**GBI Insulation** *Safety Program*

*Confined Space:*

1. *Scope*

This procedure is to establish a written confined space entry program and develop uniform practices and procedures to ensure individual safety when making confined space entries at the assigned location.

1. *Procedure*
2. In order to ensure consistency in application, all confined space entry situations, including operational maintenance and vessel inspections, ect. Required a confined space entry permit.
3. An entry permit shall be prepared by qualified person. It shall be issued job specific and can only be used by the individual being authorized to perform an assigned job for the duration specified on the permit.
4. Simultaneous work activities in the same confined space by GBI personnel and/or contractors require separate permits and must not create any conflicting job hazards.
5. Prior to any confined space entry GBI will evaluate each entry and identify and notify all associated persons including: entry supervisor, entrants and attendants of all hazards and potential hazards associated with the entry. In the event any changes are detected in the space all workers will be removed from the space and hazards will be reassessed, to ensure safety of all employees. Workers will not be allowed to re-enter space until it is deemed to be safe by the entry supervisor.
6. The area in which the entry is taking place is to be properly barricaded to prevent invasion from una uthorized or unnessasary persons. If the entry requires the use of an air exchanging unit the unit is to be placed and barricaded in an area so as it cannot be disturbed by any person or environmental hazard (i.e. vehicle emissions, chemical hazards, waste fumes).
7. GBI provides training for all employees before each assignment from an outside service and is updated annually. All workers will receive a certificate of completion after receiving training, which will also include a personalized card which may be presented at any time to prove completion of training. GBI will also carry copies of the training certification which can be provided at the request of the customer.
8. The permitted space shall be posted with appropriate confined space danger and hazard signs.
9. Each confined space entry will require the improvement and involvement of a trained entry supervisor. The entry supervisor will be the employee responsible for coordinating the entry into the confined space. This must be a team leader or foreman.
10. On each entry all persons entering the space or entrance will be trained in proper entry procedures. Entrance will be trained to identify any changes that may occur inside the space that may not be identified by the attendant. The entrant is the employee who will physically enter the confined space to perform the work.
11. Prior to each entry a trained attendant will be involved in the planning of the entrance. The attendant shall remain on duty throughout the duration of the entry and shall not leave unless replaced by another trained attendant. The responsibilities of the attendant shall include keeping accurate records of worker entries and exits of the permitted space, monitor the permitted space conditions and record results, prevent unauthorized entry, maintain contact with entrants, and initiate emergency response procedures as indicated by the permit.
12. The entrant shall abide by all permit requirements and perform job duties specified by the permit.
13. If entrants become aware of an unacceptable entry condition at any time during the entry, they must exit the confined space and inform the safety watch and entry supervisor to determine if the entry activity should wait until acceptable conditions resume or if the permit needs to be canceled.
14. In the event of an emergency all attendants will remain on duty at their confined space and will not leave unless relieved by another trained attendant. Attendants will not be permitted to attend more than one space at a time.
15. GBI will respond to confined space emergencies/rescues. A general rescue plan is identified on the safe work permit. This plan helps identify the type of rescue equipment that must be at the entry site and the type of rescue equipment which should be worn by entrants. Any deviation from this plan must be identified on the permit under “special instructions”.
16. In the event of an emergency the attendant shall evacuate all entrants from the space, if possible.
17. GBI does not and will not provide a rescue team, but will be provided by the host facility. A rescue team will be required to be notified when any entry is IDLH.
18. Upon completion of the permitted entry activity the attendant shall return the permit, monitoring records and rescue plan, along with any other documentation to the control room where the permit was issued.
19. All copies of the completed or canceled confined space Safe Work Permit shall be retained by area supervisors. These permits shall be held by the area supervisor for one month and then sent to the document control center the first week of each month where they are retained for a period of one (1) year.
20. During this one year period permits shall be evaluated by management and supervisors to ensure the program is properly functioning and protecting employees. If there is found to be a deficiency changes will be made to ensure the safety of all employees.