However, the posting of danger signs is not all inclusive and each employee must know what a permit space is, the usual hazards involved, and what precautions are required to ensure safe entry so they can help ensure their own protection.

The following means, procedures, and practices necessary for safe permit space entry operations have been implemented:

(1) Acceptable Entry Conditions

All permit spaces entrants are protected against atmospheric hazards including oxygen deficiency (less than 19.5%) or increased oxygen concentration (greater than 23.5%), toxic materials (above the exposure limit), flammable gases and vapors, asphyxiating, and engulfment, configuration or any other recognized hazards.

(2) Isolating the Permit Space

All hazardous energy sources associated with permit spaces which may expose entrants to potential injury are isolated, locked out and/or tagged out prior to entry:

(3) Purging, Inerting, Flushing, or Ventilating Permit Spaces

All permit entry spaces are thoroughly purged, inerted, flushed, and/or ventilated as necessary to ensure the elimination and/or control of all hazards which may cause entrants injury and /or illness.

(4) External Hazards

Pedestrian, vehicle, or other barriers are provided as necessary to protect entrants from external hazards.

(5) Verifying Acceptable Conditions

Conditions in permit spaces are tested and monitored throughout entry as necessary to ensure that they are acceptable for the duration of the authorized entry.

(6) Hot Work Permit

If the job to be performed in a permit-required confined space meets the conditions of HOT WORK, a hot work permit must be completed in addition to an entry permit. The space on the entry permit below the 'Additional Permits' section must be indicated to the right of where it reads: "HOT WORK". A blank copy of the HOT WORK permit is located in Appendix D.

B. Equipment

The following equipment is provided at no cost to employees, maintained properly, and used properly to ensure the safety of employees entering permit spaces.

1. Testing and monitoring equipment
2. Ventilating equipment
3. Communications equipment
4. Personal protective equipment
5. Lighting equipment
6. Barriers and shields
7. Ingress and egress equipment
8. Rescue and emergency equipment

C. Evaluating Permit Space Conditions

Permit space conditions are evaluated (tested/monitored) when entry operations are conducted as follows:

(1) Testing and Monitoring

The entry conditions in the permit space are tested to determine if acceptable entry conditions exist before entry is authorized to begin. If isolation of the space is infeasible because the space is large or is part of a continuous system (such as a sewer system), pre-entry testing is performed to the extent feasible before entry and entry conditions are continuously monitored in work areas.

The tests and monitoring are conducted in permit spaces as necessary to determine if acceptable entry conditions are being maintained during the course of entry operations.

When conducting tests for atmospheric hazards, oxygen tests are conducted first, then combustible gases and vapors, and then for toxic gases and vapors.

The tests are conducted in order to ensure that test instruments function properly since an oxygen deficient atmosphere may adversely affect the test results.

D. Attendants

(1) General

At least one attendant is required outside the permit space for the duration of the authorized entry operation.

(2) Duties

All attendants shall be trained in the following:

- (a) To know the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure;
- (b) To be aware of possible behavioral effects of hazard exposure in entrants;
- (c) To continuously maintain an accurate count of entrants in the permit space and ensure a means to accurately identify authorized entrants;
- (d) To remain outside the permit space during entry operations until relieved by another attendant. Once properly relieved, they may participate in other permit space activities;
- (e) To communicate with entrants frequently, to monitor entrant status, and alert entrants of the need to evacuate;
- (f) To monitor activities inside and outside the space to determine if it is safe for entrants to remain in the space and orders the entrants to immediately evacuate if: the attendant detects a prohibited condition, detects entrant behavioral effects of hazard exposure, detects a situation outside the space that could endanger the entrants; or if the attendant cannot effectively and safely perform all the attendant duties;
- (g) To summon rescue and other emergency services as soon as the attendant determines that entrants need assistance to escape the permit space hazards;
- (h) To take the following action when unauthorized persons approach or enter a permit space while entry is underway:

(1) Warn the unauthorized persons that they must stay away from the permit space,

(2) Advise the unauthorized persons that they must exit immediately if they have entered the space, and

(3) Inform the authorized entrants and the entry supervisor if unauthorized persons have entered the permit space;

(i) To perform non-entry rescues as specified by that rescue procedure and entry supervisor; and

(j) Not to perform duties that might interfere with the attendant's primary duty to monitor and protect the entrants.

E. Entrants

(1) General

All entrants must be authorized by the entry supervisor to enter permit spaces, have received the required training, use the proper equipment, and observe the entry procedures and permit. The following entrant duties are required:

(a) Know the hazards that may be encountered during entry, including information on the mode, signs or symptoms, and consequences of the exposure;

(b) Properly use the equipment required for safe entry;

(c) Communicate with the attendant frequently to enable the attendant to monitor the status of the entrants and to enable the attendant to alert the entrants of the need to evacuate the space if necessary;

(d) Alert the attendant whenever: the entrant recognizes any warning sign or symptom of exposure to a dangerous situation, or any prohibited condition is detected: and

(e) Exit the permit space as quickly as possible whenever: the attendant or entry supervisor gives an order to evacuate the permit space, the entrant recognizes any warning sign or symptom of exposure to a dangerous situation, the entrant detects a prohibited condition, or an evacuation alarm activates.

F. Entry Supervisors

(1) General

Entry supervisors are responsible for the overall permit space entry and must coordinate all entry procedures, tests, permits, equipment and other relevant activities. The following entry supervisor duties are required:

- (a) Know the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure;
- (b) Verifies, by checking that the appropriate entries have been made on the permit, all tests specified by the permit have been conducted and that all procedures and equipment specified by the permit are in place before endorsing the permit and allowing entry to begin;
- (c) Terminate the entry and cancel the permit when the entry is complete or there is a need for terminating the permit;
- (d) Verify that rescue services are available and that the means for summoning them are operable;
- (e) Remove unauthorized persons who enter or attempt to enter the space during entry operations; and
- (f) Determine, whenever responsibility for a permit space entry operation is transferred and at intervals dictated by the hazards and operations performed within the space, that entry operations remain consistent with the permit terms and that acceptable entry conditions are maintained.

G. Testers and Monitors

(1) General

The accuracy of testing and monitoring equipment may be significantly affected under certain conditions of humidity, pressure, temperature, or by the presence of interfering chemicals. However, if equipment is properly selected, calibrated, maintained and operated by well-trained employees, the confined space testing and monitoring needs can be effectively met. All persons performing tests and monitoring for permit space entry have been properly trained in the use of and limitations of the following testing and monitoring equipment.

(2) Procedures for Atmospheric Testing

Atmospheric testing is required for two distinct purposes: evaluation of the hazards of the permit space and verification that acceptable entry conditions for entry into that space exists.

(a) Evaluation Testing: The atmosphere of a confined space should be analyzed using equipment of sufficient sensitivity and specificity to identify and evaluate any hazardous atmosphere that may exist or arise, so that appropriate permit entry procedures can be developed and acceptable entry conditions stipulated for that space. Evaluation and interpretation of these data, and development of the entry procedure, is performed by, or reviewed by, a technically qualified professional based on evaluation of all serious hazards.

(b) Verification Testing: The atmosphere of a permit space which may contain a hazardous atmosphere is tested for residues of all contaminants identified by evaluation testing using permit specified equipment to determine that residual concentrations at the time of the testing and entry are within the range of acceptable entry conditions. Results of testing (i.e., actual concentration, etc.) are recorded on the permit in the space provided adjacent to the stipulated acceptable entry condition.

(c) Duration of Testing: Measurement of values for each atmospheric parameter are made for at least the minimum response time of the test instrument specified by the manufacturer.

(d) Testing Stratified Atmospheres: When monitoring for entries involving a descent into atmospheres that may be stratified, the atmospheric envelope is to be tested a distance of approximately 4 feet (1.22m) in the direction of travel and to each side. If a sampling probe is used, the entrant's rate of progress is slowed to accommodate the sampling speed and detector response.

H. Permit System

(1) General

The entry permit is a vital part of the permit space entry program which documents that the required measures have been taken to ensure entrant safety. All pertinent safety requirements must be recorded on the permit including the isolation, ventilation, tests and monitoring, personal protective equipment, and other equipment necessary for entrant safety.

(2) Requirements

The following requirement must be recorded on the entry permit. See Appendix C for a sample permit.

(a) Permit space to be entered, purpose of the entry, and date and authorized duration of the entry permit;

- (b) Names of authorized entrants (or suitable tracking system);
- (c) Current attendants' names;
- (d) Entry supervisor's name and signature, including original authorizing supervisor,
- (e) Hazards of the space;
- (f) Measures used to isolate the space and to eliminate or control the space hazards, before entry;
- (g) Acceptable entry conditions;
- (h) Results of initial and periodic tests accompanied by the names or initials of the testers and time of the tests;
- (i) Available rescue and emergency services and how to summon them;
- (j) Communication procedures used by entrants and attendants to maintain contact during entry;
- (k) Equipment, such as personal protective equipment, alarm systems and rescue equipment, to be provided;
- (l) Any other pertinent information necessary to ensure entrant safety; and
- (m) Additional permits, such as hot work, that have been issued to authorize work in the space.

(3) Contractors

All contractor entry into permit spaces must comply with all sections of this procedure.

I. Training

(1) General

All entry supervisors, attendants, and entrants are properly trained initially and refresher training provided when duties and space hazards change or whenever an evaluation determines inadequacies in the employee's knowledge. The training provides employees with the necessary understanding, skills and knowledge to safely enter, work in and exit permit spaces. All training is documented with the employees names, signature or initials of the trainer, and training date.

(2) Requirements

Specific training requirements include, but are not limited to:

- (a) Each affected employee is trained;
- (b) Training is provided:
 - (1) Before employee is first assigned permit space entry duties;
 - (2) Whenever there is a change in permit space operations that presents a new hazard unknown by the employee;
 - (3) Whenever there is reason to believe either there are deviations from the entry procedures or inadequacies in the employee's knowledge or use of the procedures;
- (c) The training establishes employee proficiency in the required duties and introduces new or revised procedures, as necessary;
- (d) The training is certified and contains each employee's name, signatures or initials of the trainers, and training dates.
- (e) The training certification is available for inspection by employees and their authorized representatives by contacting the Human Resources Department.

J. Rescue and Emergency Services

(1) General

Rescue and emergency services are provided by on-site rescue teams for non-entry rescues.

(2) Off-Site Services

The Burlington Fire Department will be summoned by the Attendant/Entry Supervisor by calling **229-3558** and ask to speak to the **Battalion Chief** or directly by calling **911**. The fire department will respond and perform all necessary rescue with the assistance of Alamance County Emergency Medical Services.

- (a) The following has been provided the off-site rescue service:

- Information concerning the hazard they may confront when called to perform rescues; and
- Access to all permit spaces from which rescue may be necessary so they can develop appropriate rescue plans and practice rescue operations.

(3) Non-Entry Rescue

Retrieval systems and methods have been developed for entrants to use when entering permit spaces, when the equipment does not increase the overall risk of entry and would not contribute to the rescue of the entrant. The systems include one tripod with retrieval winches and one davit arm per utility plant with a retrieval winch.

- (a) Each authorized entrant uses a chest or full body harness, with a retrieval line attached at the center of the entrant's back near shoulder level, or above the entrant's head.
- (b) Wristlets are only used in lieu of the chest or full body when it has been demonstrated that use of the chest or full body harness is infeasible or creates a greater hazard and wristlet use is the safest and most effective alternative.
- (c) Retrieval lines are attached to a mechanical device or a fixed point outside the space so rescue can begin immediately after the rescuer becomes aware that rescue is necessary.
- (d) Mechanical devices are available to retrieve entrants from vertical type permit spaces more than 5 feet deep.
- (e) Material Safety Data Sheets (MSDS) or similar written information is kept at the worksite when entrants are exposed to substances requiring such information, so it can be made available to the medical facility treating exposed entrants.

VII. CHANGES IN SPACE USE OR CONFIGURATION

When there are changes in the use and configuration of a non-permit confined space that might increase the hazards to entrants, the space is reevaluated and, if necessary, reclassified as a permit-required confined space. Any changes should be brought to the attention of the Human Resources Department.

VIII. CONFINED SPACE RECLASSIFICATION

A permit-required confined space may be reclassified as a non-permit confined space under the following procedures:

1. If the space poses no actual or potential atmospheric hazards and the hazards are eliminated without entry, and as long as the non-atmospheric hazards remain eliminated.
2. Entry into the space to eliminate the hazard is under an authorized permit and testing and inspection during the entry demonstrate the hazards were eliminated without requiring continuous forced air ventilation.
3. A certification is documented showing the hazards were eliminated.
4. If hazards arise within a permit space that has been reclassified to a non-permit space, each employee must exit the space and the space is reevaluated to determine if it must be reclassified as a permit space.
5. When a permit space has been reclassified to a non-permit space, that reclassification is only good for that entry. When entry is terminated, the space reverts back to a permit required space unless conditions change enough to permanently classify it as a non-permit space. Reclassification of the permit required space can be considered with the next entry with adherence to the above outlined procedures.

IX. CONTRACTORS

In some cases, contractors and other non-employees may enter permit spaces to perform work. When contractors and others enter permit spaces, the following procedures are followed:

City of Burlington Responsibility

1. The contracting department party shall inform the Human Resources Department.
2. Contractors are informed that the workplace contains permit spaces and that they must follow a permit space entry program per OSHA Standard [29 CFR 1910.146](#) and use an authorized permit for entry.
3. Apprise the contractor of the elements, including the hazards identified and the experience with the space making it a permit space;
4. Apprise the contractor of the precautions or procedures implemented for protection of employees in or near permit spaces: and
5. Debrief the contractor at the conclusion of the entry regarding the permit space program followed and any hazards confronted or created in space(s) during entry operations.

Contractor Responsibility

All contractors performing permit space entry are required to:

1. Obtain and use the available information provided;
2. Coordinate entry operations with others working in or near permit spaces; and

3. Inform the host employer during debriefing or entry of the permit space program that will be followed, and of any hazards confronted or created in the space(s).

X. AUDITS

The Confined Space Program will be audited and reviewed at least annually by the appropriate safety committee task group, designated by the City of Burlington's Central Safety Committee.