



## County of Henrico Human Resources

Verification	Originator	Revised	Issued
Initials	Risk Management	Risk Management	Risk Management
Date	05/01/2015	05/08/2017	05/01/2018

### Safety/Loss Prevention Manual Chapter 13 Confined Spaces

<b>Area of Application:</b>	County of Henrico General Government & Schools
<b>Document Location:</b>	<a href="http://employees.henrico.us/info/safety-manual/">http://employees.henrico.us/info/safety-manual/</a>
<b>Revisions</b>	
<b>Rev. No.</b>	<b>Date</b> <b>Description</b>
001	05/08/2017    Confined Space Entry Program template added.
002	

#### Purpose:

This chapter provides an overview of Confined Spaces, and the hazards covered by the Virginia Occupational Health & Safety (VOSH) standards 29 CFR 1910.146, Confined Space entry.

#### Scope:

This chapter applies to all employees and contractors working in, or around, non-permit and permit-required confined spaces located within the County of Henrico, as well as at work sites under its jurisdiction. Rather than duplicating information, affected departments should download the written Confined Space Entry program from the Employee Portal under "safety" from the County of Henrico web site.

#### Program Administration:

With guidance from Risk Management, each affected agency will establish a written Confined Space Entry Program that meets the requirements of the standard.

#### General Information:

- A. Confined Space: a space that: is large enough and so configured that an employee can bodily enter and perform assigned work; has limited or restricted means for entry or exit; and is not designed for continuous human occupancy.
- B. Permit-Required Confined Space: meets the three criteria above and has one or more of the following characteristics or conditions:
  1. contains or has the potential to contain a hazardous atmosphere;
  2. has a material that has the potential for the engulfment of an entrant;
  3. has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls, or a floor which slopes downward and tapers to a smaller cross-section, or;
  4. Contains any other recognized serious safety or health hazard.
- C. In addition, no County of Henrico employee shall be allowed to enter any confined space under the following conditions:
  1. Immediately Dangerous to Life and Health atmosphere,
  2. hazardous atmosphere where Self-Contained Breathing Apparatus or tight-fitting respirators are required for safe entry,
  3. or a potential for engulfment.

The flow chart on the following page will determine whether the Permit-Required Confined Space Program should be implemented for the work or project.

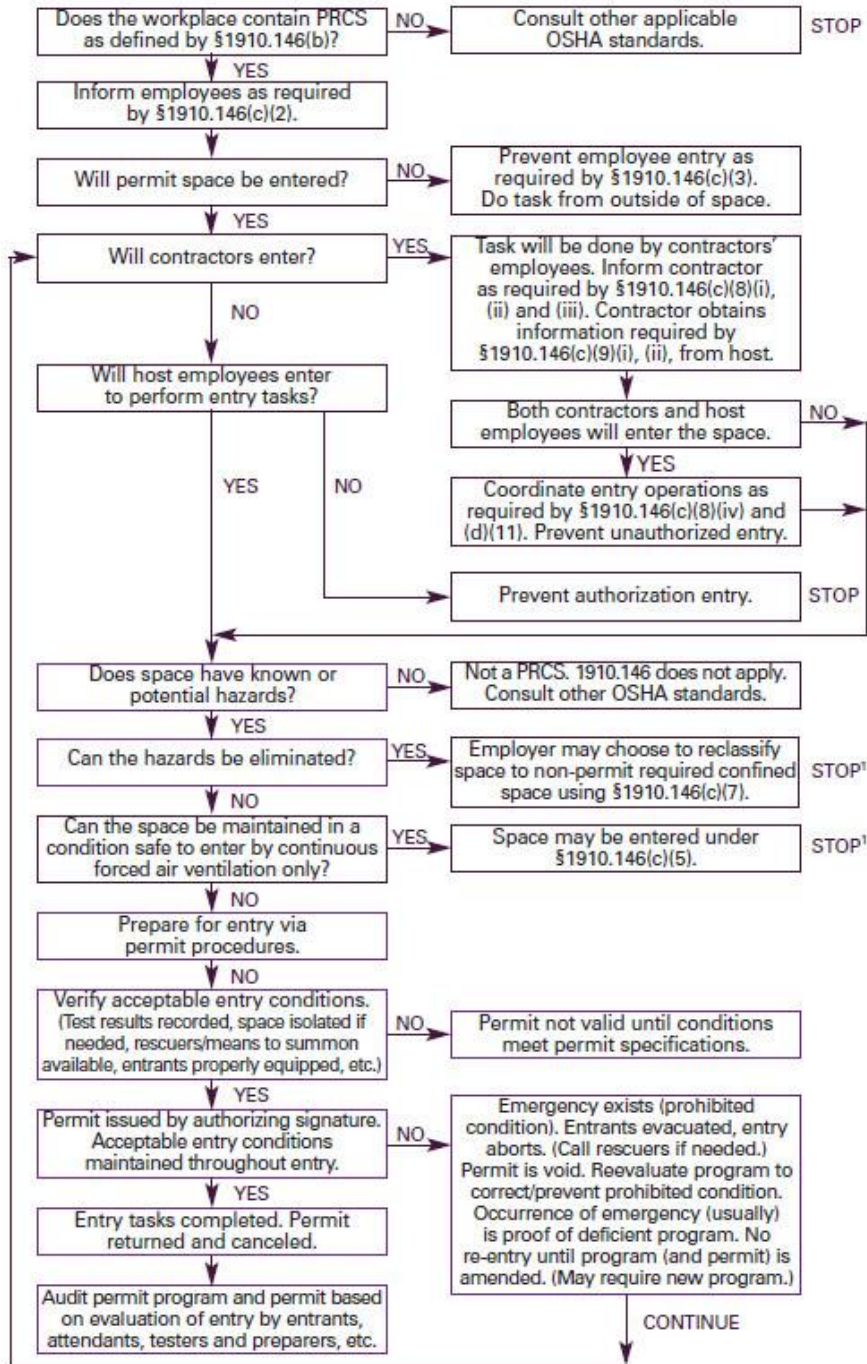


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### Permit-Required Confined Space Decision Flow Chart



<sup>1</sup> Spaces may have to be evacuated and reevaluated if hazards arise during entry.

Source: 29 CFR 1910.146 Appendix A.



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#### Written Program:

The Confined Space Entry Program is located on the Henrico County website via the employee portal page under "Safety".

#### County of Henrico Contractor Coordination Requirements:

- A. When employees of any County of Henrico contractor perform work that involves permit-required confined space entry, the affected agency shall:
  1. Inform the contractor the work site contains permit-required spaces. Entry is allowed only with a permit-required confined space program that meets the requirements of VOSH 29 CFR 1910.146
  2. Inform the contractor of the entry conditions, including all identified hazards and the affected department's experience with the space. Include the reasons why the space has been classified as permit required;
  3. Inform the contractor of any procedures that the affected department has implemented for protecting employees in or near permit-required spaces where contractor employees will be working;
  4. Coordinate entry operations with the contractor, especially whenever departmental employees and contractor employees will be working in or near permit-required spaces; and
  5. Debrief the contractor after the entry operations conclude. Ensure the permit-required confined space program was implemented for the work and any hazards confronted or created in the permit spaces during entry operations have been addressed and abated.
- B. In addition to compliance with permit-required confined space requirements, the contractor will inform each affected department as to:
  1. New or previously unknown permit-required confined space hazards and entry operations;
  2. The effectiveness of procedures followed in line A-4 of this section; and
  3. That all contractor employees worked safely in or around any hazards as part of the permit-required confined space entry.

#### Rescue Teams:

- A. Other than the Department of Fire, internal rescue teams from the Department of Public Utilities, the Department of Public Works, and any other affected department will not be authorized by County of Henrico.
- B. Henrico County Fire and Rescue will be called for emergency rescue.

#### Hot Work Permits (Welding & Cutting):

- A. All welding and cutting being performed in posted Confined Spaces is regulated by the County of Henrico Welding, Cutting & Brazing Program; Chapter 23 of this manual.
- B. Employees performing any kind of hot work shall follow the safety procedures outlined in this chapter and meet the Confined Space Program standard. "Hot Work Permit" requirements for any welding or cutting in Confined Spaces.

#### Disciplinary Procedures:

Non-compliance with any section or part of this chapter and the written program may be subject to disciplinary action as outlined in Henrico County Personnel Rules and Regulations.



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#### Disclaimer:

Although every effort has been made to ensure this chapter and written program addresses all applicable regulations, it is the Department's responsibility to ensure all rules and regulations are identified and followed.