

NAES STANDARD OPERATING PROCEDURE

Public Safety Department (OSH Division)

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1.0 PURPOSE

The Naval Air Engineering Station shall follow the established policies of references (a) and (b) for Confined Space Program entry.

2.0 APPLICATION

This standard operating procedure shall serve as a written permit confined space entry program. The station has developed this written procedure for safe entry into confined spaces. NAES recognizes that certain environmental conditions within confined spaces are capable of causing death to anyone who enters the space without taking precautionary measures. Therefore, each entry into a confined space must be evaluated by the Command Confined Space Program manager (CSPM) or his representative to determine the hazards involved and appropriate safety measures and controls that must be taken to ensure a safe environment.

3.0 REFERENCES

- a. OPNAVINST 5100.23 Series
- b. 29 CFR 1910.146

4.0 PROCEDURES

1. The Confined Space Program Manager (CSPM) shall evaluate the workplace to determine if any spaces are permit required confined spaces. All personnel will notify the Public Safety Department x2525 for entry into confined spaces. If the workplace contains permit spaces, the CSPM shall inform exposed employees by training and awareness methods or other equally effective means such as posting danger signs.
2. If the CSPM decides that employees will not enter permit spaces, the CSPM shall take effective measures to prevent employees from entering the space.
3. If the CSPM decides that employees will enter into confined spaces, the following elements shall be adhered to:
 - a. Implement the measures necessary to prevent unauthorized entry.
 - b. Identify and evaluate the hazards of permit spaces before employees can enter them.
 - c. Develop and implement means, procedures and practices necessary for safe confined space entry operations, including but not limited to the following:
 - 1) Specify acceptable entry conditions
 - 2) Testing and monitoring the confined space prior to entry with a calibrated direct reading instrument for the following contaminants:
 - a) Oxygen content
 - b) Flammable gases and vapors
 - c) Potential toxic air contaminants

- 3) Isolation of the confined space to prevent any unwanted contaminants from entering by means of lockout/tagout devices, purging, inerting, flushing or ventilating the confined space as necessary to eliminate or control atmospheric hazards.
- 4) Providing pedestrian, vehicle or other barriers as necessary to protect entrants from external hazards.
- 5) Verifying that conditions in the confined space are acceptable for entry into and throughout the duration of an entry.

4. Confined Space Program Manager

- a. The CSPM shall administer and monitor the program in accordance with references (a) and (b).
- b. The CSPM shall designate in writing assistant confined space managers, after all training and on the job proficiencies have been demonstrated in accordance with reference (a) and (b).
- c. The CSPM shall be the Program administrator as designated by the Commanding Officer NAES, and provide annual reviews, as required and ensure equipment, resources are readily available.

5. Assistant Confined Space Program Manager

- a. Assistants shall evaluate permit space conditions to determine if acceptable entry conditions exist prior to entry and if necessary for the duration of the operation.
- b. Ensure trained attendants are posted outside the confined space and means of communications are established between authorized entrants and the rescue control point.
- c. Ensure confined space permits are correctly issued, updated and posted at all opening to the confined space. Cause all work to stop and require all personnel to evacuate the space whenever an unsafe condition is suspected or detected and immediately notify the CSPM and the job site supervisor
- d. Ensure emergency procedures are observed, emergency personnel and equipment are in place when required by the nature of the operation, and all personnel are familiar with the established standard operating procedures prior to authorizing entry or work.

6. Fire Department

- a. Serve as the rescue control point for all incidents relating to confined space work.
- b. Have readily available emergency equipment needed to rescue the entrants from the confined space.
- c. Establish a highly trained and quick response confined space rescue team, which is adequately trained through formal education and on the job proficiency training. Drilling at minimum at least quarterly.

7. Supervisors

- a. Supervisors of employees who work or enter into confined spaces shall ensure their employees have received basic confined space hazard awareness training prior to authorizing entry into confined spaces.
- b. Provide the necessary tools and equipment to safely and effectively work in confined spaces, such as: ventilating equipment, communications equipment, personal protective equipment, lighting, barriers and guards, and any other equipment deemed necessary by the CSPM or his designee.
- c. Designate personnel who have an active role in entry operations (i.e. authorized entrants, attendants, entry supervisors).
- d. Follow established procedures for summoning rescue and emergency services for rescuing entrants from confined spaces and preventing unauthorized personnel from attempting a rescue.

8. Employees

- a. Refrain from entering confined spaces which have not been tested prior to entry and certified safe by the CSPM or his designee.
- b. Comply with all instructions by the CSPM and notify the supervisor of any hazardous condition related to the confined space their working in and promptly evacuate the confined space.

9. Entry Permit

NAES Form 5100/14 will be used to document entry into confined spaces, this permit will be filled out by the CSPM or his designee and posted at all openings of the confined space. All required blocks will be completed by the originator. The original white copy will be kept on file at the Public Safety Department for a period of 5 years from the date of issue.

10. See enclosure (1) flowchart.