



Policy: 2019009

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CONFINED SPACES POLICY

It is the policy of the City of Findlay to ensure that all City employees are informed of the hazards of working in and around confined spaces; and to establish guidelines for employees' safety when entering and working in confined spaces.

No City employee shall enter any confined space unless absolutely necessary to perform assigned duties, or to train on confined space entry procedures. All possible alternatives to employees' entry into confined spaces shall be considered first.

Any entry to confined spaces shall be pursuant to the guidelines of the confined space program for the Department to which the employee is assigned.

This policy is not intended to violate or to supersede any contrary provisions of extant collective bargaining agreements, the terms of which are controlling.

DEFINITIONS

- A. Confined Space. A confined space could meet any of the following criteria:
1. A space that is large enough and so configured that an employee can bodily enter and perform assigned work.
 2. A space that has limited or restricted means of entry and exit. Doorways and portals through which a person can walk are not considered to be limited means of entry or exit.
 3. A space that is not designated for continuous employee occupancy.
 4. A space that is more than 4 feet deep.
 5. A space that contains less than 19.5% oxygen.
 6. A space in which a flammable/combustible/explosive atmosphere exists, or is capable of being generated.
 7. A space in which a toxic atmosphere exists or could be generated.
 8. Areas not protected against entry by water, gas, sand, gravel, ore, grain, coal, biologicals, radiation, corrosive chemicals, or any other substance which could possibly trap, suffocate, or harm a person.
 9. An area that has poor natural ventilation.

10. Any area that restricts entry for rescue purposes.

B. Non-permit Confined Space (confined spaces that do not require a permit)

1. These are not considered to be confined spaces.
2. A confined space that does not contain or, with respect to atmospheric hazards, does not carry the potential to contain, any hazard capable of causing death or serious physical harm (examples: vented vaults, dropped ceilings).
3. Although these are confined spaces, they have either natural or permanent ventilation to prevent the occurrence of a hazardous atmosphere; and they do not present engulfment or other serious hazards.

C. Permit-Required Confined Space is a confined space; described at ill (A) (I) — (10) above, which has one or more of the following characteristics:

1. A space that contains, or has a known potential to become a hazardous atmosphere.
2. A space that contains a material with the potential for engulfment of an entrant.
3. A space that has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls, or a floor which slopes downward and tapers to a smaller sized foundation.
4. A space that contains any other recognized serious safety or health hazard (examples: radiation; high pressure or steam; environmental extremes such as temperature, noise, electricity, and moving parts of machinery).

PROCEDURES

- A. Any confined space entry shall follow specific Department Confined Space programs.
- B. The applicable Department's Confined Space Program shall be explained so that all employees following the program understand it.
- C. Training shall be provided to Department employees in specific Department Confined Space Programs, to enable employees to acquire and to practice the knowledge and skills necessary to enter, work in, and exit confined spaces safely.

Director of Law Review 

Human Resources Director 

Mayor 