POLICY STATEMENTS

01.01 We at Texas State University-San Marcos are committed to supporting the educational mission of the institution through efficient information storage and retrieval appropriate auditing procedures, professional personnel services, and a safe environment. The following procedures contribute to the fulfillment of this policy.

01.02 Texas State University considers the safety and health of its employees and the entire University community to be of utmost importance. Reflecting this concern, the University will enforce these proactive standards to assure that any employee entering a Confined Space will not be subjected to conditions that may cause injury, illness, or death.

01.03 This policy shall be used in conjunction with other pertinent university policies, such as the lockout/tagout and respirator programs.

DEFINITIONS

02.01 The following definitions will occur throughout this document:

a. Acceptable Entry Conditions - the conditions that must exist in order to safely enter into and work within the space using all safety equipment provided.
b. Attendant - an authorized individual stationed outside permit space who monitors the authorized entrants and who performs all attendants’ duties assigned in the employer's permit space program.
c. Authorized Entrant - an employee who is authorized by the employer to enter a permit space.
d. Confined Space - a space that
   1. Is large enough and so configured that an employee can bodily enter and perform assigned work; and
   2. Has limited or restricted means for entry or exit (for example, tanks, vessels, silos, storage bins, hoppers, vaults, pits and trenches) and;
   3. Is not designated for continuous employee occupancy.
e. Emergency - any occurrence (including any failure of monitoring equipment) that could endanger entrants.
f. **Engulfment** - the surrounding and effective capture of a person by a liquid or finely divided (flowable) solid substance that can be aspired to cause death.

g. **Entry** - anytime any part of the entrant's body breaks the plane of an opening into the space.

h. **Entry Permit** - the written or printed document that is issued by Environmental Health, Safety, and Risk Management (EHS&RM) to the Entry Supervisor to allow and control entry into a permit space.

i. **Entry Supervisor** - the person (Texas State University - Owner Designated Representative) responsible for determining if acceptable entry conditions are present at a permit space where entry is planned, and who authorizes entry.

Note: An entry supervisor also may serve as an attendant or as an authorized entrant, as long as that person is trained and equipped as required by this policy for each role he or she fills. The entrant cannot simultaneously be the entry supervisor or attendant. Also, the duties of an entry supervisor may be passed from one individual to another during the course of an entry operation.

j. **Hazardous Atmosphere** - an atmosphere that may expose employees to the risk of death, incapacitation, impairment of ability to self-rescue due to one or more of the following conditions:

1. Flammable gas, vapor or mist in excess of 10 percent of its lower flammable limit;
2. Airborne combustible dust at a concentration that meets or exceeds its LFL (dust obscures vision at a distance of 5 feet (1.52 m) or less).
3. Atmospheric oxygen concentration below 19.5 percent or above 23.5 percent;
4. Atmospheric concentration of any substance which could result in employee exposure in excess of its dose or permissible exposure limit;
5. Any other atmospheric condition that is immediately dangerous to life or health.

k. **Immediately Dangerous to Life or Health (IDLH)** - any condition that posed 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 permit space.

l. **Isolation** - the process by which a permit space is removed from service and completely protected against the release of energy and material into space by such means as; blanking or blinding; misaligning or removing sections of lines, pipes or ducts; a double block and bleed system; lockout/tagout of all sources of energy - or blocking or disconnecting all mechanical linkages.

m. **Line Breaking** - the intentional opening of a pipe, line or duct that is or has been carrying flammable, corrosive, toxic material, an inert gas or any fluid at a volume, pressure or temperature capable of causing injury.

n. **Modes of Exposure** - the routes a hazardous material takes in order to cause injury: inhalation, ingestion or absorption.

o. **Non-Permit Confined Space** - a confined space that does not contain or, with respect to atmospheric hazards, have the potential to contain any hazard capable of causing death or serious physical harm.

p. **Permit-Required Confined Space (Permit Space)** - a confined space that has one or more of the following characteristics:
1. Contains or has potential to contain a hazardous atmosphere;
2. Contains a material that has the potential for engulfing an entrant.
3. Has an internal configuration such that an entrant could be trapped or asphyxiated.
4. Contains any other recognized serious safety or health hazard e.g., "Hot Work".

q. Permit-Required Confined Space Program (Permit Space Program) - the employer's overall program for controlling, and, where appropriate, for protecting employees from, permit space hazards and for regulating employee entry into permit spaces.
r. Permit System - the employer's written procedure for preparing and issuing permits for entry and for returning the permit to service following termination of entry.
s. Prohibited Condition - any condition in a permit space that is not allowed by the permit during the period when entry is authorized.
t. Rescue Service - the personnel designated to rescue employees from permit spaces.
u. Retrieval System - the equipment (including a retrieval line, chest or full-body harness or wristlets, and a lifting device or anchor) used for non-entry rescue of persons from permit spaces.
v. Testing - the process by which the hazards that may confront entrants of a permit space are identified and evaluated. Testing includes specifying the tests that are to be performed in the permit space. Testing enables employees to determine if acceptable entry conditions are present immediately prior to and during entry.

03. PROCEDURE FOR RECLASSIFICATION OF SPACES

03.01 When there are changes in the use or configuration of a non-permit confined space that might increase the hazards to entrants, EHS&RM shall reevaluate that space and, if necessary, reclassify it as a permit-required confined space.

03.02 A space classified by EHS&RM as a permit-required confined space may be reclassified as a non-permit confined space under the following procedures:
a. If the permit space poses no actual or potential atmospheric hazards and if all hazards within the space are eliminated without entry into the space, the permit space may be reclassified as a non-permit space for as long as the non-atmospheric hazards are eliminated.
b. If testing and inspection during entry demonstrate that the hazards within the permit space have been eliminated, the permit space may be reclassified as a non-permit confined space for as long as the hazards remain eliminated. Note: Control of atmospheric hazards through forced air ventilation does not constitute elimination of the hazards.
c. If hazards arise within a space, that has not been declassified to a non-permit space, each employee in the space shall exit the space. The entry supervisor shall then reevaluate the space and determine whether it must be reclassified as a permit space at that time.
04. PERMIT-REQUIRED SPACES ENTRY PROCEDURES

04.01 General Overview
Only authorized personnel who have taken confined space training for entrants and attendants are allowed to perform permit-required confined space entry work. Only personnel who have taken permit issuers confined space training are authorized to write confined space permits. Before entry into a permit-required confined space, a Texas State University Confined Space Entry Permit must be obtained from EHS&RM. The permit will serve as a checklist to ensure that all existing hazards have been identified and correct protective measures have been taken. Confined space permits will only be issued for a specific job, time frame, and only to authorized and trained individuals performing the work. A confined space permit is always required for entry into a permit-required confined space.

04.02 Pre-Entry Procedures
a. Only properly trained personnel authorized by a current Texas State University Entry Permit shall be allowed to enter permit-required confined spaces.
b. Authorized employees shall be aware of the Texas State University Inventory of Confined Spaces and their hazards.
c. Any condition making it unsafe to remove an entrance cover shall be eliminated before the cover is removed.
d. At point of entry, the entrant must verify that the conditions in the space are within acceptable limits as specified by OSHA 29 CFR 1910.146(b) Confined Space Entry Permit provided and issued by EHS&RM.
e. A separate permit shall be filled out for every additional permitted confined space that is to be entered for isolation purposes.
f. Prior to entry, the workers shall monitor the space, ventilate through natural means or mechanical (if needed) then record readings of oxygen, carbon-monoxide and general sensing at regular intervals.
g. When entrance covers are removed, the opening shall be promptly guarded by a railing, temporary cover or other temporary barrier that will prevent an accidental fall through the confined space opening.

04.03 Safety Equipment
The following equipment shall be used as needed when entering a confined space:
a. Air Monitor;
b. Ventilating Equipment;
c. Communication Equipment;
d. Personal Protective Equipment as required by the specific task and location whenever engineering and work practice controls do not adequately protect employees;
e. Lighting Equipment as required;
f. Necessary Barriers and Shields;
g. Ladders needed for safe entry and exit;
h. Necessary rescue and emergency equipment;
i. Any other equipment necessary for safe entry into and rescue from permitted spaces.
04.04 Emergency Procedures - In case of emergency:

a. The attendant shall call 911 and ask for the University Police Department (UPD) dispatcher. UPD will request a rescue crew from the San Marcos Fire Department (SMFD) and send UPD Officers to rescue site to make sure SMFD has unobstructed access to rescue site.

b. The attendant will perform rescue operations until SMFD is on rescue site, using the tripod, hoist and harness, but under no circumstances, will he/she enter the confined space himself/herself.

c. The attendant will perform First Aid/CPR for rescued workers if needed.

d. The attendant will prevent unauthorized personnel from attempting a rescue.

04.05 Entry Permit Procedures:

a. The Entry Supervisor (or his/her designate) of the shop receiving the work order, will request a Confined Space Entry Permit from EHS&RM for each project that requires workers to enter a confined space. An updated list of Entry Supervisors for each individual shop and contractor working for Texas State University is to be approved and maintained at the manager/supervisor's level with a copy sent to EHS&RM.

b. An EHS&RM Specialist will complete the permit onsite with the Entry Supervisor and the Entry Supervisor will authorize entry as per the following:
   1. EHS&RM will perform atmosphere testing of the confined space, gas test and air monitor readings are then recorded on the appropriate line as required by permit;
   2. When the entry supervisor is satisfied that the working conditions are safe, he/she signs the entry permit, posts the permit outside of the confined space and authorizes the workers to enter the confined space;
   3. At the conclusion of the job, the permit is signed as being completed and any appropriate remarks are added;
   4. A copy of the completed permit is made to be filed in the affected shop office and the original is returned to EHS&RM.

c. The permit shall be canceled upon completion of the project, an emergency situation, or when conditions not allowed by the entry permit are found to exist in or near the permitted space. The order to evacuate the confined space can originate from the Entry Supervisor, entrant, or attendant.

04.06 Permit and Space Review - A review committee will consist of two appointments each from Facilities; Facilities Planning, Design, and Construction; Telecom; and EHS&RM.

05. SAFETY EQUIPMENT

05.01 Texas State University shall provide the following equipment at no cost to employees, maintain equipment properly, and ensure that employees use that equipment properly;

a. Testing and monitoring equipment needed to verify that hazardous atmospheric conditions are not present;
b. Ventilating equipment needed to obtain acceptable entry conditions;
c. Necessary communications equipment;
d. Personal protective equipment, e.g. gloves, eye protection, respirators;
e. Lighting equipment needed to enable employees to see well enough to perform their function;
f. Necessary barriers and shields;
g. Equipment, such as ladders, needed for safe entry and exit by authorized entrants;
h. Necessary rescue and emergency equipment;
i. Any of the necessary equipment needed for safe entry into and rescue from permit spaces;
j. A sign reading, "DANGER - PERMIT-REQUIRED CONFINED SPACE, DO NOT ENTER" (or similar language) is to be posted at each permit-required space.

06. RESCUE AND EMERGENCY SERVICES

06.01 When the University arranges to have persons other than the University's employees perform permit space rescue, the University shall:
a. Inform the rescue service of the hazards and changes in conditions they may confront when called on to perform rescue at the University's facility, and
b. Provide the rescue service with access to all permit spaces from which rescue may be necessary.

06.02 To facilitate non-entry rescue, each authorized entrant shall use a chest or full body harness with a retrieval line attached, unless the retrieval equipment would increase the overall risk of injury or would not contribute to the rescue of the entrant. The other end of the retrieval line shall be attached to a mechanical device or fixed point outside the permit space in such a manner that rescue can begin as soon as the rescuer becomes aware that rescue is necessary. A mechanical device shall be available to retrieve personnel from vertical type permit spaces more than 5 feet deep.

06.03 A Material Safety Data Sheet (MSDS) shall be made available to the medical facility treating an injured entrant who has been exposed to a hazardous substance.

07. TRAINING PROCEDURES

Before initial work assignment begins, Texas State University must provide proper training for all employees who are required to work in Confined Space Entry Permit spaces. Upon completing this training, Texas State University must ensure that employees have acquired the understanding, knowledge, and skills necessary for the safe performance of their duties in these spaces. Additional training is required when (1) the job duties change, (2) there is a change in the permit-space program or the permit space operation presents a new hazard, and (3) when an employee’s job performance shows deficiencies. Training is also required for rescue team members, including cardiopulmonary resuscitation (CPR) and first-aid training. Texas State must certify that training has been accomplished. Upon completion of training, employees must receive a certificate of training that includes the employee’s name, signature or initials of trainer(s),
and dates of training. The certification must be made available for inspection by employees and their supervisors.

07.01 All employees assigned as entrants, attendants or Entry Supervisors shall be required to attend a 4-hour Confined Space Entry Safety Training Session provided by an authorized presenter.

07.02 Annual refresher confined space entry safety training will be provided for all affected employees of all appropriate shops.

07.03 Ongoing training shall be provided on an as needed basis by the shop supervisor or his/her designated representative.

07.04 This ongoing training shall establish employee proficiency in the duties required by this section and shall introduce new or revised procedures, as necessary. The training department is available to carry on research and find the resources for necessary training.

07.05 Refresher training will be required on a yearly basis for CPR and once every three years for first-aid.

08. POSITIONS AND DUTIES

08.01 Duties of the Authorized Entrant:
   a. Knows the hazards that may be faced during entry, including information on the mode (e.g., inhalation or dermal absorption), signs or symptoms, and consequences of the exposure;
   b. Use appropriate personal protective equipment properly (e.g., face and eye protection, and others forms of barrier protection such as gloves, aprons, and coveralls);
   c. Communicates with the attendant as necessary i.e., cell phone, radio, visual observation) to enable the attendant to monitor the entrants' status as well as to alert the entrant to evacuate;
   d. Alerts the attendant whenever;
      1. The entrant recognizes any warning sign or symptom of exposure to a dangerous situation or
      2. The entrant detects a prohibited condition; and
   e. Exits from the permit space as quickly as possible whenever:
      1. An order to evacuate is given by the attendant or the entry supervisor;
      2. The entrant recognizes any warning sign or symptom of exposure to a dangerous situation;
      3. The entrant detects a prohibited condition; or
      4. An evacuation alarm is activated.

08.02 Duties of the Attendant:
   a. First and foremost, the attendant remains outside the permit space during entry operations until relieved by another trained attendant;
b. Knows the hazards that may be faced during entry, and the consequences of the exposure;

c. Be aware of the possible behavioral effects of hazard exposure in authorized entrants;

d. Continuously maintains an accurate count of the authorized entrants in the permit space and verifies who is in the space as indicated on the entry permit;

e. Communicates with the authorized entrant as necessary to monitor entrant's status and to alert entrant(s) of the need to evacuate the space;

f. Monitors activities inside and outside the space to determine if it is safe for entrants to remain in the space and orders the authorized entrants to evacuate the permit space immediately under any of the following conditions:
   1. If the attendant detects a prohibited condition;
   2. If the attendant detects the behavioral effects of hazard exposure in an authorized entrant;
   3. If the attendant detects a situation outside the space that could endanger the authorized entrants or;
   4. If the attendant cannot effectively and safely perform all the duties required

g. Summons the rescue and other emergency services as soon as the attendant determines that authorized entrants may need assistance to escape from permit space hazards;

h. Takes the following actions when unauthorized persons approach or enter a permit space while entry is underway:
   1. Warns the unauthorized persons that they must exit immediately if they have entered the permit space;
   2. Contacts the University Police Department in the event that the unauthorized persons do not cooperate.

i. Performs non-entry rescues as specified by the university rescue procedure stated in Section IV; and

j. Performs no duties that might interfere with the attendant's primary duty to monitor and protect the authorized entrants.

08.03 Duties of the Entry Supervisor:

a. Knows the hazards that may be faced during entry, including information on the modes, signs or symptoms, and consequences of the exposure;

b. Verifies emergency plans by checking that the appropriate entries have been conducted, and that all procedures and equipment specified by the permit are in place before signing the permit and allowing the entry to begin;

c. Terminates the entry and cancels the permit as required;

d. Verifies that the means for summoning the rescue services are operable;

e. Removes unauthorized individual(s) who enter or who attempt to enter the permit space during entry operations, or contacts the University Police Department if the unauthorized person(s) do not cooperate; and

f. Determines at intervals dictated by the hazards and operations performed within the space, that the entry conditions remain consistent with terms of the entry permit.
09. **CONFINED SPACE PROCEDURES FOR NON-UNIVERSITY PERSONNEL**

09.01 A copy of Texas State University Confined Space Entry Program is to be made available to all contractors who must work in Texas State confined spaces. It shall be the responsibility of the Texas State University - Owner Designated Representative overseeing the project to assure that the contractor is aware that a confined space entry policy that meets OSHA requirements must be followed.

a. When the University arranges to have employees of another employer perform work that involves permit space entry, the university personnel overseeing the project shall:
   1. Inform the contractor that the work place contains permit spaces and that permit space entry is allowed only through compliance with a permit space program;
   2. Apprise the contractor of the elements, including the hazards identified and the University's experience with the space, that make the space in question a permit space;
   3. Apprise the contractor of any precautions or procedures that the University has implemented for the protection of employees in or near permit spaces where contractor personnel will be working.
   4. Coordinate entry operations with the contractor, when both University personnel and contractor personnel will be working in or near permit spaces. When University personnel are involved, the Texas State University Confined Space Entry Program shall be the minimum standard.

b. In addition to complying with a Confined Space Policy, each contractor who is retained to perform permit space entry operations shall:
   1. Obtain any available information regarding permit space hazards and entry operations from the University.
   2. Coordinate entry operations with the University, when both University personnel and contractor personnel will be working in or near permit spaces;
   3. Inform the University of the permit space program that the contractor will follow, which must meet OSHA regulations;
   4. Inform the University of any hazards confronted or created in permit spaces during entry operations;
   5. Provide safety equipment needed for the specific permit space project.
   6. Provide documentation of authorized personnel who have taken confined space training for entrants and attendants that are allowed to perform permit-required confined space entry work.

10. **TEXAS STATE UNIVERSITY-SAN MARCOS FACILITIES INVENTORY OF CONFINED SPACES**

10.01 See EHS&RM website for a list of all current confined spaces on the Texas State campus.
11. MAJOR RESPONSIBILITIES ASSOCIATED WITH THIS PPS

Major responsibilities for routine assignments associated with this PPS include the following:

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<thead>
<tr>
<th>Positions</th>
<th>Section</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Director, EHS&amp;RM</td>
<td>Review</td>
<td>Annually</td>
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<tr>
<td>Director, Facilities Management</td>
<td>Review</td>
<td>Annually</td>
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<tr>
<td>Director, Facilities Planning, Design, and Construction</td>
<td>Review</td>
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<td>Director, Utilities Operations</td>
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12. CERTIFICATION OF STATEMENT

This FSS/PPS has been approved by the following individuals in their official capacities, and represents FSS policy and procedure from the date of this document until superseded.

Director, Environmental Health, Safety, and Risk Management

Vice President for Finance and Support Services

Approved: __________________________
Reviewer

Approved: __________________________
Vice President for Finance and Support Services