# POLICY

## REVIEW/REVISION HISTORY:

<table>
<thead>
<tr>
<th>Effective</th>
<th>Revised</th>
<th>Revised</th>
<th>Revised</th>
<th>Revised</th>
<th>Revised</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/24/97</td>
<td>12/24/04</td>
<td>5/7/08</td>
<td>7/23/10</td>
<td>5/21/12</td>
<td>8/18/14</td>
</tr>
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</table>

## SUMMARY OF REVISION/REVIEW:

Major changes, including removal of form usage. Please read carefully!

## APPROVED:

Signature on file

BERNARD WARNER, Secretary  
Department of Corrections  
6/30/14  
Date Signed
POLICY

REFERENCES:

DOC 100.100 is hereby incorporated into this policy; WAC 296-803; WAC 296-809; WAC 296-817; WAC 296-841; DOC 890.110 Fall Protection Plan; DOC 890.120 Lockout/Tagout Program; Confined Space Entry Handbook; Records Retention Schedule

POLICY:

I. The Department recognizes the inherent dangers associated with entering confined spaces. The Confined Space Entry Handbook, in conjunction with this policy and WAC 296-809, serves as a guideline for Prisons that have confined spaces.

II. No one will enter a confined space in which potential or identified hazards have not been controlled or eliminated.

III. For the purposes of this policy, a confined space:

   A. Is large enough and arranged so an individual could fully enter the space,
   B. Has limited or restricted entry or exit, and
   C. Is not primarily designed for human occupancy.

DIRECTIVE:

I. Responsibility

   A. The Superintendent of each facility having confined spaces will designate a Confined Space Program Manager who will:

      1. Designate an Entry Supervisor(s).

      2. Develop the facility’s Confined Space Program per this policy and WAC 296-809 and maintain:

         a. A list of all identified confined spaces, including the type of hazard and the safety procedures to control or eliminate exposure, and

            1) Confined spaces will be considered permit-required unless it has been determined they meet non-permit qualifications per WAC 296-809-700.

         b. A map showing the locations of confined spaces.

      3. Take effective measures to prevent unauthorized entry including labeling all entrances to permit-required confined spaces.
4. Establish procedures for safe entry of permit-required confined spaces, including ensuring:
   
a. Confined space equipment is available and operational.

b. Adequate rescue and emergency services are available during permit-required confined space entry, including:
   
   1) Employees assigned to provide rescue and emergency services are:
      
a) Adequately trained and equipped for rescue operations.

b) Proficient in the use of Personal Protective Equipment (PPE) and other equipment.

c) Proficient as an entrant of permit-required confined spaces.

d) Able to safely perform rescue and assigned duties.

e) Certified in basic first aid and cardiopulmonary resuscitation (CPR).

2) Whenever possible, non-entry retrieval systems/methods to rescue entrants are used first.

3) Emergency rescue procedures are practiced at least once a year.

c. Entry operations are coordinated with contract staff who will work in/near permit-required confined spaces.

   1) Contract staff will be informed that the workplace contains permit-required confined spaces and entry will only be allowed if requirements have been met per this policy and WAC 296-809.

   2) Each contract staff will receive a copy of the facility’s operational memorandum before performing work in/near a permit-required confined space.

5. Review and sign canceled entry permits within one year after each confined space entry to evaluate and revise the program as necessary.
a. A single annual review may be done covering all entries performed during a 12 month period.

6. Retain a copy of each completed DOC 03-201 Confined Space Entry Permit and DOC 03-202 Hot Work Permit per the Records Retention Schedule.

B. The Entry Supervisor will:

1. Evaluate, plan, and implement the procedures necessary to control or eliminate hazards for safe entry into permit-required confined spaces.

2. Ensure the following tasks have been completed before entry into a permit-required confined space:

   a. DOC 03-201 Confined Space Entry Permit and DOC 03-202 Hot Work Permit are sequentially numbered and completed as necessary.

      1) DOC 03-202 Hot Work Permit will be completed when written authorization is needed to perform operations that can provide a source of ignition (e.g., riveting, welding, cutting, burning, heating).

   b. Workers are trained on each confined space entry, including:

      1) Hazards associated with the entry,
      2) Correct procedures for entry,
      3) Responsibilities of the entry supervisor, attendant, and entrant,
      4) Procedures to be activated in the event of an emergency.

   c. Rescue and emergency services available during permit-required confined space entry operations are verified.

3. Ensure that permit-required entry operations and conditions for confined space entry remain consistent with the terms of the permit.

4. Ensure unauthorized individuals do not enter or attempt to enter the confined space during entry operations.

5. Terminate entry and cancel the permit when:

   a. The assigned task or job has been completed.
b. A condition in the space that isn't covered by the entry permit is discovered.

6. Ensure lockout/tagout procedures are published and followed for each confined space where lockout/tagout is necessary per DOC 890.120 Lockout/Tagout Program.

7. Ensure fall protection work plan procedures are completed for each confined space per DOC 890.110 Fall Protection Plan, where applicable.

8. Meet the requirements in WAC 296-809-600 if alternate entry procedures are necessary.

II. Training

A. Training will be provided to all individuals involved in confined space activities to ensure they acquire the understanding, knowledge, and skills necessary to safely perform assigned duties.

1. Initial training will be conducted before performing any confined space related activity based the Confined Space Entry Training Syllabus. Training will be documented on a class roster and in the training database managed by the Department's Training and Development Unit.

DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

None

DOC FORMS:

DOC 03-201 Confined Space Entry Permit
DOC 03-202 Hot Work Permit