

## APPENDIX A

### USE THIS FORM TO DEVELOP DEPARTMENTAL SPECIFIC ELEMENTS OF YOUR CONFINED SPACE ENTRY PROGRAM.

*Instructions are Italicized.*

#### DEPARTMENT CONFINED SPACE PROGRAM

This will serve as an appendix to the OSEH Guideline for entry into confined spaces, outlining implementation issues specific to \_\_\_\_\_ *department name* \_\_\_\_\_.

#### POLICY:

All employees who enter permit-required confined spaces (PRCSs) will follow the procedures described in the OSEH [Confined Space Entry](#) Guideline. As required by this Guideline, employees who enter PRCSs must first attend confined space entry training conducted by the Occupational Safety & Environmental Health (OSEH) Department.

#### IDENTIFICATION OF PERMIT-REQUIRED CONFINED SPACES:

*List or refer to all identified confined spaces and their potential safety and health hazards here.*

#### CONFINED SPACE SAFETY EQUIPMENT:

##### 1. Air Monitoring

*List or refer to all air monitoring equipment by brand, model number, and indicate where the equipment is located.*

Calibration and maintenance of the air monitoring equipment is the responsibility of name of person or department responsible for maintaining and calibrating the equipment. All meters will be calibrated at least monthly and checked for good working order. Equipment in need of repair will be serviced by: name of service vendor .

##### 2. Ventilation equipment

*List or refer to all ventilation equipment by brand, model number and indicate where equipment is located.*

name of person or department responsible is responsible for assuring that the ventilation equipment is maintained and in good working order.

Other equipment necessary for making the PRCS safe for entry will be made available to employees, as needed.

RECORDKEEPING:

1. Calibration Records

Records of calibration of air monitoring equipment will be kept by name of responsible person.  
The records will be stored location of records.

2. Permits

All canceled permits will be returned to supervisor name, and kept on file at location of permits. A copy of the canceled permits will be sent to OSEH, Attn: Industrial Hygiene & Safety Program at 1239 Kipke Drive, Box 1010.

3. Training

Training is scheduled and conducted by the OSEH Industrial Hygiene & Safety Program, 7-1142. Records of training will be kept by OSEH.