



SITE SAFETY MEETING - TOOL BOX TALK

Working in Confined Spaces

Working in a confined space poses unique safety risks. Many workplaces contain areas that are considered "confined" because configurations hinder the activities of the employee who must enter, work in, and exit them.

A "Confined Space" is any space that has the following characteristics:

- Is large enough and so configured that an employee's body can enter and perform assigned work,
- Has a limited or restricted means for entry and exit,
- Is not designed for continuous occupancy.

Confined spaces include but are not limited to sewers, pipelines, septic tanks, vessels, bins, ventilation and exhaust ducts, underground utility vaults and manholes, tunnels, excavations and trenches more than 4' in depth, water towers and some Controlled Equipment Vaults (CEV) depending on configuration.



To provide a safe work environment and prevent employees from accidentally entering a confined space, the following should be used to inform employees of the existence, location, and danger posed by confined spaces.

- Warning signs to inform employees of the existence of a confined space.
- JSA to plan and communicate the hazards and control measures to take while working in a confined space.
- A completed and approved confined space entry permit prior to entering a confined space.
- Training and toolbox talks on site to inform and train employees on the dangers and procedures associated with a confined space.

Written Entry Permit: The Contractor or Subcontractor supervisor shall complete and sign the Confined Space Entry Permit before employees are allowed to enter a confined space.

Permits expire at the end of shift or if any pre-entry conditions change. Permits must be available at the time of entry for authorized entrants and must be posted at the entrance of the confined space to confirm pre-entry preparations have been completed.

The Entry Supervisor: Is responsible for conducting an assessment in the field of the space to be entered, completing the Entry Permit and obtaining approval. The supervisor is also responsible for ensuring that the requirements of the entry permit are in place before approving the permit as well as ensuring the JSA has been completed and discussed with the Authorized Entrants, verifying the air monitor is calibrated and ensuring pre-entry air monitoring is being performed. The supervisor must also remain on site while any work is being performed in a confined space.

The Authorized Entrants: Will review the permit and sign prior to entry, follow the requirements of the entry permit including ventilation etc., and evacuate the confined space when conditions warrant or when directed by the Attendant.

The Attendant: Is responsible for standing by the entrance, ensuring communication with the authorized entrants while the space is occupied. **The attendant shall never enter the confined space even during and emergency... Help activate the rescue plan but stay outside the space.**

Training: Any successful program requires proper training. Builders, Remodelers, General Contractors, Subcontractors and Suppliers need to make sure all involved personnel are trained and know what the hazards are, how to work in them, and what rescue plans are in place. They must identify all of these items prior to entering a confined space.

Sources / For More Information:

- <http://www.osha.gov/SLTC/confinedspaces/recognition.html>
- OSHA 29CFR 1926 Construction Industry Regulations Section 1910.146 & Appendix A,B,C,D
- Bechtel Subcontractor Safety & Health Program (Section 5.8.4)

Questions to start discussion

1. What are some of the characteristics of a confined space?
2. What are some areas that could be considered confined spaces? Are there any on your site now?
3. What should you do if you suspect the space you need to enter for your work is a confined space?
4. What is an entry permit, who issues it and when does it expire?
5. What are the procedures and who is involved before allowing anyone to enter a confined space?
6. If you or the Attendant suspects someone to be in danger or unconscious in a confined space what should you do? What should you NOT do?

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Meeting Notes:

Employee Comments / Concerns: _____

Other Safety issues to be addressed on the job: _____

Training Record: Date: _____ Jobsite: _____ By: _____ Title: _____

Employee Name	Emp #	Signature	Employee Name	Emp #	Signature
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Tool Box Talks are employee safety meetings designed to serve as 15 minute on-site training sessions focused on key topics relative to your work.

Site superintendents or foremen are responsible for holding meetings each week usually during a morning break. This important segment of your general safety program encourages open discussion on the topic of the week and allows employees to share their experiences about accidents and safe or unsafe work practices. Recordkeeping is mandatory and all involved must sign off on each session.

Topics for your company could include: electrical safety, excavation and trenching safety, fall protection, scaffold safety, stairway and ladder safety, hazard communication, fire safety, personal protective equipment, tool safety, materials handling, etc.

Sample Tool Box Talks are provided compliments of the Safety Committee of the Hartford County Homebuilders Association. For more information on Tool Box Talks contact The HBA office 860 563-4212. *Tool Box Safety Talks* can be purchased from the National Association of Homebuilders 1-800 368-5242, www.nahb.com or may be available through your business insurance provider.

BUILD SAFELY – THINK SAFETY