York University
Confined Space Entry Program

Prepared by: Echelon Response & Training Inc. & Department of Occupational Health and Safety (DOHS)
Reviewed by: DOHS, YUSA JHSC
Last Revision Date: October 2012
I. Objective:

The York University Confined Space Entry Program supports York University’s Occupational Health and Safety Policy and recognizes that potential confined space hazards exist at the University. The Program allows for the following:

- Identification of locations or situations where confined space entry and work is required.
- Safe installation, inspection, maintenance, and repair of equipment and facilities by workers where there is a risk of a hazardous atmosphere caused by the construction, location, contents, or work activity within it.
- Use of an entry and work permit system to ensure that only authorized and trained personnel enter a confined space.
- Training and education of workers who supervise or perform work in a confined space.
- Compliance with the requirements of the Occupational Health and Safety Act of Ontario and the relevant regulations and industry standards.

The purpose of this Confined Space Entry (CSE) program is to establish an effective system to prevent accidents which may cause injury or death to individuals entering confined spaces at York University facilities.

II. Scope:

This program applies to anyone working at any York University facility. This includes York University employees, contractors, and visitors. All individuals will use the permit system outlined in this program.

III. Philosophy

Confined spaces are present at York University and must be entered by employees during the course of their work. The hazards associated with confined space entry pose the risk of serious injury to employees who are not properly trained or equipped to respond. The development and implementation of a Confined Space Entry Program will allow workers to work safely in confined space and will reduce the risk of an accident or death to individuals entering the space.
IV. Applicable Legislation:

Ontario Regulation R.R.O.2005, Reg.851, Industrial Establishments, Sections 119.1 – 119.20 (see Appendix D)
Confined Spaces Regulation

V. Applicable Standards and Guidelines:


American Conference of Governmental Industrial Hygienists [ACGIH] 2010 TLVs and BEIs [Threshold Limit Values and Biological Exposure Indices]

VI. Definitions:

Attendant – Individual assigned to ensure the safety of all entrants working in the confined space. This includes all duties outlined under responsibilities. Attendants will be identified on the CSE permit and will sign that they understand their duties and responsibilities.

Atmospheric hazards – Atmospheres which may contain:
- the accumulation of flammable, combustible or explosive agents,
- an oxygen content in the atmosphere that is less than 19.5 per cent or more than 23 per cent by volume, or
- the accumulation of atmospheric contaminants, including gases, vapours, fumes, dusts or mists, that could,
  - result in acute health effects that pose an immediate threat to life, or
  - interfere with a person’s ability to escape unaided from a confined space;

Category – Designation given to each Space to indicate the level of hazard and the required precautionary measures. There are three Categories (A, B, C)

Category A: is not a confined space by definition and is considered to be a “Restricted Access Space”. Low hazard and precautionary measures.

Category B: is a confined space by definition with low hazards where non-entry rescue can be completed by the attendant. Low hazard and moderate precautionary measures.

Category C: is a confined space by definition with high hazards. An on-site rescue team is required at the point of entry during entry operations. High hazard and precautionary measures.

CS – Confined Space – a space which is fully or partially enclosed, that is not both designed and constructed for continuous human occupancy, and in which atmospheric hazards may occur because of its construction, location or contents or because of work that is done in it.

CS# - A unique control number assigned to each confined space.
CSE – Confined Space Entry – Entry into a CS occurs when any part of an individual crosses the plane of the CS.

Hazard Assessment – A process conducted on each Space to determine its associated hazards, precautions required for entry, and to determine the Category of space it belongs to. A written record of each space is performed to meet the requirement of recognizing where confined spaces exist and assessing the hazards associated with these spaces.

CSE Permit – A document completed prior to all entries listing in detail known hazards, entry equipment requirements, rescue protocols, complete atmospheric testing, and all required preparation information. It is a control document signed by all involved participants in the confined space operation.

Coordination Document: The following information must be provided to a contractor when any of their employees are working in a confined space: Confined Space Program, written hazard assessment and rescue procedures, plan (i.e., work procedure), entry permit, rescue equipment, protection of the space from hazards and unauthorized entry/exit, attendants, and atmospheric testing.

Entrant – Individual assigned to enter a CS for the purpose of work. This includes all duties outlined in the Responsibility Section. Entrants will be identified on the CS permit and must sign the permit to indicate that they understand their duties and responsibilities.

Entry – entry into a Space occurs when any part of an individual’s body crosses the plane at any point of the CS.

Authorized Individual – Individuals skilled in supervising and monitoring confined spaces. This individual creates and terminates all permits. Authorized personnel fulfill all duties and responsibilities as outlined in this program.

ERT – Emergency Response Team. The ERT is not the same as Emergency Medical Services (Police, Fire and Ambulance).

York University Department of Occupational Health & Safety – Designated Confined Space Entry (CSE) Program Coordinator. Duties and responsibilities are outlined in the Responsibility Section.

LEL – Lower Explosive Limit. This is the amount of flammable material required to support a fire with sufficient oxygen and ignition.

Metering/monitoring - The use of a gas detection meter/monitor to test for the presence of atmospheric hazards

Plan – The written strategy required under the Act for confined space entry. The Plan is essentially a work procedure outlining provisions for hazard control such as worker duties, attendants, atmospheric testing, PPE, rescue procedures and equipment, communication, access/egress, and energy isolation.
PPE – Personal Protective Equipment.

Prohibited Condition – Any condition identified in the confined space which has not been outlined in the hazard assessment or which is identified but not controlled. This may include atmospheric hazards (oxygen deficiency, flammable gases, toxic gases) the presence of uncontrolled energies (electric, mechanical, pneumatic, hydraulic, product supply, thermal) and the presence of unauthorized personnel in the space.

Rescue Protocol – The means by which an individual can be removed from a CS in a timely manner. This includes any space an individual is able to bodily enter. The time required will be based on the hazards associated with the entry and/or the operation occurring there. A rescue plan will be outlined in the Confined Space fact sheet. This will include all specialized equipment and procedures.

Restricted Access – A space which is not a confined space by definition, but is considered to be restricted to trained personnel only. The space must be evaluated by a trained individual and must be free from hazardous atmospheres during entry operations. Basic monitoring for oxygen must be completed and recorded in a permanent record. All Restricted Access spaces have been identified as category “A” spaces. (Refer to Restricted Access Checklist – Appendix C).

TLV – Threshold Limit Value (ACGIH). See TWAEV.

TWAEV – Time Weighted Average Exposure Value. The average airborne concentration of a known chemical or biological agent a worker is exposed to over an 8 hour work day or 40 hour work week. It is believed that nearly all workers may be repeatedly exposed to this concentration, day after day for a working lifetime without adverse effect.

Lockout / Tagout: A general term for all methods of ensuring the protection of personnel from uncontrolled energy sources by installing locks and tags on energy isolation devices. See York University Lockout/Tagout Procedures for Maintenance and Utilities Services.

VII. Roles and Responsibilities:

York University Department of Occupational Health & Safety:

- Shall produce, maintain and assist in implementation of the Confined Space Entry Program. This will include the distribution of this program and any subsequent revisions.
- Will assist with the identification and designation of all confined spaces at York University facilities and produce a documented report to be used to identify hazards, required equipment, rescue protocols and metering requirements. Sample document (Space specific fact sheet) found in Appendix A
- Ensure there are guidelines for the review of entry operations when York University has reason to believe that the measures taken under this program
may not protect employees. When required, the CSE program will be revised to correct deficiencies which exist before any subsequent entries are authorized. Changes are to be made on the day of review.

- Formal review of the Confined Space Entry program will be completed every two years. The review must include evaluating terminated permits from the previous year.

**Management must:**

- Provide employees with all required approved equipment;
- Provide employees with all required instruction, training, and supervision;
- Comply with the *Occupational Health & Safety Act* and regulations; and
- Take every precaution reasonable in the circumstance to protect employees.
- Provide contractors with a copy of the coordination document

**Supervisors must:**

- Ensure that employees work in a manner that is safe and healthy;
- Ensure that employees use all required personal protective equipment;
- Ensure that employees follow all work procedures and operating instructions;
- Ensure that employees are advised of all hazards associated with the work;
- Comply with the *Occupational Health & Safety Act* and regulations; and
- Take every precaution reasonable in the circumstance to protect employees.

**Authorized Individual or Supervisor:** Employees qualified as “Authorized Individuals” are skilled in the supervising and monitoring of confined spaces. The Authorized Individual must:

- Know the hazards that may be present during entry, including information on the routes of potential exposures (i.e., inhalation, skin contact, etc.); signs or symptoms, and consequences of exposure.
- Initiate the CSE permit by defining the department/contractor, area, confined space to be entered, reason for entry, name of entrants/attendants, and time the permit will be valid. Permits may only be issued for a maximum of one shift.
- Evaluate the confined space and any work to be performed using the confined space permit. Check off the necessary precautions on the permit in accordance with CSE program.
- Inspect the CS after the precautions have been implemented to ensure that the space is free from oxygen deficient, flammable and toxic atmospheres, before signing off on the permit. This will require the use of an appropriate atmospheric testing instrument.

**Note:** If it is likely that the operation being conducted inside the CS will result in the changing of atmospheric conditions (i.e., welding, sandblasting, removing debris, grinding, etc.), the appropriate boxes on the permit form for continuous monitoring and/or ventilation must be checked and implemented.

- Verify that an appropriate rescue protocol is specified and activation of this protocol has been tested. Depending on the type of entry this may include the posting of a rescue team with specialized equipment at the point of entry.
- Periodically monitor the progress of the work to ensure it is being done properly and within the safety parameters outlined on the permit.
- Prevent and, if necessary, remove unauthorized individuals who enter or attempt to enter the confined space during entry operations.
- Check the confined space after the work has been completed to ensure that it is safe to resume normal operations.
- Debrief entrants and attendants and note on the permit, any problems encountered during an entry operation.
- Terminate the entry and close off the permit.
- Retain the returned CSE permit on file for the longer of the following: one year or at least two most recent records of permits related to a particular confined space are retained.

**Note: This individual may be an Entrant or Attendant.**

**Entrants:** Entrants are employees authorized to enter or perform work inside a confined space. The Entrant must:

- Request a CSE permit from the Authorized Individual when there is work to be performed in a CS. The entrant may be the Authorized Individual.
- Implement the precautions identified on the CSE permit prior to entry. This will include safety equipment and rescue protocols outlined in the entry specific Plan.
- Know the hazards that may be present during entry, including: information on the routes of potential exposures (i.e., inhalation, skin contact, etc.); signs or symptoms and consequences of the exposure.
- Ensure a CSE permit is completed and sign off that the entrant understands the hazards and the control equipment needed to safely complete operations in the CS.
- Properly wear all required personal protective equipment and utilize continuous air monitoring except where noted in the entry specific guidelines and CSE permit.
- Communicate with the Attendant as necessary to enable the Attendant to monitor the status of the Entrant and enable the Attendant to alert the Entrant of the need to evacuate the space.
- Alert the Attendant whenever:
  - The Entrant recognizes any warning sign or symptom of exposure to a dangerous situation.
  - The Entrant detects a condition that is not allowed by the permit.
  - An evacuation alarm is activated.
- Return the confined space entry permit to the Authorized Individual when the work is complete. Ensure the permit has been terminated and closed off.
- Inform any other Authorized Personnel involved in the CS entry of any hazards confronted or created in the confined space as soon as hazards or potential hazards are identified.
- Inform the York University Program Coordinator and Authorized Individual of any problems associated with the confined space program and permit system.

**Attendants:** Attendants are employees qualified to watch over the Entrants safety during a CSE. The Attendant must:
NOTE: A CONFINED SPACE ATTENDANT MUST NEVER UNDER ANY CIRCUMSTANCES ENTER THE CONFINED SPACE!

- Know the hazards that may be present or exist during entry, including information on the routes of exposure (i.e. inhalation, skin contact, etc.); signs or symptoms, and consequences of the exposure.
- Be aware of the possible behavioural effects that the hazard may cause Entrants to exhibit if they become exposed.
- Monitor and maintain the safety of the Entrants inside the confined space at all times.
- Continuously maintain an accurate count of Entrants in the confined space. Record all entry and exit times on the permit associated with authorized entrants.
- Post the permit on or near the confined space and ensure that the conditions stipulated on the permit are being met. Ensure unauthorized persons stay away from the space.

**Note:** Depending on environmental conditions, permits should be posted inside a plastic sleeve to maintain their legibility.

- Know how to activate the prescribed rescue protocol. Test the activation prior to initial entry.
- Initiate and perform non-entry rescue techniques if specified as the preferred rescue protocol in the entry specific Plan. This will usually be supported by the ERT and external safety resources.
- Communicate with Entrants as necessary to monitor the status of the Entrants and to alert Entrants of the need to evacuate the space.
- Order the evacuation of the confined space if:
  - A prohibited condition, which is not allowed on the permit, is observed.
  - If the Entrant exhibits behavioural effects indicative of hazard exposure.
  - A situation outside the space is detected which could endanger those working inside the space (such as activation of the plant emergency alarm)
  - An uncontrolled hazard is detected inside the space.
  - The Attendant cannot effectively and safely perform all required duties.

- Render any medical aid that can be done safely.

**Note:** The attendant must have immediate access to individuals with current certification in First Aid/CPR skills.

- Do not perform duties that may interfere with the primary duty of monitoring and protecting the Entrant(s).

**Note:** Passing tools to the Entrant and monitoring the atmosphere of the confined space is permitted provided the Attendant does not break the plane of the opening into a confined space.
Rescue Team Members: A rescue team member has been trained and certified on all equipment and practices required to rescue individuals from confined spaces at York University facilities. The Rescue team must:

- Setup all needed rescue equipment and stand by the point of egress of any category “C” space.
- Respond when alerted, to immediately implement rescue procedures when an entrant requires assistance to exit the space.
- Participate in training including equipment specific and space specific rescue protocols. The training will meet the requirements under NFPA 1670 for confined space rescue.
- Trained in First Aid and CPR (at least a member of the team must be trained)

Note: York University Rescue team has been trained to provide rescue services only on category “B” confined spaces. Type “C” rescue services have been internally decided to be contracted out.

Contractors must:

- Work in accordance with the York University Confined Space Entry Program
- Use York University confined space entry permitting system and all related documentation when performing confined space work on York University premises
- Ensure all workers (contractors/subcontractors) working in or near a confined space have adequate training
- Submit all required documentation (listed in Appendix F) to York University hiring Department.

Note: For specific requirements on contractor’s confined space work, refer to Section XI., Part C.

VIII. Training:

All individuals involved with CSE and any associated work must be trained in the applicable sections of this program and the Act and regulations. Training can be arranged by contacting DOHS. The following outlines the type of training required for each individual:

<table>
<thead>
<tr>
<th>Position</th>
<th>Type of training</th>
<th>Length of training</th>
<th>Trainer</th>
<th>Frequency of review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workers completing associated work</td>
<td>CSE Awareness</td>
<td>3 hours</td>
<td>DOHS</td>
<td>Yearly (at least once every two years; refresher 2hrs)</td>
</tr>
<tr>
<td>Authorized Individuals Entrants Attendants</td>
<td>CSE Advanced-Level B Entry Rescue</td>
<td>12 hours</td>
<td>Outside Trainer</td>
<td>Yearly (at least once every two years; refresher 8hrs)</td>
</tr>
<tr>
<td>Rescue team members (Level C Entry Rescue) <strong>Contracted Out</strong></td>
<td>CSE Rescue</td>
<td>36 hours</td>
<td>Outside Trainer</td>
<td>Semi annual (at least once every two years; refresher 8 hrs)</td>
</tr>
</tbody>
</table>
Training Outline:

The CSE awareness training conducted by DOHS incorporates the following:

- Confined space definition
- Hazard assessment and control/written plan assessment
- Atmospheric hazards
- Coordination document
- Program components
- Training, its components
- Entry permits
- Rescue procedures, rescue equipment
- Atmospheric testing
- Maintaining records

At the end of the session, a quiz is administered by the trainer to assess the competency level of understanding the information provided. Training records are maintained by DOHS.

IX. Designation of Confined Spaces

All spaces are identified based on the confined space definition of the Act (see “confined space” in Definitions section):

A confined space is;

a space which is fully or partially enclosed, that is not both designed and constructed for continuous human occupancy, and in which atmospheric hazards may occur because of its construction, location or contents or because of work that is done in it.

Atmospheric hazards are;

Atmospheres which may contain;

- the accumulation of flammable, combustible or explosive agents,
- an oxygen content in the atmosphere that is less than 19.5 per cent or more than 22 per cent by volume limit, or
- the accumulation of atmospheric contaminants, including gases, vapours, fumes, dusts or mists, that could,
  o result in acute health effects that pose an immediate threat to life, or
  o interfere with a person’s ability to escape unaided from a confined space;

All known spaces will be outlined on York University CSE hazard assessments located in the “York University Confined Space Entry Management System” Database. All of these spaces will be permanently labelled using a standard York University sign (See
Appendix G – Standard Sign). All piping and enclosed vessels are potential CS’s, but do not need to be permanently labelled if the access is locked, welded or bolted closed.

X. Atmospheric Metering Requirements – All Confined Spaces

- All designated CS must be metered using a calibrated, functionally bump tested gas detection meter/monitor. The required points of testing will be specified on the CSE Fact Sheet Hazard Assessment (See Appendix A).
- Calibration of the meter must be within the manufacturer’s recommendations. Presently ISC ITX Meter used by Central Utilities, York University requires calibration on a monthly basis.
- Functional bump testing must be complete before each day of use. This process will show the meter specific known quantities of gas and test that it is within tolerances specified by the manufacturer.
- All spaces are required to meet the following limits for atmospheric hazard monitoring.

Note: Actual metering and monitoring requirements for each space have been outlined in the space Hazard assessment.

<table>
<thead>
<tr>
<th>Hazard to be tested</th>
<th>Sensor</th>
<th>Required limits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oxygen content</td>
<td>Electrochemical O₂</td>
<td>Between 19.5% - 23%</td>
</tr>
<tr>
<td>CO content</td>
<td>Electrochemical CO</td>
<td>Below 25 ppm</td>
</tr>
<tr>
<td>H₂S content</td>
<td>Electrochemical H₂S</td>
<td>Below 10 ppm</td>
</tr>
<tr>
<td>Flammable gas</td>
<td>Catalytic Bead</td>
<td>&lt;5% LEL (hot work)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>&lt;10% LEL (cold work)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>&lt;25% inspection work</td>
</tr>
<tr>
<td>Cl₂</td>
<td>Colorimetric Tube</td>
<td>Below 0.5 ppm</td>
</tr>
<tr>
<td>NH₃</td>
<td>Colorimetric Tube</td>
<td>Below 25 ppm</td>
</tr>
</tbody>
</table>

- If there are other known or suspected gases which will require testing, they are to be identified in the CSE Hazard Assessment. All atmospheric testing must be below the posted TLV / TWAEV established for the substance in question.
- All metering results will be conducted by a trained and competent individual.
- All metering results will be kept in a permanent record on the York University CSE Permit. (See Appendix B).
- If metering of a space cannot be performed, the entry cannot be made. **NO EXCEPTIONS.**
- Restricted Access spaces will require O₂ testing prior to entry.

Section left blank
XI. A- General Entry Requirements – Restricted Access Spaces:

1. A space specific hazard assessment must be produced outlining hazard information, preparation information, and equipment required for entry. This is anticipated to be minimal as it is not a confined space.

2. Completion of a Restricted Access checklist (Appendix C) to ensure safety.

3. Notification must be made to the Authorized Individual that entry into a restricted access space is being made. This will include the time expected to complete work in the space and any anticipated hazards or problems identified on the Checklist.

4. Upon completion of the entry, notification is to be made to the Authorized Individual.

B- General Entry Requirements – All confined spaces prior to entry:

1. A space specific hazard assessment must be produced from the York University outlining the specifics of the entry, hazard information, preparation information, metering requirements, equipment requirements, and rescue protocols. (See Appendix A for an example).

2. York University CSE permit must be used for every entry made into designated spaces at any York University facility. (See Appendix B – York University CSE Permit).

3. Planned and easy egress from all accessible areas of the space must be made.

4. Isolation and protection of the CS while operations are ongoing must be ensured.

5. Mechanical and electrical sources of energy must be isolated and locked out. Verification of isolation must be completed. (See CSE fact sheet for specifics).

6. All piping and supply lines which may cause a hazardous condition must be blanked off and residual pressures dissipated. (See CSE fact sheet for specifics).

7. Any other condition that can create a hazard must be controlled or eliminated, (loose or mobile equipment which may turn or fall). (See CSE fact sheet for specifics).

8. All spaces must be tested with an adequate gas meter/monitor by a competent person, as outlined in the “Atmospheric Metering Requirements”. All results must be recorded in a permanent record (York University CSE Permit – Appendix B).

9. All equipment to be used must be inspected by a competent person before each use. Records of these inspections must be kept in a permanent record and must be signed on the permit prior to each entry.

10. The manufacturer’s instructions manual shall be readily accessible and available to the users at all times. Another copy should be kept on file by the area manager.
11. The rescue protocol listed on the CSE Hazard Assessment must be tested prior to entry to ensure all entrants can be removed from the space in a timely manner to prevent injury or death. If the space is a category “C” then the rescue team must be at the point of access with all needed equipment to complete the rescue.

C- General Entry Requirements- Contractors

Contractors must:

1. Receive a copy of the YU CSE Program
2. Receive a copy of the work permit for the related confined space work
3. Receive a copy of Coordination Document (Appendix E)
4. Receive a copy of York University Third Party Contractor Prequalification (Appendix F)
5. Ensure all workers working in or near a confined space have adequate training
6. Work in accordance with the confined space entry plan specific to their work location
7. Authorize and terminate a work permit when they perform confined space work

Contractors shall be required to document their CSE procedures and submit them to York University upon request. Contractors should be made aware of the facility specific CSE Plan prior to work commencing at any facility. York University CSE permit system must be used for any entry at York University facilities.

Specific Entry Requirements – By Space and Type

Each space is different and will have its own hazards and specific entry procedures to ensure work can be performed safely. Specific information on each space is outlined in the CSE Hazard Assessment found in the Confined Space Entry Management System Database.

**THIS FACT SHEET MUST BE REVIEWED PRIOR TO EACH ENTRY. NO EXCEPTIONS.**

Section left blank
# Appendix A – Confines Space Entry Fact Sheet and Space specific Hazard Assessment

## Hazard Identification

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Controls</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oxygen Deficiency</td>
<td>Possible Displacement</td>
</tr>
<tr>
<td>Flammable Material</td>
<td>Ventilate / Atmospheric test to compliance</td>
</tr>
<tr>
<td>Toxic Material 1</td>
<td>Methane</td>
</tr>
<tr>
<td>Toxic Material 2</td>
<td>Hydrogen Sulphide</td>
</tr>
<tr>
<td>Toxic Material 3</td>
<td>Ventilate / Atmospheric test to compliance</td>
</tr>
<tr>
<td>Product Supply 1</td>
<td>Flow</td>
</tr>
<tr>
<td>Product Supply 2</td>
<td>Life pump lockout / tagout</td>
</tr>
<tr>
<td>Product Supply 3</td>
<td></td>
</tr>
<tr>
<td>Electricity</td>
<td>Pump Electric</td>
</tr>
<tr>
<td>Pneumatic</td>
<td>Breaker isolation and lockout</td>
</tr>
<tr>
<td>Thermal</td>
<td></td>
</tr>
<tr>
<td>Hydraulic</td>
<td></td>
</tr>
<tr>
<td>Slip Fall</td>
<td>Fall concern x3 meters</td>
</tr>
<tr>
<td>Mechanical</td>
<td>Fall arrest equipment</td>
</tr>
<tr>
<td>Other</td>
<td>Head protection</td>
</tr>
<tr>
<td>Other 2</td>
<td>Hard Hat</td>
</tr>
</tbody>
</table>

### Equipment Required

- **Atmospheric test**: Retriever, Hard Hat
- **Fall protection**: CSE permit, Portable lighting
- **Tripod**: Splash protection

### Entry and Egress

2 x 3 x 4 ft hatches. Vertical entry into lift station.

### Metering and Monitoring

- **Monitor Requirements**: Oxygen, CO, LEL, H2S
- **Specific Monitor Samples**: 3

### Rescue Protocol / Rescue Equipment

- Tripod, retriever, lifeline, 5 point harness. Ventilation fan, alarm.

### Additional Information

- Possible splash protection and air purifying respirator.
Confined Space Entry Permit

Address location of CSE: ____________________________ Date: ________________
Echelon Response reference # ____________________________ Permit expiration time: ________________
Description of confined space to be entered: ________________________________________________________
Description of work to be performed: ________________________________________________________________

CONTRACTORS:
Company Name: ____________________________ Company has been prequalified: YES ____ NO ____
I have been advised of and will ensure consistency with York University CSE program.
Name (print): ____________________________ Signature: ____________________________

HAZARD IDENTIFICATION:

<table>
<thead>
<tr>
<th>Hazards</th>
<th>Controls</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oxygen deficiency</td>
<td></td>
</tr>
<tr>
<td>Flammable material</td>
<td></td>
</tr>
<tr>
<td>Toxic material 1</td>
<td></td>
</tr>
<tr>
<td>Toxic material 2</td>
<td></td>
</tr>
<tr>
<td>Product supply 1</td>
<td></td>
</tr>
<tr>
<td>Product supply 2</td>
<td></td>
</tr>
<tr>
<td>Electricity</td>
<td></td>
</tr>
<tr>
<td>Pneumatics</td>
<td></td>
</tr>
<tr>
<td>Hydraulic</td>
<td></td>
</tr>
<tr>
<td>Slip Fall</td>
<td></td>
</tr>
<tr>
<td>Mechanical</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

Equipment required

The above listed equipment has been inspected to meet compliance and is in good working order.
Name: ____________________________ Signature: ____________________________

AUTHORIZED EMPLOYEES:
All authorized employees are aware of the hazards, control measure, PPE, and procedures to safely complete work in this confined space.

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Entrant</th>
<th>Attendant</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PERMIT AUTHORIZATION:
I certify that all required precautions have been taken and the required equipment has been provided for safe entry into the space.

Date: ________________
Time: ____________________________
Name: ____________________________
Supervisor/Designate: ____________________________
Signature: ____________________________

PERMIT TERMINATION:
This permit is terminated. The space is no longer considered to be safe. If subsequent entries are required a new permit must be issued.

Date: ________________
Time: ____________________________
Name: ____________________________
Signature: ____________________________
<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
<th>O2 %</th>
<th>LEL %</th>
<th>CO ppm</th>
<th>H2S ppm</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Acceptable limits

- O2: 19.5-23%
- LEL: <5%-
- CO: Hotwork <10%
- Cold Work <25%
- Other: Inspection

<table>
<thead>
<tr>
<th>Meter Make</th>
<th>Meter Model</th>
<th>Meter Serial #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**RESCUE PROTOCOL / RESCUE EQUIPMENT**

- Vertical extraction
- Horizontal extraction
- Combined extraction
- Non-entry rescue
- Entry rescue

**CONFINED SPACE ENTRY/EXIT LOG**

<table>
<thead>
<tr>
<th>NAME</th>
<th>TIME</th>
<th>Entry</th>
<th>Exit</th>
<th>Entry</th>
<th>Exit</th>
<th>Entry</th>
<th>Exit</th>
<th>Entry</th>
<th>Exit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Restricted Access is categorized as a Type A space, which is not a confined space as defined in York University Confined Space Entry Program. The space is considered to be low hazard where precautionary measures are taken. This checklist provides a guide of what precautionary measures are commonly taken before entry to this Type A space. This checklist also provides a way to determine whether the work being done will change the atmosphere of the space. In this event the Type A space may change to a Type B or Type C space. All precautions shall be followed as per York’s Confined Space Entry Program.

Space Name: _____________________ Date: _____________________

Type of Work Being Performed:

______________________________________________________________

Estimated time in space: ___________________

The following checklist must be completed prior to entry into “Restricted Access” spaces in the York University campuses.

Work to be performed in the restricted access space:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Will you be completing hot work in the space (welding, grinding, gouging)?</td>
</tr>
<tr>
<td>2.</td>
<td>Will you be introducing any hazardous materials in the space such as flammable, toxic, corrosive or oxidizing products?</td>
</tr>
<tr>
<td>3.</td>
<td>Will you be running fuel burning equipment in or near the space?</td>
</tr>
<tr>
<td>4.</td>
<td>Do you have reasons to believe the space is contaminated with a material which may cause an atmospheric hazard?</td>
</tr>
<tr>
<td>5.</td>
<td>Do you require respiratory protection to enter the space?</td>
</tr>
<tr>
<td>6.</td>
<td>Are there obstructions such as debris, water or equipment which will prevent easy access and egress from the space?</td>
</tr>
<tr>
<td>7.</td>
<td>Any other potential hazards arising from work performed? Such as:</td>
</tr>
</tbody>
</table>
Air Monitoring (every 15 mins):

<table>
<thead>
<tr>
<th>Time:</th>
<th>O₂ Level</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8. Are any of the metering results below 19.5% or above 23%?  
<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

If you have answered **Yes** to any of the 8 questions on this checklist then the space is considered to be a confined space and must be permitted as outlined in your procedure.

Attendant Name: _________________  Signature: _________________

<table>
<thead>
<tr>
<th>Entrant Name</th>
<th>Time IN</th>
<th>Time OUT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
119.1 In this Part,

“acceptable atmospheric levels” means that,

(a) the atmospheric concentration of any explosive or flammable
gas or vapour is less than,

(i) 25 per cent of its lower explosive limit, if paragraph
1 of subsection 119.18 (4) applies,

(ii) 10 per cent of its lower explosive limit, if paragraph
2 of subsection 119.18 (4) applies,

(iii) 5 per cent of its lower explosive limit, if paragraph 3
of subsection 119.18 (4) applies,

(b) the oxygen content of the atmosphere is at least 19.5 per cent
but not more than 23 per cent by volume, and

(c) the exposure to atmospheric contaminants does not exceed any
applicable level set out in a regulation made under the Act and listed in Table 1;

“assessment” means an assessment of hazards with respect to one or more confined spaces
in a workplace, as described in section 119.5;

“atmospheric hazards” means,

(a) the accumulation of flammable, combustible or explosive
agents,

(b) an oxygen content in the atmosphere that is less than 19.5 per
cent or more than 23 per cent by volume, or

(c) the accumulation of atmospheric contaminants, including
gases, vapours, fumes, dusts or mists, that could,
result in acute health effects that pose an immediate threat to life, or
interfere with a person’s ability to escape unaided from a confined space;
“cold work” means work that is not capable of producing a source of ignition;
“confined space” means a fully or partially enclosed space,
(a) that is not both designed and constructed for continuous human occupancy, and
(b) in which atmospheric hazards may occur because of its construction, location or contents or because of work that is done in it;
“emergency work” means work performed in connection with an unforeseen event that involves an imminent danger to the life, health or safety of any person;
“hot work” means work that is capable of producing a source of ignition;
“lead employer” means an employer who contracts for the services of one or more other employers or independent contractors in relation to one or more confined spaces that are located,
(a) in the lead employer’s own workplace, or
(b) in another employer’s workplace;
“plan” means a plan for one or more confined spaces in a workplace, as described in section 119.6;
“program” means a program for one or more confined spaces in a workplace, as described in section 119.4;
“purging” means displacing contaminants from a confined space;
“related work” means work that is performed near a confined space in direct support of work inside the confined space. O. Reg. 629/05, s. 5.
119.2 (1) Sections 119.3 to 119.6 and 119.8 to 119.20 of this Regulation do not apply to emergency work performed by,
(a) a firefighter as defined in the Fire Protection and Prevention Act, 1997; or
(b) a person who,
(i) holds a certificate under the Technical Standards and Safety Act, 2000 designating him or her as a gas technician, and
(ii) is working under the direction of a fire department, as defined in the Fire Protection and Prevention Act, 1997. O. Reg. 629/05, s. 5.
(2) A worker described in subsection (1) who performs emergency work shall be adequately protected by,
(a) personal protective equipment provided by the worker’s employer;
(b) training under section 119.7 provided by that employer; and
(c) written procedures and other measures developed by that employer. O. Reg. 629/05, s. 5.

(3) This Part does not apply to work performed underwater by a diver during a diving operation, as defined in Ontario Regulation 629/94 (Diving Operations) made under the Act. O. Reg. 629/05, s. 5.

119.3 (1) This section applies if the workers of more than one employer perform work in the same confined space or related work with respect to the same confined space. O. Reg. 629/05, s. 5.

(2) Before any worker enters the confined space or begins related work with respect to the confined space, the lead employer shall prepare a co-ordination document to ensure that the duties imposed on employers by sections 119.4 to 119.6, 119.8 to 119.11 and 119.13 to 119.19 are performed in a way that protects the health and safety of all workers who perform work in the confined space or related work with respect to the confined space. O. Reg. 629/05, s. 5.

(3) Without restricting the generality of subsection (2), the co-ordination document may provide for the performance of a duty or duties referred to in that subsection by one or more employers on behalf of one or more other employers, with respect to some or all of the workers. O. Reg. 629/05, s. 5.

(4) A copy of the co-ordination document shall be provided to,

(a) each employer of workers who perform work in the same confined space or related work with respect to the same confined space; and

(b) the joint health and safety committee or health and safety representative, if any, for each employer of workers who perform work in the same confined space or related work with respect to the same confined space. O. Reg. 629/05, s. 5.

119.4 (1) If an employer’s workplace includes a confined space that workers may enter to perform work, the employer shall ensure that a written program for the confined space is developed and maintained in accordance with this Part before a worker enters the confined space. O. Reg. 629/05, s. 5.

(2) The program may apply to one or more confined spaces. O. Reg. 629/05, s. 5.

(3) The program shall be developed and maintained in consultation with the joint health and safety committee or the health and safety representative, if any. O. Reg. 629/05, s. 5.

(4) The program shall be adequate and shall provide for,

(a) a method for recognizing each confined space to which the program applies;

(b) a method for assessing the hazards to which workers may be exposed, in accordance with section 119.5;

(c) a method for the development of one or more plans, in accordance with section 119.6;
(d) a method for general training of workers, in accordance with section 119.7; and  
(e) an entry permit system that sets out the measures and procedures to be followed when work is to be performed in a confined space to which the program applies.  
O. Reg. 629/05, s. 5.

(5) The employer shall provide a copy of the program to the joint health and safety committee or the health and safety representative, if any.  
O. Reg. 629/05, s. 5.

(6) The employer shall ensure that a copy of the program is available to,

(a) any other employer of workers who perform work to which the program relates; and  
(b) every worker who performs work to which the program relates, if the workplace has no joint health and safety committee or health and safety representative.  
O. Reg. 629/05, s. 5.

119.5 (1) Before any worker enters a confined space, the employer shall ensure that an adequate assessment of the hazards related to the confined space has been carried out.  
O. Reg. 629/05, s. 5.

(2) The assessment shall be recorded in writing and shall consider, with respect to each confined space,

(a) the hazards that may exist due to the design, construction, location, use or contents of the confined space; and  
(b) the hazards that may develop while work is done inside the confined space.  
O. Reg. 629/05, s. 5.

(3) The record of the assessment may be incorporated into an entry permit under section 119.9.  
O. Reg. 629/05, s. 5.

(4) If two or more confined spaces are of similar construction and present the same hazards, their assessments may be recorded in a single document, but each confined space shall be clearly identified in the assessment.  
O. Reg. 629/05, s. 5.

(5) The employer shall appoint a person with adequate knowledge, training and experience to carry out the assessment and shall maintain a record containing details of the person’s knowledge, training and experience.  
O. Reg. 629/05, s. 5.

(6) The assessment shall contain the name of the person who carries out the assessment.  
O. Reg. 629/05, s. 5.

(7) The person shall sign and date the assessment and provide it to the employer.  
O. Reg. 629/05, s. 5.

(8) On request, the employer shall provide copies of the assessment and of the record mentioned in subsection (5) to,

(a) the joint health and safety committee or the health and safety representative, if any; or
(b) every worker who performs work to which the assessment relates, if the workplace has no joint health and safety committee or health and safety representative. O. Reg. 629/05, s. 5.

(9) The employer shall ensure that the assessment is reviewed as often as is necessary to ensure that the relevant plan remains adequate. O. Reg. 629/05, s. 5.

119.6 (1) Before any worker enters a confined space, the employer shall ensure that an adequate written plan, including procedures for the control of hazards identified in the assessment, has been developed and implemented by a competent person for the confined space. O. Reg. 629/05, s. 5.

(2) The plan may be incorporated into an entry permit under section 119.9. O. Reg. 629/05, s. 5.

(3) The plan shall contain provisions for,

(a) the duties of workers;
(b) co-ordination in accordance with section 119.3, if applicable;
(c) on-site rescue procedures, in accordance with section 119.10;
(d) rescue equipment and methods of communication, in accordance with section 119.11;
(e) clothing and personal equipment and devices, in accordance with section 119.12;
(f) isolation of energy and control of materials movement, in accordance with section 119.13;
(g) attendants, in accordance with section 119.14;
(h) adequate means for entering and exiting, in accordance with section 119.15;
(i) atmospheric testing, in accordance with section 119.17;
(j) adequate procedures for working in the presence of explosive or flammable substances, in accordance with section 119.18; and
(k) ventilation and purging, in accordance with section 119.19.

O. Reg. 629/05, s. 5.

(4) One plan may deal with two or more confined spaces that are of similar construction and present the same hazards as identified by the assessment. O. Reg. 629/05, s. 5.

(5) The employer shall ensure that the plan is reviewed as often as is necessary to ensure that it remains adequate. O. Reg. 629/05, s. 5.

119.7 (1) Every worker who enters a confined space or who performs related work shall be given adequate training for safe work practices for working in confined spaces and for performing related work, including training in the recognition of hazards associated with confined spaces. O. Reg. 629/05, s. 5.

(2) The employer shall appoint a person with adequate knowledge, training and experience to conduct the training. O. Reg. 629/05, s. 5.
(3) The employer shall ensure that training under this section is developed in consultation with the joint health and safety committee or the health and safety representative, if any. O. Reg. 629/05, s. 5.

(4) The employer shall ensure that training under this section is reviewed, in consultation with the joint health and safety committee or the health and safety representative, if any, whenever there is a change in circumstances that may affect the safety of a worker who enters a confined space in the workplace, and in any case at least once annually. O. Reg. 629/05, s. 5.

(5) The employer shall maintain up-to-date written records showing who provided and who received training under this section, the nature of the training and the date when it was provided. O. Reg. 629/05, s. 5.

(6) The records may be incorporated into an entry permit under section 119.9. O. Reg. 629/05, s. 5.

(7) Training under this section may be combined with training under section 119.8. O. Reg. 629/05, s. 5.

119.8 (1) The employer shall ensure that every worker who enters a confined space or who performs related work,

(a) receives adequate training, in accordance with the relevant plan, to work safely and properly; and

(b) follows the plan. O. Reg. 629/05, s. 5.

(2) The employer shall maintain up-to-date written records showing who provided and who received training under this section, and the date when it was provided. O. Reg. 629/05, s. 5.

(3) The records may be incorporated into an entry permit under section 119.9. O. Reg. 629/05, s. 5.

(4) Training under this section may be combined with training under section 119.7. O. Reg. 629/05, s. 5.

119.9 (1) The employer shall ensure that a separate entry permit is issued each time work is to be performed in a confined space, before any worker enters the confined space. O. Reg. 629/05, s. 5.

(2) An entry permit shall be adequate and shall include at least the following:

1. The location of the confined space.
2. A description of the work to be performed there.
3. A description of the hazards and the corresponding control measures.
4. The time period for which the entry permit applies.
5. The name of the attendant described in section 119.14.
6. A record of each worker’s entries and exits.
7. A list of the equipment required for entry and rescue, and verification that the equipment is in good working order.

8. Results obtained in atmospheric testing under section 119.17.

9. If the work to be performed in the confined space includes hot work, adequate provisions for the hot work and corresponding control measures. O. Reg. 629/05, s. 5.

(3) Before each shift, a competent person shall verify that the entry permit complies with the relevant plan. O. Reg. 629/05, s. 5.

(4) The employer shall ensure that the entry permit, during the time period for which it applies, is readily available to every person who enters the confined space and to every person who performs related work with respect to the confined space. O. Reg. 629/05, s. 5.

119.10 (1) The employer shall ensure that no worker enters or remains in a confined space unless, in accordance with the relevant plan, adequate written on-site rescue procedures that apply to the confined space have been developed and are ready for immediate implementation. O. Reg. 629/05, s. 5.

(2) Before a worker enters a confined space, the employer shall ensure that an adequate number of persons trained in the matters listed in subsection (3) are available for immediate implementation of the on-site rescue procedures mentioned in subsection (1). O. Reg. 629/05, s. 5.

(3) The persons shall be trained in,

(a) the on-site rescue procedures mentioned in subsection (1);

(b) first aid and cardio-pulmonary resuscitation; and

(c) the use of the rescue equipment required in accordance with the relevant plan. O. Reg. 629/05, s. 5.

119.11 (1) The employer shall ensure that the rescue equipment identified in the relevant plan is,

(a) readily available to effect a rescue in the confined space;

(b) appropriate for entry into the confined space; and

(c) inspected as often as is necessary to ensure it is in good working order, by a person with adequate knowledge, training and experience who is appointed by the employer. O. Reg. 629/05, s. 5.

(2) The inspection under clause (1) (c) shall be recorded in writing by the person, and the record of the inspection may be incorporated into the entry permit under section 119.9. O. Reg. 629/05, s. 5.

(3) The employer shall establish methods of communication that are appropriate for the hazards identified in the relevant assessment, and shall make them readily available for workers to communicate with the attendant described in section 119.14. O. Reg. 629/05, s. 5.
The employer shall ensure that each worker who enters a confined space is provided with adequate personal protective equipment, in accordance with the relevant plan. O. Reg. 629/05, s. 5.

The employer shall, in accordance with the relevant plan, ensure that each worker entering a confined space is adequately protected,

(a) against the release of hazardous substances into the confined space,
   (i) by blanking or disconnecting piping, or
   (ii) if compliance with subclause (i) is not practical in the circumstances for technical reasons, by other adequate means;

(b) against contact with electrical energy inside the confined space that could endanger the worker,
   (i) by disconnecting, de-energizing, locking out and tagging the source of electrical energy, or
   (ii) if compliance with subclause (i) is not practical in the circumstances for technical reasons, by other adequate means;

(c) against contact with moving parts of equipment inside the confined space that could endanger the worker,
   (i) by disconnecting the equipment from its power source, de-energizing the equipment, locking it out and tagging it, or
   (ii) if compliance with sub-clause (i) is not practical in the circumstances for technical reasons, immobilizing the equipment by blocking or other adequate means; and

(d) against drowning, engulfment, entrapment, suffocation and other hazards from free-flowing material, by adequate means. O. Reg. 629/05, s. 5.

Whenever a worker is to enter a confined space, the employer shall ensure that an attendant,

(a) is assigned;
(b) is stationed outside and near,
   (i) the entrance to the confined space, or
   (ii) if there are two or more entrances, the one that will best allow the attendant to perform his or her duties under subsection (2);
(c) is in constant communication with all workers inside the confined space, using the means of communication described in the relevant plan; and
(d) is provided with a device for summoning an adequate rescue response. O. Reg. 629/05, s. 5.

The attendant shall not enter the confined space at any time and shall, in accordance with the relevant plan,
(a) monitor the safety of the worker inside;
(b) provide assistance to him or her; and
(c) summon an adequate rescue response if required. O. Reg. 629/05, s. 5.

119.15 An adequate means for entering and exiting shall be provided for all workers who enter a confined space, in accordance with the relevant plan. O. Reg. 629/05, s. 5.

119.16 If there is a possibility of unauthorized entry into a confined space, the employer shall ensure that each entrance to the confined space,

(a) is adequately secured against unauthorized entry; or

(b) has been provided with adequate barricades, adequate warning signs regarding unauthorized entry, or both. O. Reg. 629/05, s. 5.

119.17 (1) The employer shall appoint a person with adequate knowledge, training and experience to perform adequate tests as often as necessary before and while a worker is in a confined space to ensure that acceptable atmospheric levels are maintained in the confined space in accordance with the relevant plan. O. Reg. 629/05, s. 5.

(2) If the confined space has been both unoccupied and unattended, tests shall be performed before a worker enters or re-enters. O. Reg. 629/05, s. 5.

(3) The person performing the tests shall use calibrated instruments that are in good working order and are appropriate for the hazards identified in the relevant assessment. O. Reg. 629/05, s. 5.

(4) The employer shall ensure that the results of every sample of a test are recorded, subject to subsection (5). O. Reg. 629/05, s. 5.

(5) If the tests are performed using continuous monitoring, the employer shall ensure that test results are recorded at adequate intervals. O. Reg. 629/05, s. 5.

(6) The tests shall be performed in a manner that does not endanger the health or safety of the person performing them. O. Reg. 629/05, s. 5.

(7) In this section,

“sample” means an individual reading of the composition of the atmosphere in the confined space;

“test” means a collection of samples. O. Reg. 629/05, s. 5.

119.18 (1) This section applies only in respect of atmospheric hazards described in clause (a) of the definition of “atmospheric hazards” in section 119.1. O. Reg. 629/05, s. 5.

(2) The employer shall ensure that this section is complied with, by ventilation, purging, rendering the atmosphere inert or other adequate means, in accordance with the relevant plan. O. Reg. 629/05, s. 5.

(3) The employer shall ensure that no worker enters or remains in a confined space that contains or is likely to contain an airborne combustible dust or mist whose atmospheric concentration may create a hazard of explosion. O. Reg. 629/05, s. 5.
(4) The employer shall ensure that no worker enters or remains in a confined space that contains or is likely to contain an explosive or flammable gas or vapour, unless one of the following applies:

1. The worker is performing only inspection work that does not produce a source of ignition. In the case of an explosive or flammable gas or vapour, the atmospheric concentration is less than 25 per cent of its lower explosive limit, as determined by a combustible gas instrument.

2. The worker is performing only cold work. In the case of an explosive or flammable gas or vapour, the atmospheric concentration is less than 10 per cent of its lower explosive limit, as determined by a combustible gas instrument.

3. The worker is performing hot work. All the following conditions are satisfied:

   i. In the case of an explosive or flammable gas or vapour, the atmospheric concentration is less than 5 per cent of its lower explosive limit, as determined by a combustible gas instrument.

   ii. The atmosphere in the confined space does not contain, and is not likely to contain while a worker is inside, an oxygen content greater than 23 per cent.

   iii. The atmosphere in the confined space is monitored continuously.

   iv. The entry permit includes adequate provisions for hot work and corresponding control measures.

   v. An adequate alarm system and exit procedure are provided to ensure that workers have adequate warning and are able to exit the confined space safely if either or both of the following occur:

      A. In the case of an explosive or flammable gas or vapour, the atmospheric concentration exceeds 5 per cent of its lower explosive limit.

      B. The oxygen content of the atmosphere exceeds 23 per cent by volume. O. Reg. 629/05, s. 5.

(5) Subsections (3) and (4) do not apply if,

(a) the atmosphere in the confined space,

   (i) has been rendered inert by adding an inert gas, and

   (ii) is monitored continuously to ensure that it remains inert; and

(b) a worker entering the confined space uses,

   (i) adequate respiratory protective equipment,
(ii) adequate equipment to allow persons outside the confined space to locate and rescue the worker if necessary, and

(iii) such other equipment as is necessary to ensure the worker’s safety. O. Reg. 629/05, s. 5.

(6) The equipment mentioned in subclauses (5) (b) (i), (ii) and (iii) shall be inspected by a person with adequate knowledge, training and experience, appointed by the employer, and shall be in good working order before the worker enters the confined space. O. Reg. 629/05, s. 5.

119.19 (1) This section applies only in respect of atmospheric hazards described in clause (b) or (c) of the definition of “atmospheric hazards” in section 119.1. O. Reg. 629/05, s. 5.

(2) If atmospheric hazards exist or are likely to exist in a confined space, the confined space shall be purged, ventilated or both, before any worker enters it, to ensure that acceptable atmospheric levels are maintained in the confined space while any worker is inside. O. Reg. 629/05, s. 5.

(3) If mechanical ventilation is required to maintain acceptable atmospheric levels, an adequate warning system and exit procedure shall also be provided to ensure that workers have adequate warning of ventilation failure and are able to exit the confined space safely. O. Reg. 629/05, s. 5.

(4) If compliance with subsection (2) is not practical in the circumstances for technical reasons,

(a) compliance with subsection (3) is not required; and

(b) a worker entering the confined space shall use,

(i) adequate respiratory protective equipment,

(ii) adequate equipment to allow persons outside the confined space to locate and rescue the worker if necessary, and

(iii) such other equipment as is necessary to ensure the worker’s safety. O. Reg. 629/05, s. 5.

(5) The equipment mentioned in sub-clauses (4) (b) (i), (ii) and (iii) shall be inspected by a person with adequate knowledge, training and experience, appointed by the employer, and shall be in good working order before the worker enters the confined space. O. Reg. 629/05, s. 5.

119.20 (1) The employer shall retain every assessment, plan, co-ordination document under section 119.3, record of training under subsection 119.7 (5) or 119.8 (2), entry permit under section 119.9, record of an inspection under subsection 119.11 (2) and record of a test under section 119.17, including records of each sample, for the longer of the following periods:

1. One year after the document is created.

2. The period that is necessary to ensure that at least the two most recent records of each kind that relate to a particular confined space are retained. O. Reg. 629/05, s. 5.
(2) If section 119.3 applies, the documents described in subsection (1) shall be retained by the employer responsible for creating them. O. Reg. 629/05, s. 5
# Appendix E. CSE Coordination Document

**NOTE:** Required only when Third Parties perform confined space work.

<table>
<thead>
<tr>
<th>Company:</th>
<th>Area:</th>
<th>CSE Space Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Document Title:</th>
<th>Document No.:</th>
<th>Date Prepared:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

List Scheduled Work Dates:

- 
- 
- 
- 

Describe Purpose/Scope:

- 
- 
- 
- 

The Company / Contractor is responsible for the Confined Space Entry Plan and Confined Space Entry Plan Specific Training for Entrants and Attendants.

### Lead Employer:

- **O York University**
- **O Third Party:** ____________________________________________
  (If Third Party, Please specify name of Company)

### Company/Contractor(s):

1.  
2.  
3.  
4.  

### Third Party Confined Space Entry Supervisor:

Name:

### Company/Contractor(s):

Scope of Work/Responsibilities:

1.  
2.  
3.  
4.  

Copy To: Each Employer of people who are performing work in the same confined space.

AND

Joint Health and Safety Committee or Health and Safety Representative (if any), for each employer of people who are performing work in the same confined space
Appendix F. York University Third Party Contractor prequalification

All Contractors who work in confined spaces or complete related work must complete this questionnaire and submit all requested documentation.

Expectations:

York University expects that all contractors read and abide to the provided Confined Space Entry Program found in appendix 1 of this document.

Contractors will provide all needed equipment and rescue provisions outlined in the space specific plans. All equipment must be in good working order and within manufacture’s certification dates. Contractors will sign the permit that said equipment is in good working order. A copy of all inspection/ certification records must be provided upon request.

York University expects all employees who work for the contractor are trained to the applicable level depending on the scope of the employee’s job. Awareness for individuals performing related work, entry/ attendant for worker entering spaces, rescue for employees expected to perform these operations.

York University requires that their permit be used to qualify every entry made at their facilities. A copy of the permit must be remitted to the contractors site contact upon completion of any entry.

Required documentation:

1. Submit a copy of your company’s confined space entry policy
2. Submit a copy of all employees certificate of training for the applicable scope of their work
3. Submit a copy of the related training manual which the above certificates are based upon
4. Submit a copy of the Confined space agreement outlined in appendix 2.

Only third party contractors who have current training records will be able to perform work in confined spaces on York University

Please send all required documentation to the department that awarded the contract. Any questions should be addressed to the same department/individual.

Name
York University Address
Address
E-mail
Appendix 1

Current York University CSE Program
York University Confined Space Entry Third Party Contractor Agreement

Contractor Information:

Name
Address
Address
Address
Phone Number
Fax Number

Agreement:

All parties working for or on behalf of Contractor Name will meet or exceed the requirements outlined in the York University Confined space entry program.

All employees who complete work in Confined Spaces at York University must prove current training certifications and must be aware of the expectations outlined in the York University Confined Space Entry Program and permitting system.

Signature:

Company Representative:

__________________________________________________

Signature:

__________________________________________________

Date:

__________________________________________________
Sign:

![DANGER

CONFINED SPACE
ENTER BY PERMIT ONLY]