



Confined Space

An ABC Guide to Best Practice

Product
Information

Objective



- An ABC Guide to Best Practice is the perfect solution for any company in need of a complete safety program element
- Includes information and electronic forms to allow any company to quickly create an effective confined space safety program element to enhance Due Diligence
- Forms are designed for ease of customization to meet specific requirements



Market Summary

- Safety Legislation
 - Performance based without legislative guidelines
 - Confined space is typically enforced
- Defense – Due Diligence
 - Demonstrate reasonable steps by incorporating best practices and industry standards
- Various Levels – PIK
 - Performance, Insurance & Knowledge

Product Overview



- Forms and templates for a complete confined space program element
- Designed for various levels of an organization emphasizing protection for the site level
- Simple and cost effective
- Available in both hard copy and electronic
- Electronic copies include a license agreement for the Client to customize the templates for their specific application

Product Design



- Designed by a Professional Engineer who began his safety career in 1987 and has provided professional safety training and consulting services to several thousand companies
- Designed as “Best Practices”
- Local legislation prevail
- Extensive global research with respect to confined space was made when designing this product

Target Audience



- Construction
- Industrial
- Commercial
- Institutional
- Mining
- Government

Plus many more!

Key Benefits



- Applicable for most jurisdictions
- Generically designed but customizable to most applications
- Saves time and money
- Quick implementation
- Cost effective
- Enhances Due Diligence
- Electronically available

Network



- Peer
 - Critique and assist in enhancing product
- Promoter / Supporter
 - Provide promotion of product as a value added service to your clients
- Distributor
 - Financial remuneration for distribution of product

Your organization can be more than one !

Could you be a Distributor?



- Manufacturer
- Safety supplier
- Rental company
- Association
- Safety consultant
- General contractor
- Safety group
- Legislative associate

Did we miss you?

Distributor Promotions Support



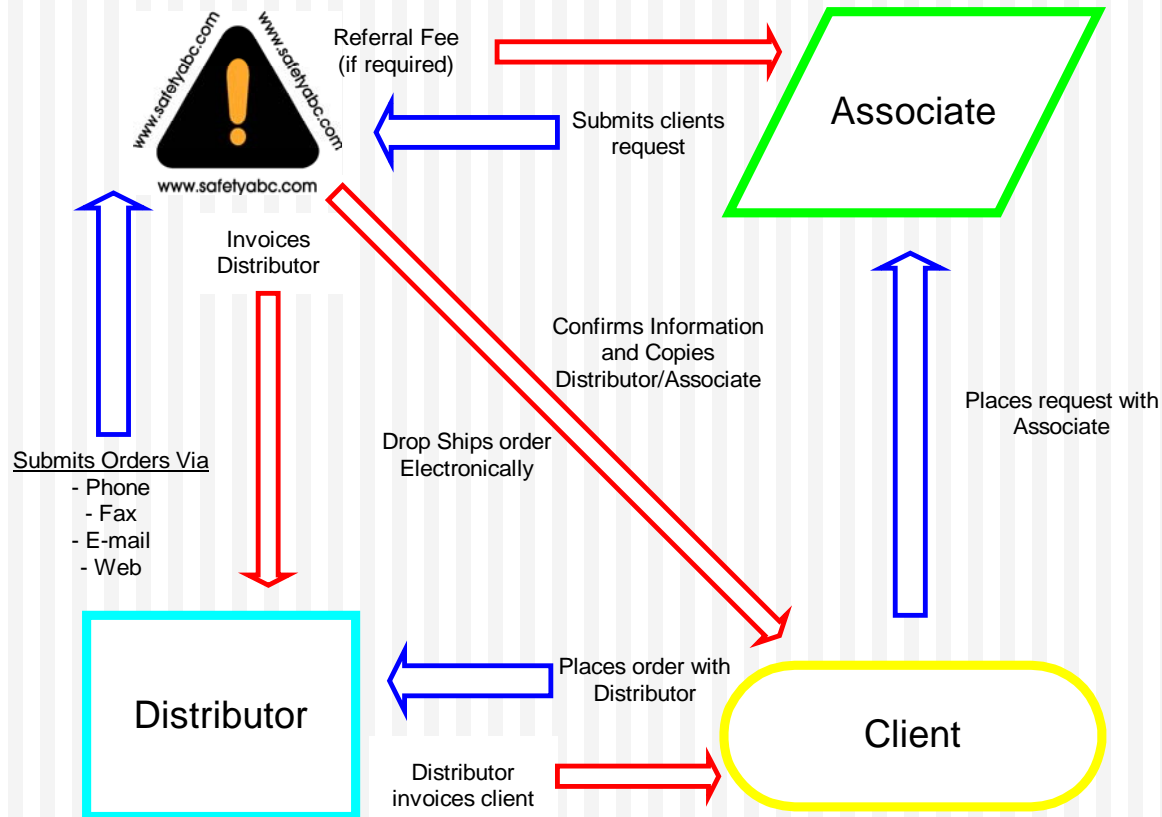
- Inventory
 - Not applicable
- Electronic Brandable Marketing Templates
 - 8½" by 11" advertising flyer
 - Folded product brochure
 - 8½" by 11" price list
 - 8½" by 11" order form
- Web
 - Icon pictures of product with descriptions
 - Links

Distributor Promotions Support (Con't)



- Logistics
 - Fax order form
 - PDF order form
 - Web base order form
 - Distributor section with password
 - Toll free number
- 3rd Party for Dissatisfied Clients
 - 100% money back guarantee

Channels of Distribution



Simple Ordering



- Client places order with Distributor
 - Various brandable electronic tools provided
- Distributor provides *safetyabc* with client information
 - Various methods and tools provided
 - Minimum information includes accurate company name, company name to appear on forms, contact name and e-mail, and phone number
- *safetyabc* verifies client information and electronically drop ships branded product
- Distributor invoices Client
- *safetyabc* invoices Distributor

Simple as ABC!



Hard Copy Products

- CS 426 Confined Space Entry Permit Book
 - Bound book, used at the site level
 - Contains 31 two-part NCR Confined Space Entry Permits (CS 430)
 - Also contains the following forms
 - CS 432 – Confined Space Scribe Log
 - CS 437 – Incident Command System (ICS)
 - CS 438 – Emergency Numbers

Call for Volume Orders!

Hard Copy Products (Con't)



- CS 430 Confined Space Entry Permit
 - 8½" by 11"
 - Two-part NCR
 - Top copy printed two sides
 - Bottom copy on card stock to ensure durability at the site level
 - Includes 25 shrink-wrapped sets

Electronic Branding Available !

Hard Copy Products (Con't)



Confined Space Entry Permit
(Duplicate)
PROPERTY OF EMPLOYER

Employer: _____

Address: _____

Phone: _____

Fax: _____

E-mail: _____

Facility or Project Site: _____

From: _____

Month: _____ Year: _____

To: _____

Month: _____ Year: _____

www.safelyabc.com

www.safelyabc.com
© En-Safe 2006
Cat. No. CS420

Confined Space Entry Permit Permit #: _____

Valid from _____ am/pm to _____ am/pm

Job #: _____ Location: _____ Date: _____

Confined Space Description: _____ Confined Space Classification: _____

Entry Type:

Sump Storm Sewer Sanitary Sewer Hopper Trench
 Well Digester Tank Silo Pit
 Other (explain): _____

Entry Supervisor: _____ Attendant(s): _____ Initial _____
(if different than Supervisor)

Entrant(s)	Time								Initial
	In	Out	In	Out	In	Out	In	Out	

Controls: (See table on back) Attached Documents Coordination Document Y N Log Y N Hot Work Permit Y N

Atmospheric Readings	Time	Reading	Time	Reading	Time	Reading	Time	Reading
Oxygen (19.5% - 23%)								
Flammables LEL < 10% (Cold Work)								
Carbon Monoxide < 25 ppm								
Hydrogen Sulfide < 10 ppm								
Other Gases								

Emergency Preparedness: Self Rescue Non-Entry Rescue Entry Rescue
 Communication Established Fire Extinguisher First Aider @ Site

Emergency Phone Number: 911, then notify Supervisor

Any deviation from normal procedures or items to note: _____

I, _____ (Entry Supervisor) am familiar with the controls specified by the hazard assessment for this specific type of space. To the best of my knowledge, at the time of entry, controls have been adequately implemented and inspected. I have communicated the necessary procedures and controls with the Attendant(s) and Entrant(s). Please have them initial beside their name above.

Dated this _____ day of _____, 20____

Name: (print) _____ Signature: _____

Permit Cancelled (completed by Entry Supervisor)	Time	Initial
All persons and equipment accounted for		
Specific or type of space restored correctly		

www.safelyabc.com

www.safelyabc.com
© En-Safe 2006
Cat. No. CS420

Microsoft Word



Confined Space Entry Policy

1. Scope

It is the policy of (insert Company Name) that confined spaces are identified by a competent person and assessed by a project team, with the direction of a Professional Engineer or Qualified Person. No person shall enter a confined space unless they are competent to do so and the necessary controls are adequate and in place. Refer to local legislation for further requirements.

All confined spaces shall be considered 'permit required' until demonstrated otherwise. For the purpose of this policy, confined space will hereafter be referred to as CS.

2. Purpose

For Due Diligence, it is imperative to identify confined spaces, communicate information, ensure adequate controls, ensure adequate on-site rescue, retain documentation, and ensure compliance.

Statistically, the victims of 94% of fatalities occurring in confined spaces did not receive formal training. Also, 60% of these fatalities were "would-be rescuers". Research indicates that one in ten incidents involving a CS, where adequate controls are not in place, results in a critical injury or a fatality.

The safety committee or safety representative for any affected employer shall be consulted regarding the following, but not necessarily limited to:

Interpretation and implementation of CS policy and to make recommendations

Hazard assessments and to make recommendations

Interpretation and implementation of Co-ordination documents and to make recommendations

Implementation of training programs and to make recommendations

Incident/accident investigations

Refer to local jurisdictional requirements for minimum requirements for consultation. Providing adequate means of access in circumstances may be deemed reasonable to meet the intent.

3. Definitions

Attendant

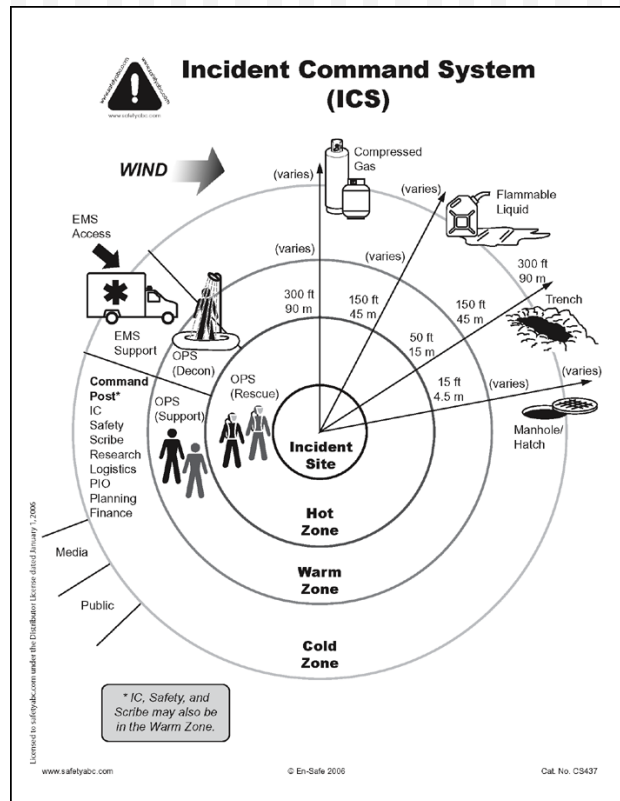
Person stationed outside the entrance or other reasonable area of the CS. The person performs no conflicting duties and is required to be trained in first aid including CPR.

1

■ CS 440 Confined Space Policy Template

- Customize your confined space company policy in Microsoft Word 97 on up.
- Meet your legislative requirements!
- Who does "what, when and how"?
- How are your confined spaces identified?
- What are the responsibilities of the attendant, entrant and entry supervisor?
- How is your safety committee involved?
- What training is required?
- How are hazard assessments completed?
- What additional documentation is required?
- What are your minimum controls?
- What are your emergency procedures?

Acrobat PDF (Read Only)



- CS 437 – Incident Command System (ICS)
 - Series of forms to guide an organization through a flexible and effective response.
- CS 443 – Confined Space Definition
 - This unique definition incorporates a proactive approach to meet Due Diligence requirements.
- CS 444 – Hazard Assessment Stakeholder Interview
 - Used to document input from stakeholders.
- CS 445 – Duty Responsibilities
 - Used to communicate typical duties, responsibilities and qualifications of the Entry Supervisor, Attendant and the Entrant.

Customizable Digital Templates



- Forms consisting of fields which can be altered to suit specific requirements
- Product has capability to be used either in hard copy or electronically at the site level
- Adobe Reader[®] 7.0 (free download) allows the user to add data to the forms and then print the forms with this data for a hard copy, but does not allow the altered forms to be saved
- Adobe[®] Acrobat[®] 7.0 Professional or Standard software, purchased by user, is required to save altered data

Customizable Digital Templates (Con't)




Job #:		Location:		Date:	
Confined Space Description:				Confined Space Classification:	
Entry Type:		Storm Sewer		Sanitary Sewer	
<input type="checkbox"/> Sump		<input type="checkbox"/> Hopper		<input type="checkbox"/> Trench	
<input type="checkbox"/> Well		<input type="checkbox"/> Silo		<input type="checkbox"/> Pit	
<input type="checkbox"/> Other (explain):					
Entry Supervisor:		Attendant(s):		Initial	
Name:		(if different than Supervisor)			
Entrant(s)		Time		Initial	
		In Out In Out In Out In Out			
Controls:		Attached Documents		Co-ordination Document	
<input type="checkbox"/> (Complete on Back)		<input type="checkbox"/>		<input type="checkbox"/>	
		Y N		Log Y N	
				Hot Work Permit Y N	
Atmospheric Readings		Time Reading		Time Reading	
Oxygen (19.5% - 23%)					
Flammables LEL < 10% (Cold Work)					
Carbon Monoxide < 25 ppm					
Hydrogen Sulfide < 10 ppm					
Other Gases					
Emergency Preparedness:		<input type="checkbox"/> Self Rescue		<input type="checkbox"/> Non-Entry Rescue	
		<input type="checkbox"/> Communication Established		<input type="checkbox"/> Fire Extinguisher	
Emergency Phone Number: 911, then notify Supervisor				<input type="checkbox"/> Entry Rescue	
				<input type="checkbox"/> First Aid & Kit	
Any deviation from normal procedures or items to note:					
I, _____ (Entry Supervisor) am familiar with the controls specified by the hazard assessment for this specific or type of space. To the best of my knowledge, at the time of entry, controls have been adequately implemented and inspected. I have communicated the necessary procedures and controls with the Attendant(s) and Entrant(s). Please have their initial beside their name above.					
Dated this _____ day of _____, 20____.					
Name: (print): _____ Signature: _____					
Permit Cancelled (completed by Entry Supervisor)		Time		Initial	
All persons and equipment accounted for					
Specific or type of space restored correctly					

www.safelyabc.com © En-Safe 2006 Cat No. CS430

- CS 430 – Confined Space Entry Permit
 - 2 sided form to be used at the site level
 - Used to verify that adequate controls are in place based on a hazard assessment
 - Entry permit, in some circumstances, may be considered a hazard assessment
- CS 432 – Confined Space Scribe Log
 - Used to supplement the Confined Space Entry permit.
 - Provides more detail of work being performed, listed in chronological order.
 - Can be utilized for accountability of entrants and/or rescue workers.
 - Speeds up assessment time during rescue
 - Attendant responsible to keep current and accurate.

Customizable Digital Templates (Con't)





Confined Space Co-ordination Document

*(Does not replace Confined Space Entry Permit
or Entry Planning Meeting)*

Required if more than one employer performs work in the same confined space
or related work with respect to the same confined space.

Date Prepared:	C.S. Entry Permit #:		
Co-ordination Document Duration:	Job Ref. No.:		
Lead Party/Organization:			
Address:			
Representative:	Contact Phone No.:	Contact Email Address:	
Scope of Work:			
Sub Contractor(s):	Representative:	Contact Phone No.:	Email:
S1:			
S2:			
S3:			
Other Affected Parties:	Representative:	Contact Phone No.:	Email:
A P1:			
A P2:			
A P3:			


www.safetvabc.com
© En-Safe 2006
Cat. No. CS433

- CS 433 – Co-ordination Document
 - Utilized if more than one employer performs work in the same Confined Space or related work with respect to the same Confined Space.
 - Communicates the responsibilities of the affected parties.
 - If completed during contract administration phase or project meetings, Entry Supervisor responsible to document accordingly and effectively communicate the required information in an alternative manner.

- CS 442 – Hazard Materials, Physical Agents and By-Products
 - Summarize hazardous materials, physical agents and by-products to which your employees may typically be exposed to.

Customizable Digital Templates (Con't)





Confined Space Entry Planning Meeting

Meeting Date: _____ Job Reference #: _____
 Location: _____ Confined Space Entry Permit #: _____

Attendance:

Name	Company	Initial	Name	Company	Initial

Scope of work to be performed:

Review

	Yes	N/A	Comments
Adequate Competent Workers			
Hazard Assessment			
Co-ordination Document			
Confined Space Entry Permit			
Log			
Hot Work Permit			
Problem Indicators			
Required Controls			
Equipment Inspection			
Communication			
Accountability			
Rescue Plan			
Supplemental External Rescue			
Signature			
Other:			


Entry Supervisor (Print): _____ Signature: _____

www.safelyabc.com © En-Safe 2006 Cat. No. CS434

- CS 434 – Confined Space Entry Planning Meeting
 - Utilized by the Entry Supervisor to document a meeting with all affected workers reviewing the scope of work and the required controls, prior to work commencing in the Confined space.
 - All present for the meeting initial the form.
 - Can be a substitute for a Co-ordination document or be used as documentation for a non-permit confined space.
- CS 441 – Confined Space Inventory
 - What are the confined spaces your workers are exposed to?
 - Utilized to clearly communicate to workers what your organization considers confined spaces and their associated classifications.

Customizable Digital Templates (Con't)





Confined Space Field Hazard Assessment Work Sheet
Page 1 of 4

Reference Code:	Date:															
Confined Space Description:																
<input type="checkbox"/> Specific Space <input type="checkbox"/> Confined Space Type																
<input type="checkbox"/> Employee Entrant <input type="checkbox"/> Subcontractor Entrant <input type="checkbox"/> Either and/or Both																
Location:																
How Identified:																
Entry Type: <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Sump</td> <td><input type="checkbox"/> Storm Sewer</td> <td><input type="checkbox"/> Sanitary Sewer</td> <td><input type="checkbox"/> Hopper</td> <td><input type="checkbox"/> Trench</td> </tr> <tr> <td><input type="checkbox"/> Well</td> <td><input type="checkbox"/> Digester</td> <td><input type="checkbox"/> Tank</td> <td><input type="checkbox"/> Silo</td> <td><input type="checkbox"/> Pit</td> </tr> <tr> <td colspan="5"><input type="checkbox"/> Other (explain):</td> </tr> </table>		<input type="checkbox"/> Sump	<input type="checkbox"/> Storm Sewer	<input type="checkbox"/> Sanitary Sewer	<input type="checkbox"/> Hopper	<input type="checkbox"/> Trench	<input type="checkbox"/> Well	<input type="checkbox"/> Digester	<input type="checkbox"/> Tank	<input type="checkbox"/> Silo	<input type="checkbox"/> Pit	<input type="checkbox"/> Other (explain):				
<input type="checkbox"/> Sump	<input type="checkbox"/> Storm Sewer	<input type="checkbox"/> Sanitary Sewer	<input type="checkbox"/> Hopper	<input type="checkbox"/> Trench												
<input type="checkbox"/> Well	<input type="checkbox"/> Digester	<input type="checkbox"/> Tank	<input type="checkbox"/> Silo	<input type="checkbox"/> Pit												
<input type="checkbox"/> Other (explain):																
Entry Purpose: <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Cleaning</td> <td><input type="checkbox"/> Inspection</td> <td><input type="checkbox"/> Repairs</td> <td><input type="checkbox"/> Other (explain)</td> </tr> <tr> <td><input type="checkbox"/> Maintenance</td> <td><input type="checkbox"/> Sampling</td> <td><input type="checkbox"/> Installation</td> <td></td> </tr> </table>		<input type="checkbox"/> Cleaning	<input type="checkbox"/> Inspection	<input type="checkbox"/> Repairs	<input type="checkbox"/> Other (explain)	<input type="checkbox"/> Maintenance	<input type="checkbox"/> Sampling	<input type="checkbox"/> Installation								
<input type="checkbox"/> Cleaning	<input type="checkbox"/> Inspection	<input type="checkbox"/> Repairs	<input type="checkbox"/> Other (explain)													
<input type="checkbox"/> Maintenance	<input type="checkbox"/> Sampling	<input type="checkbox"/> Installation														
Entry Frequency: <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Other: _____																

Cat. No. CS435

© En-Safe 2006

www.safetvabc.com

- CS 435 – Confined Space Field Hazard Assessment – Work Sheet
 - Utilized to complete a field hazard assessment.
 - Designed to expand, in more detail, the requirements of the Confined Space Entry Permit (CS 430).
 - The format is constructed to mirror the sections of the above-mentioned entry permit.
- CS 436 – Confined Space Field Hazard Assessment
 - Designed for a Competent Person, with time restraints, to quickly perform a documented field hazard assessment.
- CS 438 – Emergency Numbers
 - Quick reference providing a listing of emergency telephone numbers that can be updated at the site level.

License Agreement and Disclaimer



- Documents are based on a single user license agreement, which can be copied for internal use only
- Documents are branded with the Client's name
- Suppliers and Distributors shall abide by the license agreement to copy or distribute the product
- En-Safe, their associates, Employees, or Subcontractors shall in no way be held responsible for any accidents, incidents, or occurrences related to this material



Contact Information

■ Contact us for further information

■ Phone

- 1-888-521-SAFE (7233) or (905)478-1326

■ Fax

- 1-877-521-SAFE (7233)

■ E-mail

- info@safetyabc.com or info@en-safe.com

■ Web

- www.safetyabc.com or www.en-safe.com

No inventory required or up front costs !