



SAFETY PROGRAM

CONFINED SPACE PROGRAM

May 23, 2023

**ST CLOUD TECHNICAL AND COMMUNITY COLLEGE
CONFINED SPACE PROGRAM**

POLICY

Part 1. Purpose

The confined space written program outlines the practices and procedures to protect St. Cloud Technical & Community College employees and contractors/vendors from hazards associated with confined space entry.

The purpose of this program is to ensure personnel work safely in and around confined spaces by ensuring that entry into any confined space is prohibited. It covers classifying and posting spaces. It applies to employees, facilities directors, facilities personnel, and the campus safety administrator.

For confined space locations containing atmospheric or physical hazards that would impede self-rescue, the confined space procedures will apply. The provisions of this program require St. Cloud Technical & Community College to provide the means, procedures, training and equipment to mitigate hazards associated with confined space. The written confined space program will be available to all employees and their representatives for review.

St. Cloud Technical & Community College is responsible for development and maintaining the confined space program. A master list of confined spaces shall be established and updated as necessary. Director of Safety & Security or designee will retain and maintain master list.

St. Cloud Technical & Community College written program shall be evaluated annually and as needed if there are any changes.

Part 2. Minnesota State Campus Employees Entry into Confined Spaces

For all employees, entry into confined spaces is prohibited.

Part 3. Responsibilities

A. Department Heads and Supervisors

1. Responsible for reviewing the locations within their respective areas to identify either known or suspect confined space locations.
2. Each department head must ensure that appropriate personnel receive and maintain required confined space training.

B. Employees

1. All St. Cloud Technical & Community College employees shall comply with all procedures outlined in this program.

Confined Space Program

2. All employees must complete training as required by their supervisors and follow the procedures as outlined in this program.
3. Employees should assist the safety department in identifying potential confined space locations and hazards.

C. Director of Safety & Security

1. In collaboration with Facility personnel and affected department employees, surveys and profiles confined spaces to determine classification, hazards, and controls.
2. Develops program requirements and training.
3. Maintains confined space designations.
4. Maintains the confined space inventory.
5. Ensures confined space signs and warnings are properly posted.
6. Ensures that all employee training remains current.

D. Facilities Director

1. Reports any changes in the confined space profile to the Director of Safety & Security.
2. Makes information in the confined space inventory available to contractors.
3. Provides a written copy of the known hazards identified in the confined space to the contractor.
4. Ensures that contractors comply with all applicable regulations.

Part 4. Space Evaluation, Classification and Reclassification

All St. Cloud Technical & Community College confined spaces must be identified. If there are no permit- required confined spaces, it shall be clearly documented. This list will be reviewed and updated whenever there are changes affecting work conditions or when a new confined space is identified. If the conditions change in a confined space causing the need for reclassification, employees must notify their supervisor and/or the Director of Safety & Security. The Director of Safety & Security and Facilities personnel must evaluate the space thoroughly and reclassify according to the identified hazards.

Part 5. Prevention of Unauthorized Entry

Unauthorized entry into confined spaces shall be prevented. Prevention measures include training, signs, and security measures. All employees working in or around confined spaces shall attend confined space awareness training.

Part 6. Equipment Maintenance

1. All confined space equipment shall be maintained according to the manufacturer's requirements.
2. All equipment shall be inspected prior to each use and at the end of each use. Any equipment that does not pass inspection shall be removed and taken out of service. Facilities Director and the Director of Safety & Security shall be notified about equipment removal.
3. It is the responsibility of the Facilities Director to ensure that all equipment is

Confined Space Program

properly maintained.

Part 7. Contractors/Vendors

Any work for St. Cloud Technical & Community College at any campus facility or off-site location must be conducted in accordance with all applicable regulations. Contractors must have a written confined space program that complies with all applicable regulations. Each contractor must provide copies of their written program and employee training documentation along with their rescue agreement to the contracting department. Contractors are also responsible to supply all needed equipment to perform safe entry and/or rescue. When a contractor is required to enter or work in a permit required space, the contracting department will furnish a written copy of the known hazards identified in that space to the contractor.

Whenever a contractor will be involved in a permit-required confined space entry, a written plan for the entry will be submitted to the program administrator prior to the work being scheduled. The program administrator or a designated employee who has been trained as an entry supervisor, will approve the contractor written plans. Prior to entry the Director of Safety & Security must inform the contractor if any hazards previously confronted in the space, apprise the contractor of any precautions or procedures that have been implemented for the protection of employees working near that space and coordinate any operations between the contractor and St. Cloud Technical & Community College. At the conclusion of the entry, the contractor will notify the Director of Safety & Security regarding any hazards that were confronted or created in the space.

Part 8. Training

29 CFR 1910.145(g)(1) states, "The employer shall provide training so that all employees whose work is regulated by this section acquire the understanding, knowledge, and skills necessary for the safe performance of the duties assigned under this section." An appropriate employee training program must be developed and implemented after determining there are permit-required confined spaces and whether employees will be allowed to enter these confined spaces. All employees that work near confined spaces and are not allowed to enter, will be given a confined space awareness training in order to comply with part 29 CFR 1910.146(c)(2). To restrict employees from entering permit-required confined spaces, St. Cloud Technical & Community College must ensure employees are trained at an awareness level about confined spaces in order to prevent employees from entering and working in these spaces.

An awareness-level training, shall address the following:

- St. Cloud Technical & Community College confined space program limiting the employees' access to confined spaces and their hazards.
- Recognizing the confined space warning and identification signs.