I. PURPOSE

The purpose of this program is to protect the health and safety of Wheaton College employees and to comply with OSHA regulation 29 CFR 1910.146.

II. SCOPE

This program applies to all permit required confined spaces on the Wheaton College Confined Space List. The responsible supervisor for each space is identified on the list. Entrance into these spaces is to be made in accordance with paragraph (c) (5) of 29 CFR 1910.146.

III. GENERAL REQUIREMENTS

Before an employee of the College or a contractor is allowed to enter a confined space, the Confined Space Entry Form must be completed by the supervisor responsible for that space, or his designee. Each entry form is good for 24 hours. If work is to be done in a space over several days, a new form must be filled out each day.

**Supervisor's Responsibilities:** The responsible supervisor must designate entrants and attendants for each confined space entry. There will be one attendant for each individual space and attendants cannot simultaneously be entrants. The supervisor may serve as either an entrant or attendant. Entrants and attendants may be employees of the College or outside contractors.

As soon as a confined space is opened, the opening must be guarded to prevent anyone accidentally falling into the space. Before the space can be entered, the supervisor must verify that all hazards other than atmospheric hazards have been eliminated to the greatest extent possible. If the necessary work can be performed with steam and water supplies shut off, this should be done. Whenever possible, electric power is to be shut off and tested, sewer lines blocked and natural gas supply shut off.

The supervisor or his designee must conduct or oversee air testing inside the space. The oxygen content must be above 19.5 percent and below 23.5 percent. Combustible gas must be below the lower explosive limit. Testing must be conducted from outside the space. Manufacturer’s recommendations for calibrating equipment should be followed. A blower shall be set up to provide positive ventilation in the space during entry. This equipment may also be used prior to entry to ventilate or exhaust the space to correct an atmospheric hazard.

The supervisor or his designee shall review the potential hazards of the confined space with the entrants and attendants and verify that entrants and attendants understand their responsibilities.

Finally, the supervisor or his designee must complete the Confined Space Entry Form and sign it. The forms are to be kept on site during the entry and then filed.

**Entrant's Responsibilities:** The entrant is responsible for verifying that all hazards have been eliminated to the greatest extent possible. Also, the entrant should understand all of the potential hazards of the space.
The entrant shall keep in voice contact with the attendant and notify the attendant of any unusual circumstances. The entrant shall evacuate the space immediately if notified by the attendant or supervisor.

Attendant's Responsibilities: The attendant shall remain in voice contact with the entrant(s) at all times during the entry. The attendant shall not leave the immediate area (further away than voice contact allows) unless relieved by another attendant.

The attendant shall conduct periodic checks of the oxygen level and lower explosive limit during the entry. If any hazard is detected, the attendant shall immediately notify the entrant(s) to evacuate the space. The attendant shall make sure that the ventilation equipment is operating properly and that the air supply to the space is from a clean source.

The attendant shall be aware of the potential hazards of the space and be familiar with the proper operation and calibration of the atmospheric test equipment.

IV. CONTRACTORS

Any outside contractors who need to enter a confined space must do so in accordance with this program.

V. ADDITIONAL PRECAUTIONS

The responsible supervisor may require that entrants wear safety belts, gloves, respirators, eye protection, hard hats, or any other safety devices that may be appropriate.

CONFINED SPACE LIST

Power Plant
Watersides of all boilers (#1-#5)
Firesides of all boilers (#1-#5)
All steam manholes
Deaerator tank
Condensate receiver tank
Hotwells
Boilerbreeching
Firesides of Haas Center boiler

Plumbing
All water manholes
All sewer manholes
All hot water tanks with manhole access

Electrical
All electrical manholes

Waste Water Treatment Plant
Tanks (#1-#2)