



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**PRISON**  
OFFENDER MANUAL

REVISION DATE  
2/3/21

PAGE NUMBER  
1 of 6

NUMBER  
**DOC 890.020**

**POLICY**

TITLE  
**CONFINED SPACE PROGRAM**

**REVIEW/REVISION HISTORY:**

Effective: 10/24/97  
 Revised: 12/24/04  
 Revised: 5/7/08  
 Revised: 7/23/10  
 Revised: 5/21/12  
 Revised: 8/18/14  
 Revised: 2/3/21

**SUMMARY OF REVISION/REVIEW:**


Major changes to include the addition of site specific training and updated applicability. Read carefully!

**APPROVED:**

Signature on file

\_\_\_\_\_  
**STEPHEN SINCLAIR**, Secretary  
 Department of Corrections

1/6/21  
 \_\_\_\_\_  
 Date Signed

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## REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [WAC 296-155](#); [WAC 296-809-600](#); [WAC 296-803](#); [WAC 296-809](#); [WAC 296-817](#); [WAC 296-841](#); DOC 890.110 Fall Protection Program; 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 Program has been established to protect employees, contract staff, and incarcerated workers from the potential hazards associated with confined space entry.
- II. The Confined Space Program includes this policy and the Confined Space Entry Handbook.
- 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 continuous human occupancy.

## DIRECTIVE:

- I. Responsibility
  - A. No one will enter a confined space in which potential or identified hazards have not been controlled or eliminated.
  - B. The Superintendent of each facility with 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.
    3. Identify and maintain a list of permit-required confined spaces, to include the hazard type and safety procedures to control or eliminate exposure.
      - a. Confined spaces will be considered permit-required unless it has been determined they meet non-permit qualifications.
    4. Maintain a map showing the locations of each identified confined space.

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5. Take effective measures to prevent unauthorized entry, including labeling entrances to permit-required confined spaces.
  6. Ensure initial awareness and site specific training is conducted and documented for all workers involved in confined space activities.
  7. Establish procedures for safe entry of permit-required confined spaces and ensure:
    - a. Confined space equipment is available and operational.
    - b. Adequate rescue and emergency services are available during permit-required confined space entry.
    - c. Contract staff, who do not normally work at the facility, are informed that the workplace contains permit-required confined spaces and entry is allowed only when applicable requirements of WAC 296-809 have been met.
  8. Review and sign canceled entry permits within one year after each confined space entry.
    - a. A single annual review may be done covering all entries performed during a 12 month period.
  9. Retain the completed DOC 03-201 Confined Space Entry Permit and DOC 03-202 Hot Work Permit per the Records Retention Schedule.
- C. 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) The hot work permit will be completed when authorization is needed to perform operations that can potentially provide a source of ignition (e.g., riveting, welding, cutting, burning, heating).

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- b. Workers are trained on each confined space entry, including:
  - 1) Hazards associated with entry
  - 2) Correct procedures for entry
  - 3) Procedures to be activated in the event of an emergency
  - 4) Responsibilities of the Entry Supervisor, attendant, and entrant
- c. Verify rescue and emergency services are available during permit-required confined space entry operations.
- 3. Ensure that entry operations and conditions for permit-required confined spaces 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, or
  - b. A condition in the space that is not covered by the entry permit is discovered.
- 6. Ensure lockout/tagout procedures are available 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 of WAC 296-809-600 if alternate entry procedures are necessary.

## II. Emergency Rescue Requirements

- A. Employees assigned to provide rescue and emergency services will be:
  - 1. Adequately trained and equipped for rescue operations.
  - 2. Proficient in the use of Personal Protective Equipment (PPE) and other equipment.
  - 3. Proficient as an entrant of permit-required confined spaces.
  - 4. Able to safely perform rescue and assigned duties.
  - 5. Certified in basic first aid and cardiopulmonary resuscitation (CPR).
- B. Emergency rescue procedures will be practiced at least once a year.

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- C. Whenever possible, non-entry retrieval systems/methods to rescue entrants will be used first.
- D. Incarcerated workers will not be used to perform entry rescue.

III. Training

- A. Training will be provided to anyone involved in confined space activities to ensure they acquire the understanding, knowledge, and skills necessary to safely perform assigned duties.
  - 1. Initial awareness training will be conducted before performing any confined space related duties.
    - a. Employee/contract staff training will be documented in the training database managed by the Department’s Training and Development Unit.
    - b. Incarcerated worker training will be documented on the class roster and in the electronic file.
  - 2. Site-specific training will be completed prior to performing any permit required entry and documented on one of the following, as applicable:
    - a. DOC 03-472 Confined Space Entry Site-Specific Training - Employee
    - b. DOC 03-472A Confined Space Entry Site-Specific Training - Incarcerated Worker
- B. The Confined Space Program Manager will determine when refresher training is required.

**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



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DOC 03-202 Hot Work Permit

DOC 03-472 Confined Space Entry Site-Specific Training - Employee

DOC 03-472A Confined Space Entry Site-Specific Training - Incarcerated Worker