CHECKLIST FOR SAFE ENTRY

Use the following checklist to evaluate the confined space.

Do NOT enter a confined space until you have considered every question, and have determined the space to be safe. Circle Y for yes and N for no.

**General**

1. Y N Is entry necessary?

**Testing**

2. Y N Are the instruments used in atmospheric testing properly calibrated?

3. Y N Was the atmosphere in the confined space tested?

4. Y N Was Oxygen at least 19.5% and not more than 21%?

5. Y N Were toxic, flammable, or oxygen-displacing gases/vapors present?
   - Hydrogen sulfide?
   - Carbon monoxide?
   - Methane?
   - Carbon dioxide?
   - Other?

**Monitoring**

6. Y N Will the atmosphere in the space be monitored while work is going on?

7. Y N Continuously?

8. Y N Periodically? (If yes, give interval): **Remember** - Atmospheric changes occur due to the work procedure or the product stored. The atmosphere may be safe when you enter, but can change very quickly.

**Cleaning**

9. Y N Has the space been cleaned before entry is made?

10. Y N Was the space steamed?

11. Y N If so, was it allowed to cool?
<table>
<thead>
<tr>
<th>Title</th>
<th>Effective Date</th>
</tr>
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<tbody>
<tr>
<td>CONFINED SPACE ENTRY CHECKLIST</td>
<td>3/10/91</td>
</tr>
</tbody>
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### Ventilation

12. Y N  Has the space been ventilated before entry?

13. Y N  Will ventilation be continued during entry?

14. Y N  Is the air intake for the ventilation system located in an area that is free of combustible dusts and vapors and toxic substances?

15. Y N  If atmosphere was found unacceptable and then ventilated, was it re-tested before entry?

### Isolation

16. Y N  Has the space been isolated from other systems?

17. Y N  Has electrical equipment been locked out?

18. Y N  Have disconnects been used where possible?

19. Y N  Has mechanical equipment been blocked, chocked, and disengaged where necessary?

20. Y N  Have lines under pressure been blanked and bled?

### Clothing/Equipment

21. Y N  Is special clothing required (boots, chemical suits, glasses, etc)?
   If so, specify:

22. Y N  Is special equipment required (e.g., rescue equipment, communications equipment, etc)? If so, specify:

23. Y N  Are special tools required (e.g., sparkproof)? If so, specify:

### Respiratory Protection

24. Y N  Are MSHA/NIOSH-approved respirators of the type required available at the worksite?

25. Y N  Is respiratory protection required (e.g., air-purifying, supplied air, self-contained breathing apparatus, etc)? If so, specify type:

26. Y N  Can you get through the opening with a respirator on? (If you don't know, find out before you try to enter.)
**Administrative Services Manual**

**Policies and Procedures**

**Title**: CONFINED SPACE ENTRY CHECKLIST

<table>
<thead>
<tr>
<th>Training</th>
<th>27. Y N</th>
<th>Have you been trained in proper use of a respirator?</th>
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<tbody>
<tr>
<td></td>
<td>28. Y N</td>
<td>Have you received first aid/CPR training?</td>
</tr>
<tr>
<td></td>
<td>29. Y N</td>
<td>Have you been trained in confined space entry and do you know what to look for?</td>
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</tbody>
</table>

| Standby/Rescue | 30. Y N | Will there be a standby person on the outside in constant visual or auditory communication with the person on the inside? |
|                | 31. Y N | Will the standby person be able to see and/or hear the person inside at all times? |
|                | 32. Y N | Has the standby person(s) been trained in rescue procedures? |
|                | 33. Y N | Will safety lines and harness be required to remove a person? |
|                | 34. Y N | Are company rescue procedures available to be followed in the event of an emergency? |
|                | 35. Y N | Are you familiar with emergency rescue procedures? |
|                | 36. Y N | Do you know who to notify and how in the event of an emergency? |

| Permit | 37. Y N | Has a confined space entry permit been issued by EHS/RMS? The permit is an authorization in writing that states that the space has been tested by a qualified person, that the space is safe for entry; what precautions, equipment, etc. are required; and what work is to be done. |
|        | 38. Y N | Does the permit include a list of emergency telephone numbers? |