



THE MODEL CITY
CITY OF COMMERCE



**CONFINED SPACE
ENTRY PLAN**

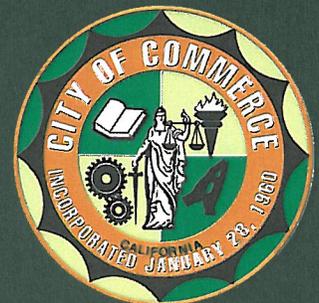


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I. PURPOSE

Confined spaces present many potential dangers to persons who are required to enter them. Many of the hazards can be invisible to the human eye. Efforts should be made, whenever possible, to avoid entering confined spaces. When confined space entry operations are required, special precautions must be taken to protect the persons involved.

Confined spaces may pose numerous health and physical hazards, including, but not limited to:

- A. Atmospheric hazards (i.e. toxic vapors, flammable gases, oxygen deficient or enriched environments)
- B. Entrapment by a liquid or finely divided solid substance
- C. An internal configuration causing an entrant to slip, fall or be trapped or asphyxiated by inwardly converging walls.
- D. Other physical hazards such as those posed by mechanical equipment present in the confined space

This Agency is committed to protecting employees from potential hazards associated with working in confined spaces and to complying with applicable rules and regulations.

II. POLICY

This policy sets forth the minimum requirements associated with permit space entry operations and applies to all employees involved with such work.

Because of the inherent serious dangers posed by confined space entry work, the State of California, Department of Industrial Relations, Division of Occupational Safety and Health (Cal-OSHA) regulations require that employers take specific precautions to protect the health and safety of employees required to perform such work. Those requirements are contained in Title 8, California Code of Regulations, Sections 5156 through 5158 (T8, CCR, §5156-5158).

A. Categories of Confined Spaces

- 1. Non-permit space is a confined space that does not contain, or, with respect to atmospheric hazards, does not have the potential to contain, a hazard capable of causing death or serious physical harm.
- 2. Permit-space is a space that includes any of the following:

- a. Contains, or has the potential to contain, a hazardous atmosphere
- b. Contains a material with the potential to engulf (see Appendix A) an entrant
- c. Has an internal configuration that could trap or asphyxiate an entrant by inwardly converging walls or a floor that slopes downward and tapers to a smaller cross section
- d. Contains any other serious safety or health hazard

Under certain circumstances such as an equipment failure, illegal dumping, or chemical usage, a non-permit space may become a permit space. For example, the use of cleaners, paints, solvents, or welding equipment in or near a non-permit space could increase the atmospheric hazard potential to that of a permit space.

3. Hazardous atmospheres present a reasonably expected potential for death, disablement, injury, or acute illness from any of the following causes:
 - a. A flammable gas, vapor, or mist in excess of 10% of its lower explosive limit (LEL)
 - b. An airborne combustible dust at a concentration that meets or exceeds its LEL, or obscures vision at a distance of 5 feet or less
 - c. An oxygen deficient (i.e. less than 19.5% oxygen) or oxygen enriched (i.e. greater than 23.5% oxygen) atmosphere
 - d. An atmospheric concentration of any toxic, corrosive, or asphyxiant substance in excess of Cal-OSHA exposure limits
 - e. Any condition immediately dangerous to life or health

B. The policy for confined space entry requires the following:

1. Evaluate the workplace for the presence of confined spaces.
2. Assess the potential hazards of identified confined spaces, and classify them as permit-required or non-permit required spaces.
3. Inform potentially exposed employees of the presence of identified spaces and prevent unauthorized entry.

4. Implement procedures and practices for safe non-permit and permit space entry, including the use of "Entry Permits" for permit space entry work, and procedures for re-classifying permit spaces as non-permit spaces.
5. Provide, maintain, and train employees on equipment needed to enter non-permit and permit spaces at no cost to employees.
6. Provide training to employees involved with non-permit and permit space entry operations on their specific duties.
7. Inform contractors or other visitors of the presence of identified confined spaces and prevent unauthorized entry.
8. Review entry operations when it is suspected that protective measures may not offer adequate protection and revise as necessary to correct identified deficiencies.
9. Using cancelled permits, review this program within one year after each permit space entry to ensure affected employees are adequately protected, and revise this program to correct identified deficiencies.
10. Make this program available for inspection by employees and their authorized representatives.

III. DEFINITIONS

- A. Acceptable Entry Conditions: The conditions that must exist in a permit-required space to allow entry and ensure that employees involved with a high-hazard confined space entry can safely enter into and work within the space.
- B. Attendant: An individual stationed outside of permit-spaces to monitor authorized entrants and responsible for performing "Attendant" duties as described in this program.
- C. Authorized Entrant: An employee authorized through training and demonstration of knowledge and competency to enter a permit space.
- D. Blanking or Blinding: The absolute closure of a pipe, line, or duct by fastening a solid plate (e.g. a spectacle blind or skillet blind) that completely covers the bore and can withstand the maximum pressure of the pipe, line, or duct with no leakage beyond the plate.
- E. Double Block and Bleed: The closure of a line, duct, or pipe by closing and locking or tagging two in-line valves and by opening and locking or tagging a drain or vent valve in the line between the two closed valves.

- F. Emergency: An occurrence (including failure of hazard control or monitoring of equipment) or internal or external event to the permit-space that could endanger entrants.
- G. Engulfment: The surrounding and effective capture of a person by a liquid or finely divided (flowable) solid substance that can be aspirated to cause death by filling or plugging the respiratory system; or that can exert enough force to cause death by strangulation, constriction, or crushing.
- H. Entry: Takes place when any part of the body breaks the plain of any opening of a confined space, and includes subsequent activities inside the space.
- I. Entry Certificate: Written documentation of entry, under established conditions, into a permit space reclassified as a non-permit space.
- J. Entry Permit: The department's written authorization for entry, under established conditions, into a permit-space.
- K. Entry Supervisor: The designated individual with overall responsibility for a permit space entry, and for performing "Entry Supervisor" duties as described in this program.
- L. Hot Work Permit: A written authorization to perform riveting, welding, thermal or oxygen cutting, heating or other fire or spark producing operations.
- M. Immediately Dangerous to Life or Health (IDLH): A condition that poses an immediate or delayed threat to life, or that would cause irreversible adverse health effects, or that would interfere with an individual's ability to escape unaided from a confined space.
- N. Inerting: Displacement of the atmosphere in a permit-space by a noncombustible gas (e.g., nitrogen) sufficient to make the resulting atmosphere noncombustible. NOTE: This procedure will produce an oxygen-deficient atmosphere that is IDLH.
- O. Lower Explosive Limit (LEL) and Upper Explosive Limit (UEL): The lower and upper concentration of an ignitable gas or vapor in air (usually expressed in percent by volume at sea level) that will burn if a source of ignition is present, respectively.
- P. Retrieval System: Equipment used for non-entry rescue of persons from permit-spaces, and can include a retrieval line, full-body harness, wristlets, and a lifting device or anchor.

IV. EMPLOYEE NOTIFICATION AND TRAINING

A. Confined Space Notification

1. Potentially affected employees shall be informed of identified or potentially unidentified confined spaces in their workplace during training they shall receive before working in such spaces.
2. Initial training will include the provision of the current Confined Space Table, and instructions to prohibit entering any confined space without receiving training, equipment, and authorization.
3. Potentially affected employees shall receive updates when the Confined Space Table is modified (i.e. addition, deletion, or reclassification of spaces)

B. Training

Employees shall participate in training before receiving authorization to enter non-permit or permit spaces. Training shall include, at a minimum, the following:

1. An overview of confined spaces and their potential hazards, including the relevant definitions provided in Appendix A.
2. Detailed instruction on procedures for non-permit space entry, including:
 - a. Guarding space openings to prevent accidental falls
 - b. Pre-entry atmospheric testing and calibration and use of necessary equipment
 - c. Duties of designated "Buddies" during entry operations
1. Detailed instruction on procedures for permit space entry, including:
 - a. Pre-entry atmospheric testing and calibration and use of necessary equipment
 - b. Use of other necessary equipment such as personal protective equipment, emergency retrieval equipment, ventilation equipment, and communications devices,
 - c. Emergency procedures including non-entry rescue procedures

- d. Duties of persons with active roles during permit space entry operations including Authorized Entrants, Attendants, Entry Supervisors, and Atmospheric Testing Personnel
 - e. Use of Entry Permits for permit space entry operations
 - f. Use of Entry Certificates for the re-classification of permit spaces to non-permit spaces
 - g. Training on procedures for other potential hazards such as fall protection and electrical hazards.
2. Refresher training will be conducted at least annually, or when:
 - a. Changes in entry operations occur that present new hazards for which employees have not been trained
 - b. There is reason to believe that deviations from the required entry procedures exist or employees' knowledge of the required procedures is inadequate.
 3. Employees authorized to act as Attendants shall also be trained and certified in first aid and cardiopulmonary resuscitation (CPR).
 4. Training shall test and certify employee proficiency.

V. NON-PERMIT SPACE ENTRY PROCEDURES

A. General Requirements

1. Non-permit space entry shall only be performed by authorized employees trained in accordance with program requirements.
2. Non-permit space entries shall use the "buddy" system with at least one employee accompanying the entrant during the entry operation. All participants shall review procedures in the event of an unexpected emergency (e.g. communications to emergency services, etc.) before beginning the entry operation.

B. Pre-Entry Requirements

The following measures shall be taken before entry into a non-permit space:

1. Eliminate hazards associated with the removal of the entrance cover (e.g. pressure).

2. After removing the entrance cover, guard openings to prevent accidental falls and foreign object entry such as using a railing, temporary cover, or other temporary barrier.
3. Test the atmosphere with calibrated direct reading instrumentation. The test shall be performed using a rope or other means to lower the instrument into the space to allow for testing without entering the space. Test for the following in the order noted:
 - a. Oxygen content (20.9% oxygen is normal; must not be lower than 19.5% or greater than 23.5%)
 - b. Flammable gases and vapors must be less than 10% Lower Explosive Limit (LEL)
 - c. Other toxic air contaminants, including but not limited to hydrogen sulfide gas and carbon monoxide
 - d. If gasoline or diesel-like odors are noted, additional testing for volatile organic compounds shall be required.
4. In the event an atmospheric hazard is identified within the space, the space will not be entered and will be immediately reclassified as permit space. The entry operation shall not resume until participants are prepared and can meet the requirements detailed in the following section.

VI. PERMIT SPACE ENTRY PROCEDURES

A. General Requirements

1. Permit space entry shall be performed only by authorized employees trained in accordance with program requirements.
2. An initial identification and evaluation of potential hazards of the space shall be performed before entry to determine the specific means, procedures, and practices necessary for safe entry, to include but not limited to:
 - a. Isolate the space.
 - b. Purge, inert, flush or ventilate the space to eliminate or control atmospheric hazards.
 - c. Provide pedestrian, vehicle, or other barriers to protect entrants from hazards.

- d. Verify that conditions in the space are acceptable for the duration of the entry.
3. The specific measures taken to ensure safe entry shall be documented using the Entry Permit (see Attachment C).

B. Atmospheric Testing

1. Atmospheric testing shall be performed 1) before an entry to verify the initial acceptability of atmospheric entry conditions; and 2) continuously, or at frequent enough intervals, to ensure safe atmospheric conditions for the duration of the entry. The following conditions should be tested in the order noted:
 - a. Oxygen content (20.9% oxygen is normal; must not be lower than 19.5% or greater than 23.5%);
 - b. Flammable gases and vapors must be less than 10% LEL)
 - c. Potential toxic air contaminants, including hydrogen sulfide gas, carbon monoxide, and other potential toxic contaminants such as volatile organic compounds.
2. A professional or expert consultant shall be retained to perform testing that cannot be accomplished using the standard testing equipment.
3. Testing should only be performed by a qualified and trained individual using maintained and calibrated instrumentation to ensure the sampling is representative of the total atmosphere in the space and at different levels within a deep tank.
4. Initial and continuous testing should use lines or other means to test the space without entry to avoid individual exposure. If this is not feasible, supplied-air respiratory protection is required for persons entering the space to perform the test.
5. If the prescribed testing indicates a hazardous atmosphere, the Entry Supervisor shall be immediately notified so that the procedures such as purging, ventilation procedures, or use of respiratory protection can be initiated.

C. Isolation

Isolation is the process whereby a confined space is removed from service and protected from the release of energy and material into the space. Procedures to achieve isolation may include, but are not limited to:

1. Disconnect lines that may allow hazardous materials to enter the space.
2. Misalign or remove sections of lines, pipes, or ducts.
3. Take open chemical or gas lines apart, cap ends, and insert blanks between flanged connections. Blanks must be strong enough to handle pressure buildup if the pump is accidentally turned on.
4. Use a double-block-and-bleed system.
5. Use lock-out or tag-out procedures on pumps or other hazardous energy sources such as electrical and mechanical hazards, water lines or pipes, or compressed air.

D. Controlling Ignition Sources

1. Ignition sources, including lit cigarettes, are prohibited in confined spaces.
2. Potential ignition sources such as welding or cutting equipment require a hot work permit.
3. If open flames are used in the space, extra precautions shall be taken to ensure adequate ventilation.

E. Purging and Ventilation

1. If an actual or potential atmospheric hazard exists, the space shall be purged with fresh air and positive ventilation before and during entry. Efforts shall be made to provide a continuous fresh air supply as close as possible to the work area. Care shall be taken to locate the inlet upwind and at least 25 feet away from the space or other potential contaminants such as vehicle exhaust.
2. Residue removal requires proper flushing techniques such as starting at the top, and flushing the space with water or steam. Persons entering the space shall wear personal protective equipment and follow entry procedures to perform such operations.

F. Entry Permit System

1. The entry permit (see Appendix C) shall be completed for every permit space entry operation. Entry shall not commence until all permit precautions have been taken.
2. The entry permit shall authorize entry by only the named employees, into a specified confined space, on a specified day, and during a particular shift.
3. The entry permit shall designate the Entry Supervisor by name. The Entry supervisor shall confirm that pre-entry requirements are met, sign the permit, authorize entry, and brief Entrants, Attendants, and other involved persons on the specific hazards and their responsibilities towards ensuring a safe entry.
4. The completed entry permit shall be read, understood, and initialed by all involved employees before entry, and shall be posted in a readily visible location.
5. Copies of the entry permit shall be provided to the (Position Title) within five working days, and copies shall be retained for a minimum of one year.

G. Designated Roles

Every permit space entry operation shall involve the designation of persons responsible for fulfilling the roles of Authorized Entrant, Attendant, Entry Supervisor, and Atmospheric Testing Personnel. Multiple roles can be taken on by a single individual (e.g. an Attendant may also act as the Entry Supervisor) provided that the individual is trained and equipped to perform those duties. The role responsibilities are as follows:

1. Entry Supervisors shall be responsible for personnel involved with a permit space entry operation, and required to:
 - a. Ensure that individuals involved with the operation are authorized and trained to perform their duties.
 - b. Provide employees with advance notice of anticipated permit space entry work so that arrangements can be made for equipment and testing.
 - c. Perform pre-entry hazard assessment activities, and know the hazards that may be faced by Entrants, including the mode, signs, symptoms, and consequences of exposure.

- d. Verify that the permit has been completed, testing specified on the permit has been completed, and procedures, practices, and equipment are in effect before endorsing the permit and authorizing entry.
 - e. Ensure that onsite non-entry rescue services are available.
 - f. Ensure that additional entry rescue services are available, and that means for summoning them are operable.
 - g. Ensure that entry operations comply with the terms and conditions of the permit.
 - h. Take measures to remove or prevent unauthorized personnel from entering the space
 - i. Ensure that transfer is made to another authorized supervisor when the responsibility for a permit space entry changes, and that the terms and conditions of the permit are maintained.
 - j. Direct employees to leave the area immediately and notify the responsible health and safety personnel to facilitate a re-evaluation if unexpected hazards arise.
 - k. Cancel the permit authorization when unacceptable conditions exist, or when permitted activities are completed.
 - l. Provide copies of the permit to (Position Title) when the entry operation is completed.
 - m. Maintain copies of permits issued under their authority.
2. Authorized Entrants are required to:
- a. Know the potential hazards during entry, including the mode, signs, symptoms, and consequences of exposure.
 - b. Review and understand the Entry Permit, and agree to accept and abide by its conditions by initialing the permit.
 - c. As directed by the Entry Supervisor, assist in implementing safety practices and control measures such as isolation and ventilation.
 - d. Use equipment such as personal protective equipment, testing and monitoring equipment, and ventilating equipment as directed.

- e. Maintain contact with the Attendant.
 - f. Alert the Attendant when a warning sign, exposure symptom, or other prohibited condition is detected.
 - g. Exit the space as quickly as possible when instructed by the Attendant of Entry Supervisor, an alarm is activated, or danger is perceived.
3. An Attendant shall be present outside the space during a permit space entry operation to communicate with the Entrants, monitor conditions of the space, and summon help in an emergency. The Attendant shall maintain communication with Entrants when out of the Attendant's sight. Additional responsibilities shall include:
- a. Maintain a count of persons working in the space and ensure their safety.
 - b. Maintain effective and continuous contact with the Entrants, using communications equipment as necessary.
 - c. Verify that the conditions and requirements of the Entry Permit are maintained.
 - d. Prevent the fouling of airlines and lifelines.
 - e. Direct Entrants to evacuate the space if a hazardous condition is observed.
 - f. Summon emergency services in an emergency.
 - g. If possible, attempt to perform non-entry rescue in an emergency without entering the space.
 - h. Provide emergency rescue personnel with the Entry Permit and relevant information concerning the events leading up to the emergency.
 - i. Do not perform other tasks that interfere with the primary duty of monitoring and protecting Entrants.
 - j. Do not leave the assignment while personnel are inside the space, except to get help in an emergency.
4. Atmospheric Monitoring Personnel shall be required to:

- a. Maintain and calibrate testing equipment in accordance with the manufacturer's specifications before each use to ensure proper functioning.
- b. Perform tests indicated on the Entry Permit, including additional necessary tests and record the results on the permit.
- c. Ensure that the testing is representative of all areas of the space.

H. Re-Classification of a Permit Space to a Non-Permit Space

1. A permit space may be reclassified as a non-permit confined space if the following conditions are met:
 - a. The only hazard present is an actual or potential hazardous atmosphere.
 - b. Continuous forced air ventilation alone can maintain safe entry conditions.
 - c. Monitoring and inspection data support the above two items and are documented and available to Entrants.
 - d. If initial entry is required to obtain the above information and data, the entry shall be performed in accordance with the permit system requirements described above.
2. Once a space has been re-classified as a non-permit space, provisions for continuous forced air ventilation and periodic retesting for hazardous atmospheric conditions shall be made to control potential hazards.
3. An Entry Permit shall be completed to document the actions taken for re-classification, and a copy of the Entry Permit shall be provided to the (Position Title) upon completion.

VII. RESCUE AND EMERGENCY SERVICES

A. General Information

1. The Agency shall ensure that Attendants are trained to perform rescue and emergency services necessary for permit-space entry operations, including non-entry rescue, first aid and CPR techniques, and summoning emergency services for entry rescue.

2. Untrained employees shall not be permitted to perform entry rescue or to enter confined spaces during an emergency.

B. Non -Entry Rescue

1. If a person has collapsed or appears to be having difficulty while working in a confined space, the Attendant shall:
 - a. Summon emergency services using the predetermined procedures such as dialing 911 or calling a local emergency phone number.
 - b. If possible, attempt to retrieve the person from outside the space using the harness retrieval system. At no time shall the Attendant enter the space during an emergency.
 - c. If a non-entry rescue is successful, immediately check for injuries and render first aid and CPR as necessary until medical help arrives.
 - d. Brief and assist emergency services personnel upon their arrival.
2. For a non-entry rescue, retrieval systems or other methods shall be used when Entrants enter a space, unless the equipment would increase the risk of entry or would not contribute to the rescue.
3. Retrieval systems shall meet the following requirements:
 - a. Authorized Entrants shall use a chest or full-body harness, with a retrieval line attached at a point so that when rescued, the Entrant presents the smallest possible profile (generally at the center of the back, near shoulder level).
 - b. Wristlets may be used in lieu of a harness if the harness is infeasible or creates a greater hazard, and that the use of wristlets is the safest alternative.
 - c. The other end of the retrieval line shall be attached to a mechanical device (e.g. tripod and lifting device) or fixed point outside the space. A mechanical device shall be available from all vertical type spaces greater than five feet deep.

C. Entry Rescue

The Fire Department shall act as the designated entry rescue team. The Agency shall:

1. Verify that the Fire Department is available to respond prior to each permit space entry.
2. Inform the Fire Department of the hazards they may confront when called to perform rescue services.
3. Provide the Fire Department with access to all permit spaces from which rescue may be necessary so that they can develop rescue plans and practice rescue operations.

VIII. EQUIPMENT

The following equipment shall be available for use during confined space entry operations, at no cost to employees, for program compliance:

- A. Atm osphere testing and monitoring equipment that detects the presence or deficiency of oxygen, flammability, and toxic substances. A professional or expert consultant shall be retained to perform monitoring beyond the limits of on-hand instrumentation.
- B. A port able ventilation blower and hose
- C. Lock-out or tag-out devices
- D. A tripod, hoisting device, harness, and lifeline
- E. A sel f-contained breathing apparatus with a minimum 30-minute air supply for emergency purposes
- F. Personal protective equipment necessary for respiratory protection, head protection (hard hat), body protection (gloves and/or coveralls to protect against the encountered materials, safety eyewear, safety footwear, and personal fall protection
- G. Adequate lighting such as flashlights or extension lamps approved for the entry environment
- H. Devices for two-way communication such as radios when Entrants are out of sight
- I. Non-sparking tools and low-voltage electrical tools for work in hazardous and wet locations

- J. Portable power tools and lamps that are grounded and equipped with ground fault circuit interrupters

IX. CONTRACTOR NOTIFICATION

The Agency shall inform all contractors, vendors, or other visitors who may be required to work in confined spaces of identified permit and non-permit spaces, of potential hazards associated with those spaces (e.g. fire, explosion, or other health and safety hazard), and of the contractor's/vendor's/visitor's independent responsibility to comply with applicable safety rules and regulations.

Affected contractors/vendors/visitors are required to prepare and implement written confined space entry procedures that, at a minimum, meet the requirements contained in this program.

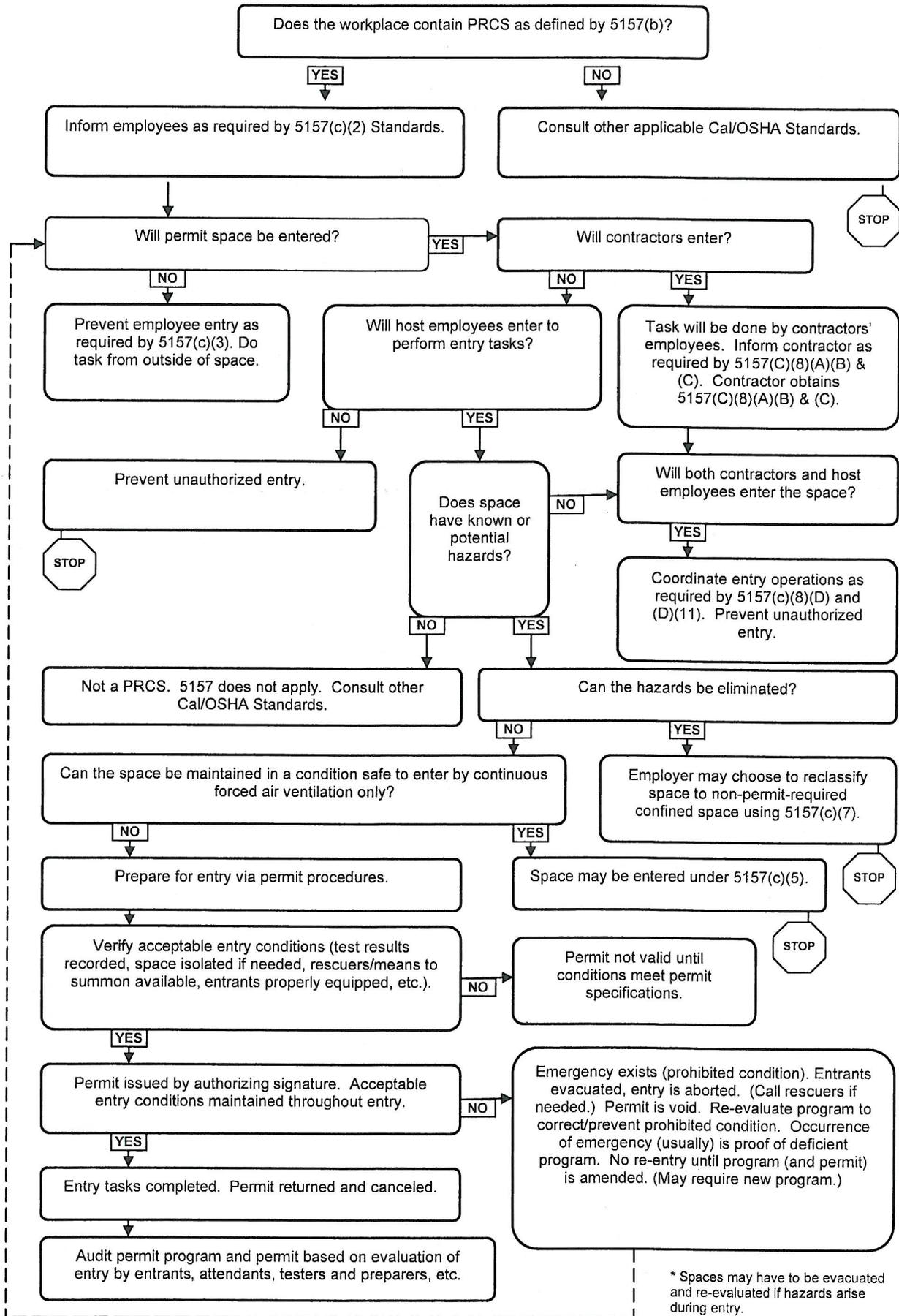
Appendix A: CONFINED SPACE ENTRY PERMIT

Date & Time Issued:	Date & Time Permit Expires:	Entry supervisors name (please print):		
Description of Work:				
Equipment Affected:		Confined Space ID:		
Standby Team:				
Pre-entry atmospheric checks		Time	Time	Testers Initials
Oxygen (minimum 19.5%-max 23.5%)				
Explosive % LEL (less than 10% LEL)				
H ₂ S (less than 10ppm)				
CO (less than 35ppm, 25ppm / in)				
Pre-entry F fluid systems isolation		Yes	No	N/A
Pumps / lines blinded, blocked, disconnected				
Ventilation source established		Yes	No	N/A
Mechanical forced air				
Natural ventilation				
Post ventilation pre-entry atmospheric checks		Time	Time	Testers Initials
Oxygen minimum 19.5% - maximum 23.5%				
H ₂ S (less than 10ppm)				
CO (less than 35ppm, 25ppm in sewers)				
Communication procedures: (established per specific confined space entry plan)				
Rescue procedures (established per specific confined space entry plan)				

Appendix B: ENTRY CERTIFICATE

Training Verification – for the following persons and space to be entered				Yes		No	
All persons entering the space							
Individual(s) acting as supervisor for the entry							
Individual(s) designated as Attendant to monitor access and interior activities							
Equipment on Scene	Yes	No	N/A	Equipment on Scene	Yes	No	N/A
Gas Monitor				Life Line			
Safety Harness				Hoisting Equipment			
Fall Arrest Gear				Communication Equipment			
Protective Clothing				Elect Gear Properly Rated			
Pre-entry Atmospheric checks				Time	Time	Testers Initials	
Oxygen (Minimum 19.5%-Max 23.5%)							
Explosive % LEL (Less than 10% LEL)							
H ₂ S (Less than 10ppm)							
CO (Less than 35ppm, 25ppm / in)							
<p>We have reviewed the work authorized by this permit and the information contained herein. Written instructions and safety procedures have been received and are understood. Entry cannot be approved if any boxes are marked in the "No" column. This permit is not valid unless all appropriate items are completed.</p> <p>Approved by: (Entry Supervisor) _____ Date: _____</p> <p style="text-align: center;">THIS PERMIT IS TO BE KEPT AT JOB SITE.</p> <p>Return a copy to _____ following job completion.</p> <p>Canceled by: (Entry Supervisor) _____ Date/Time: _____</p>							

Appendix C: Decision Flowchart



* Spaces may have to be evacuated and re-evaluated if hazards arise during entry.

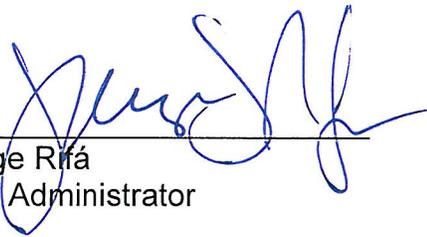
CITY OF COMMERCE

Confined Space Entry Plan



Michael A. Casárou
Human Resources Director

9-23-15
Date



Jorge Rifa
City Administrator

09-24/2015
Date

