

The weekly safety meeting is intended to be conducted by the supervisor or lead in their small group(s). This guide contains everything that is needed to conduct a meaningful small group safety meeting. This contains the following:

- Meeting Notice
- Leaders Guide
- Employee Handout, Quiz and Puzzle
- Meeting Sign-In Sheet

Weekly safety meetings are not optional and must be conducted each week. If an employee is absent from the training – it is the responsibility of the supervisor or lead to conduct a make-up session to ensure that all employees have been trained. Training records (meeting sign-in sheets) must be turned into the Plant Manager each week.

#### PRIOR TO THE WEEKLY MEETING:

- Post the meeting notice in your area where your employees will see it.
- Read through the Leaders Guide and Employee Handout to familiarize yourself with the topic for the week
- Make copies of the employee handout (one for each employee)

#### AT THE SAFETY MEETING:

- Pass around the meeting sign-in sheet ensure all employees present at the meeting print and sign their names
- Pass out the employee hand-out, quiz and puzzle
- Conduct the meeting keep the meeting simple
- Encourage discussion and questions



## **WEEKLY SAFETY MEETING NOTICE**

# THIS WEEK, OUR SAFETY MEETING WILL COVER CONFINED SPACE

SHIFT:_		
TIN 45		
TIME: _		
DATE:		
PLACE:		



#### **Leaders Guide**

#### **PROCEDURE REFERENCE:**

12.0 CONFINED SPACE

#### **MEETING OBJECTIVE:**

There are confined spaces in every workplace. Often employees encounter them without knowing it - and that's where the danger lies. Confined spaces can be hazardous – especially when an employee is unaware of the situation. The purpose of this meeting is to help employees recognize and prepare for the hazards involved in working in confined spaces.

#### **MEETING PREPARATION:**

Read the SSG procedure, understand the contents, and ensure compliance. If your facility contains permit required confined spaces, be sure that you are thoroughly familiar with the permit system. Obtain samples of permits to show to your group.

Tour your department / facility to identify any confined spaces (both permit and nonpermitted) that exist in your workplace. Make a list of all of them and bring it to the meeting.

Review air testing and ventilation procedures for the confined spaces in your facility. Write down this information and bring it with you to the meeting. Obtain samples of detection equipment used at your facility.

Review lockout/tagout procedures for the confined spaces at your facility. Write this information down and bring it with you to the meeting. Get samples of lockout/tagout devices.

Consider the types of PPE required for confined space entry. Make a list and bring it with you to the meeting. Obtain samples of required PPE and bring them to the meeting.

Use a flip chart during the discussion to write key points and employee responses. This technique visually reinforces your instruction.

#### **MATERIALS CHECKLIST:**

- Samples of permits
- Samples of lockout/tagout devices
- Samples of required PPE
- Samples of air-testing equipment
- Flip chart and marking pens



#### **Leaders Guide**

#### MEETING INTRODUCTION

Confined spaces present a special type of danger – a danger that you may not recognize until you've already entered a confined space and encountered the hazard. By then, it may be too late. Toxic gases, lack of oxygen, shifting materials inside, and other hazards can cause injury or death before you can take action to protect yourself or a co-worker. That's why it's so important for you to look before you leap. You must be aware of the confined spaces around you and know how to enter and exit them safely.

Every day, employees enter confined spaces to perform a job. Unfortunately, they don't all come out alive. Each year 10,000 workers are injured and more than 50 die. Some succumb to lack of oxygen, an explosion, or toxic gases. Others are engulfed by loose materials in the space or killed by the unexpected start-up of machinery. OSHA issued a confined space standard in 1993 to help prevent these tragedies. That standard forms the basis of the information in this meeting.

Question: Many deaths and injuries occur because people don't recognize the area they are entering is a confined space. What characterizes a confined space?

Answer:

A confined space is any space that is large enough for you to enter and perform assigned work, has limited or restricted means of entry and exit, and is not designed for continuous occupancy. Confined spaces can be above or below ground and have little or no natural ventilation.

Question: According to the OSHA regulations, there are two kinds of confined spaces – permit spaces and nonpermitted spaces. What are the characteristics of a permit space?

Answer: A permit space is a confined space that exhibits one or more of the following characteristics:

- Contains a hazardous atmosphere (or has the potential to contain one).
- Contains material that has the potential for engulfing anyone who enters.
- Is constructed in a way that someone inside could be trapped or asphyxiated (lack of oxygen). Generally, this occurs when there are inwardly converging walls or a floor that slopes downward and tapers to a smaller cross-section.



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Contains any other recognized serious safety or health hazard.

Question: Can you define a nonpermitted space?

Answer: This is a space that does not contain (or have the potential to contain) any

hazards that are capable of causing death or serious physical harm. Examples include vented vaults, motor control cabinets, dropped ceilings,

and mechanical or electrical closets.

Review the list of confined spaces in your department / facility that you made before the meeting. Identify which spaces are permit spaces.

Discuss your company's rules for entering permit spaces and show samples of permits you have brought to the meeting.

Question: Why is it so important to follow each step involved in entering a

confined space in the order prescribed?

Answer: Each step plays a vital role in ensuring your safety. They are all part of

the entire safety package. You cannot take any shortcuts.

Question: What are some of the hazards you might encounter while working in

a confined space?

Answer: Flammable or explosive atmosphere

Mechanical hazards Lack of oxygen

Toxic gases

Physical hazards (for example, spiders, falling, engulfment)

Question: Why must you always have an attendant on duty when you are

working in a confined space?

Answer: The attendant is your lifeline. He or she can summon help in an

emergency.

Question: What should an attendant do in an emergency?



#### **Leaders Guide**

Answer: Get help immediately. The attendant should never attempt a rescue.

Many confined space deaths and injuries occur when an unprepared person tries to rescue a worker who has had an accident or is overcome by toxic gases or lack of oxygen. When an attendant enters a confined space, he or she may also be overcome or injured. Rescue should be

attempted by trained personnel only.

Question: What types of PPE do you need when entering a confined space?

Answer: Lifeline

Respirator Hardhat Gloves Goggles

Display the PPE required for confined space entry and explain the proper use of each item.

Question: What do lockout/tagout procedures have to do with confined

spaces?

Answer: There may be energized machinery inside the space that could start up

unexpectedly or release stored energy. If the energy source has not been locked out and tagged out, someone could come along while you were inside and re-energize. This is the cause of many confined space deaths.

Display lockout/tagout devices and briefly review their proper use.

Question: Before you can enter a permit space, you need to test the air inside

for a variety of atmospheric hazards. What are you testing for?

Answer: Oxygen level. There must be at least 19.5 percent oxygen in the

atmosphere of a confined space to prevent asphyxiation, and no more than 23.5 percent because too much oxygen can facilitate an explosion.

Flammable or explosive gases. Any chemicals in the atmosphere that could catch fire or explode must be detected and eliminated before entry

is safe.



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Toxic gases or vapors. Two of the most common poisonous gases encountered in confined spaces are carbon monoxide and hydrogen sulfide.

Question: When should air testing be performed?

Answer: Before entry - always. Periodically after entry, since pre-entry testing

might not detect all hazards or conditions might change while you are

working in a confined space.

Continuous monitoring is required in some cases where the confined space is large and conditions at the point of entry might differ from conditions elsewhere in the space.

Demonstrate the proper use of the testing equipment you have brought to the meeting.

Describe ventilation procedures used in your facility for making the atmosphere in confined spaces safe for entry.

#### **SUMMARY:**

Now that you have learned more about confined spaces, you are better equipped to recognize the hazards and take the proper precautions to prevent accidents. Be sure you always follow all procedures exactly. If you have any questions about the proper procedure, ask before you proceed. Remember, too, that you should never enter a confined space unless you are authorized, trained, equipped with proper PPE and monitoring equipment. You must also have an attendant on duty in case of emergency. Failing to follow the procedures we've discussed in this meeting can result in death or serious injury. Every year, thousands and thousands of workers suffer foot and leg injuries on the job. These accidents could be prevented if people wore the right safety shoes and leg protection. Today we're going to discuss safety precautions you must take to protect yourself from foot and leg injuries.



Confined spaces are dangerous for many reasons. They may be poorly ventilated, causing an accumulation of toxic gases or hazardous airborne substances, or a lack of oxygen.

There may be moving equipment, slippery or dangerous surfaces, electric shock hazards, falling objects, water or other liquid contents, chemicals or extreme temperatures. Noise, poor visibility or shifting materials such as grain or sand could be present.

Atmospheric hazards cause most deaths in confined spaces. Instead of using test equipment, people think they can rely on their sight, taste and smell to detect toxic atmospheres.

The air in confined spaces can present respiratory difficulties and other physical distress. When there is too little oxygen in a confined space, a person can smother. Toxic gases, dusts and fumes can cause injury or death when inhaled or contacted by the skin.

Fire and explosion are other dangers that may be present in confined space atmospheres. These could be ignited when a space is ventilated with oxygen instead of air. Flammable gases, dusts or vapors can also be set off by a spark.

You should never enter a confined space without training. Written procedures and an entry permit system are essential. Here are some of the guidelines likely to be included:

- Take atmospheric precautions. The atmosphere should be tested before you enter by trained people using the right equipment. The confined space should be ventilated until it tests safe, and possibly afterwards. If this is not possible, the right respiratory protection should be worn
- Lock out energy sources. Lines carrying gases, liquids or solids should be disconnected or blocked off before you enter. Valves and electrical circuits should be locked out and tagged.
- Remove possible sources of ignition. Use non-sparking tools and lighting devices in a potentially flammable atmosphere.
- Wear a lifeline. The lifeline should be connected from your body harness to a
  winch outside the confined entrance so you can be pulled out in case of
  emergency.
- Have trained and equipped personnel standing by outside the confined space, for communication and rescue if necessary.

# **CONFINED SPACE Meeting Sign-In Sheet**

METING DATE:		LOCATION:		
SHIFT:		CONTENTS OF MEETING:	☐ Handout	☐ Video
			☐ Other	☐ Guest Speaker
MEETING CONDUCTED BY:				Opeaner
GUESTSPEAKER (if applicable):				
ATTENDEES:				
NAME(Print)	SIGNATURE	NAME(Print)	SIGNATU	IRE
1		16		
2		17		
3				
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6				
7				
8		23		
9		24		
10				
11				
12				
13				
14				
45		00		

#### **Employee Quiz**

1. Multiple health and safety issues must be considered in confined spaces.

True or False

- 2. Potential hazards in confined spaces include:
  - a. Toxic gases
  - b. Airborne substances
  - c. Insufficient oxygen
  - d. All of the above
- 3. The majority of deaths in confined spaces do not involve atmospheric hazards.

True or False

4. Confined space training is rarely needed.

True or False

5. It's important for companies that assign workers to jobs within confined spaces to have written procedures and an entry permit system.

True or False

6. The atmosphere should be tested before entry is attempted.

True or False

7. Respiratory protection is never required in a confined space.

True or False

8. Energy sources must be locked out.

True or False

9. Trained and properly equipped personnel should be standing by outside the space, ready to conduct a rescue if necessary.

True or False

10. It's important to wear a lifeline so you can be pulled out in case of emergency.

True or False

11. Anyone can enter a confined space as long as there is an attendant posted outside the space.

True or False

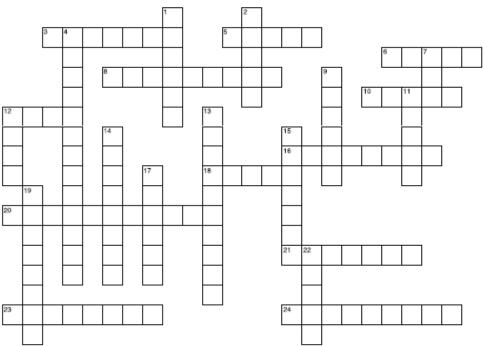


#### **CONFINED SPACE Employee Puzzle**



#### **Confined Spaces**

Confined spaces can be a tight fit – just like the spaces in this safety crossword puzzle. You'll have to fit in words about the atmospheric hazards and many other dangers of confined spaces.



#### ACROSS

- 3 covered opening to a sewer
- 5 liquids, solids and \_
- 6 gaseous forms of liquid or solid substance
- 8 ignites below 100F (37.8C)
- 10 tubes that convey water, gas, etc.
- 12 tower used to store grain or cement
- 16 gaps allowing access
- 18 poisonous
- 20 circulation of air
- 21 analyzing

- 23 long narrow ditches
- 24 certain order of performing a task

#### DOWN

- 1 confined spaces require an Entry \_\_\_\_\_
- 2 a storage chamber
- 4 formal permission or consent
- 7 a respirator is a type of this
- 9 steam is generated in this

- 11 rid through a cleansing process
- 12 to slide and lose one's footing
- 13 unbroken or uninterrupted
- 14 in a confined space, be sure you have this
- 15 the LO in LOTO
- 17 discover the presence of
- 19 those who save you from danger
- 22 a confined space has limited means of this



#### **Employee Quiz Answers**

1.	Multiple	health ar	nd safety	issues	must be	e conside	ered in	confined	spaces.

True or False

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  - c. Insufficient oxygen
- d. All of the above
- 3. The majority of deaths in confined spaces do not involve atmospheric hazards.

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True or Palse

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True or Palse

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True or Palse

10. It's important to wear a lifeline so you can be pulled out in case of emergency.

True or False

11. Anyone can enter a confined space as long as there is an attendant posted outside the space.

True or False



**Employee Puzzle Answers** 

### **Confined Spaces**

