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Purpose

This policy provides minimum safety requirements to be followed while entering, exiting and working in confined spaces. The purpose of this policy is to establish procedures for the safety and health of team members, contractors, and visitors, who work in, and in connection with, confined spaces and ensure the Wisconsin Rapids facility complies with OSHA regulations.

Extent

The WR facility procedure includes the following:

- A. Inform team members by posting signs reading “Danger Permit Required Confined Space, Do Not Enter” or similar language at the entrance of the confined spaces.
- B. Identify and evaluate confined space hazards prior to allowing team member entry.
- C. Test the atmospheric conditions in the confined space before entry operations and monitor the space during entry as necessary using a direct reading instrument. The direct reading instrument must be calibrated per manufacturer's recommendation.
- D. Perform testing in a manner that oxygen is monitored prior or simultaneously with combustible gases or vapors and toxic gases or vapors and in this order if done separately.
- E. Implement necessary measures to prevent unauthorized entry.
- F. Establish and implement the means, procedures and practices such as specifying acceptable entry conditions, isolating the confined space, providing barriers, verifying acceptable entry conditions, purging, making inert, flushing, or ventilating the confined space - to eliminate or control hazards necessary for safe confined space entry operations.
- G. Identify team member job duties.
- H. Provide training to all affected team members.
- I. Provide, maintain and require the use of personal protective equipment and any other equipment necessary for safe entry such as communications, ground faults, low-voltage lighting, etc.
- J. Ensure that at least one attendant is stationed outside the confined space for the duration of entry operations.

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- K. Coordinate entry operations when team members of more than one employer are to be working in the confined space.
- L. Ensure an outside team is available with a timely response and provide an effective method to summon them.
- M. Establish in writing and implement a system for the preparation, issuance, use, and cancellation of confined space permits.
- N. Review established entry operations annually and revise the confined space entry program as necessary.

Responsibility

Delegation of Responsibilities

- A. Safety Department
 - 1. Ensure policy compliance
 - 2. Initiate and implement training program
- B. Department managers/supervisors shall have all the confined spaces in their area surveyed and procedures documented as required by the "Confined Space Entry Procedure."
- C. Entry supervisor / working leader's duties.
 - 1. Know the hazards that may occur during entry including information on the mode of exposure, signs or symptoms, and consequences of exposure.
 - 2. Verify, by checking that the appropriate entries have been made on the permit, that all tests specified by the permit have been conducted, and that all procedures and equipment specified by the permit are in place.
 - 3. Determine the duration the permit will cover and terminate the entry when entry operations are complete or a condition which is not allowed under the permit system arises in or near the confined space.
 - 4. Verify that rescue services are available and that the means for summoning them are operable. Procedure:

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a. Contact PPC 715.422.3777 to validate that there is confined space team available for rescue. Confined space rescue teams will consist of team members from our local fire department. If unavailable, permit will not be issued.

- 5. Take appropriate measures to ensure there are no unauthorized entrants.
- 6. Authorize the permit entry and closure by signature, date, and time, prior to entry, and when the project is complete

D. Attendants

- 1. Each confined space entry will have a capable person, which has the knowledge of the hazards that may be faced during entry including information on the mode, signs, symptoms, behavioral effects, and consequences of exposure, stationed outside to serve as an attendant.

E. Authorized attendant duties.

- 1. Maintain communication with authorized entrants as necessary to monitor their activity and status (visual communication is preferred if possible).
- 2. Alert entrants of the need to evacuate when a prohibited condition is detected inside or outside the space.
- 3. Remain at their post during entries until relieved by another authorized attendant.
- 4. Perform no duties which might interfere with monitoring or protection of the entrants.
- 5. Maintain an accurate record of authorized entrants in the space.
- 6. Summon rescue and other emergency services as soon as authorized entrants may need assistance to escape and know facility communication procedures.
- 7. Perform non-entry rescue techniques as appropriate as soon as practical after emergency contacts are made.
- 8. Prevent unauthorized persons from entering the space and report violators to the entry supervisor.

F. Authorized entrant.

- 1. Authorized confined space entrants must have knowledge of the hazards they may face during entry, including information of mode, signs, or symptoms, and consequences of the exposure.

G. Authorized entrant duties.

- 1. Maintain communications with attendants as necessary to enable attendants to monitor entrant's status and enable attendants to alert them to evacuate if required.

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2. Alert attendant, if warning signs or symptoms are detected in their own or other entrant's status or they detect a prohibited condition.
3. Evacuate space immediately if ordered to do so or an evacuation alarm is activated or they or other entrants detect a prohibited condition.
4. Wear personal protective equipment and retrieval equipment as required.
5. Harness and lifeline shall be worn by entrants unless it increases the risk of entry or would not contribute to the rescue effort. Wristlets would be an acceptable alternative if a harness could not be used. The free end of the retrieval line must be attached to a mechanical hand-powered lifting device or fixed point outside the space.
6. Prepare for non-entry rescue retrieval with a mechanical hand-powered lifting device from vertical type entries that are more than five feet deep.

H. Outside Contractors:

1. Outside contractors that enter a confined space must take the required WRM Contractor Orientation and will be briefed by WR facility personnel on the procedural requirements of the confined space to be entered.
2. WR facility personnel will ensure the safe start of the entry by making initial air tests, supervising lockouts by contractors, and confirming the availability of a rescue team. This will be documented on our permit and will be signed by the contractor at the bottom left-hand corner in the space provided. The contractor will then provide their own permit.
3. Contractor will serve as entry supervisor and be responsible for all subsequent air tests, attendant requirements and job safety.
4. Contractor will furnish all required safety equipment, hardware and permits required for their safety.
5. The WR facility Entry Supervisor will hold overall operational control of the entry if multi-employer entries are allowed. All parties (host employer and contractors) retain responsibility for the protection of their own team members.
 - a. WR facility personnel will debrief outside contractor when entry is terminated in regard to any hazards noted during the entry.
 - b. When contractor team members perform confined space entry, the contractor may use their own confined space program (e.g., contractor's permit process), support personnel (e.g., air testers, attendants, entry coordinators, rescue services, etc.) and equipment including air monitoring equipment provided their procedures and equipment meet these WR requirements. The transfer of custodianship must be documented using the form provided. Refer to Appendix E-Transfer of custodianship.
 - c. Note: When a contractor chooses to use their own air testing equipment, the alarm set points must be the same as WR requirements to 5 ppm H2S, 20 ppm CO, atmospheric

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oxygen concentration below 19.5% or above 22, flammable gas, vapor, or mist in excess of 2% of its Lower Explosion Limit (LEL).

- WR shall provide the initial air test of the space for all contractor confined space entries. The space can then be released to the contractor after these tests are performed and documented. Any subsequent re-tests (e.g., when contractor entrants leave the space for more than 30 minutes) may be performed by the contractor provided these subsequent re-tests follow the same criteria as the initial air test and the results are documented on the permit. Continuous air monitoring is required by and shall be documented on the confined space permit.

Definitions

Acceptable Entry Conditions - the conditions that must exist in a confined space to allow entry and to ensure that team members involved with a confined space entry can safely enter into and work within the space.

Attendant (Stand-by) - an individual stationed outside the confined space who monitors the authorized entrants and who performs all attendants' duties assigned in the employer's permit required confined space program. The attendant must perform no duties that might interfere with their primary duty to monitor and protect the authorized entrants.

Authorized Entrant – a team member who is authorized by the employer to enter a permit-required confined space.

Blanking or Blinding - the absolute closure of a pipe, line, or duct by the fastening of a solid plate (such as a spectacle blind or a skillet blind) that completely covers the bore and that is capable of withstanding the maximum pressure of the pipe, line, or duct with no leakage beyond the plate.

Confined Space - a space that:

- Is large enough and so configured that a team member can bodily enter and perform assigned work;
- Has limited or restricted means for entry or exit (for example, tanks, vessels, silos, storage bins, hoppers, vaults, and pits are spaces that may have limited means of entry); and
- Is not designed for continuous team member occupancy.

Double Block and Bleed - the closure of a line, duct, or pipe by closing and locking two in-line valves and by opening and locking a drain or vent valve in the line between the two closed valves.

Emergency - any occurrence (including any failure of hazard control or monitoring equipment) or event internal or external to the permit space that could endanger entrants.

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Engulfment - the surrounding and effective capture of a person by a liquid or finely divided (flowable) solid substance that can be aspirated to cause death by filling plugging the respiratory system or that can exert enough force on the body to cause death by strangulation, constriction, or crushing.

Entry - the action by which a person passes through an opening into a permit - required confined space. Entry includes ensuing work activities in that space and is considered to have occurred as soon as any part of the entrant's body breaks the plane of an opening into the space.

Entry Permit (Permit) - the written or printed document that allows entry into a confined space and that contains the information specified in paragraph V.A. of this policy. The Confined Space Entry Permit is Form No. P014-063.

Entry Supervisor - the qualified person responsible for determining if acceptable entry conditions are present at a confined space where entry is planned, for authorizing entry and overseeing entry operations, and for terminating entry as required by this section.

1. *Any entry supervisor also may serve as an attendant or as an authorized entrant, as long as that person is trained and equipped as required by this section for each role he or she fills. Also, the duties of entry supervisor may be passed from one individual to another during the course of an entry operation.*

Hazardous Atmosphere - an atmosphere that may expose team members to the risk of death, incapacitation, or impairment of ability to self-rescue (that is, escape unaided from a permit space), injury, or acute illness from one or more of the following causes:

1. Flammable gas, vapor, or mist in excess of 2% of its Lower Explosion Limit (LEL).
 - a. Entry not allowed until appropriate methods are used to lower the LEL.
2. Airborne combustible dust at a concentration that meets or exceeds its LEL.
 - a. This concentration may be approximated as a condition in which the dust obscures vision at a distance of five feet (1.52 m) or less. Entry not allowed until appropriate methods are used to lower LEL.
3. Atmospheric oxygen concentration below 19.5% or above 22%.
4. Hydrogen sulfide (H₂S).
 - a. A reading of below 5 PPM H₂S shall be achieved before entry can be permitted. If entry into a confined space is required with levels above 5 PPM, appropriate protective measures will be taken (for example, ventilation or proper respiratory protection).
5. Carbon monoxide:

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- a. A reading below 20 PPM shall be achieved before entry can be permitted. If entry into a confined space is required with levels higher than 20 PPM, appropriate protective measures will be taken.
6. Any other toxic atmospheric condition with the potential to be dangerous to life or health, must be less than National Institute for Occupational Safety and Health (NIOSH) Recommended Exposure Levels (REL's) or appropriate protective measures will be taken, e.g., chlorine, chlorine dioxide.

Hazardous Materials- any substance or mixture of substances having properties capable of producing hazardous effects of the health or safety of a human. Typical hazardous materials include: toxic materials, CL2, CL02 gas, biocide), corrosive liquids (acid, caustic), flammable materials, and steam. This list is not inclusive.

Hot Work Permit - the employer's written authorization to perform operations (for example, riveting, welding, cutting, burning, and heating) capable of providing a source of ignition.

Immediately Dangerous to Life or Health (IDLH) - any condition that poses an immediate or delayed threat to life, or that would cause irreversible adverse health effects, or that would interfere with an individual's ability to escape unaided from a permit space.

Isolation - the process by which a confined space is removed from service and completely protected against the release of energy and material into the space by such means as: blanking or blinding; misaligning or removing sections of lines, pipes, or ducts; a double block and bleed system; lockout or tagout of all sources of energy; or blocking or disconnecting all mechanical linkages.

Line Breaking - the intentional opening of a pipe, line, or duct that is, or has been, carrying flammable, corrosive, or toxic material, an inert gas, or any fluid at a volume, pressure, or temperature capable of causing injury.

Oxygen Deficient Atmosphere - an atmosphere containing less than 19.5% oxygen by volume.

Oxygen Enriched Atmosphere - an atmosphere containing more than 22% oxygen by volume.

Confined Space (Permit Space) - a "Confined Space" (Note: definition of a confined space) and has one or more of the following characteristics:

1. Contains or has a potential to contain a hazardous atmosphere;
2. Contains a material that has the potential for engulfing an entrant;
3. Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or;
4. Contains any other recognized serious safety or health hazard.

Confined Space Program (Permit Space Program) - the employer's overall program for controlling, and where appropriate, for protecting team members from permit-space hazards and for regulating team member entry into permit spaces.

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Permit System - the employer's written procedure for preparing and issuing permits for entry and for returning the confined space to service following termination of entry. This permit must be used for all entries into confined spaces.

Prohibited Condition - any condition in a confined space that is not allowed by the permit during the period when entry is authorized.

Purging - to clean out various impurities which may create a hazardous atmosphere, i.e. steam heating, hot water, or using chemical solutions to remove combustible or flammable or other difficult to remove substances.

Rescue Service - the personnel designated to rescue team members from permit spaces.

Retrieval System - the equipment (including a retrieval line, full-body harness, wristlets, if appropriate, and a lifting device or anchor) used for non-entry rescue of persons from permit spaces.

Testing – The process by which the hazards that may confront entrants of a confined space are identified and evaluated. Air monitoring must be conducted before any entry into a confined space will be allowed. Testing includes specifying the tests that are to be performed in the permit space.

1. *Testing enables employers to devise and implement adequate control measures for the protection of authorized entrants and to determine if acceptable entry conditions exist immediately prior to and during entry.*

Tie Off- Required for all confined space entry. The only exception allowed for this requirement is where entanglement hazards make it more hazardous to tie off than not. The rope/lanyard used for tie off must either be secured to an anchor point or fed into a mechanical retrieval device. The mechanical retrievable device must be available for all vertical confined space entries.

Ventilation- air supply for confined space ventilation must be from a clean source which will not increase the hazard in the space. Forced air ventilation shall be so directed as to avoid recirculation of contaminated air and, when possible, cross ventilation with one air mover as an intake and one as an exhaust should be established. The immediate area of the team member is ventilated.

1. *Flammable atmospheres (>2% of LFL) require use of ventilators which meet National Electric Code (NEC) Class I, Division I requirements.*

Vertical Entry- Any entry into a confined space where rescue would require lifting someone vertically 5' or more.

Execution

Permit System:

- A. Confined space entry will be controlled by the use of the Confined Space Entry Permit (Form No. P014-063).
 1. The permit shall be signed by the appropriate supervisor, team leader or confined space designee. This signature shall designate them as the "Entry Supervisor."

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2. This permit shall be displayed in a conspicuous place close to the entrance of the confined space.
3. Confined space permits are good for one shift up to a maximum of 12 hours. The duration of the permit may not exceed the time required to complete the assigned task or job identified in the permit. For example, if you issue a permit at 1:00pm, it expires at the end of that shift, not 1:00am.
4. Each permit shall be dated and carry an authorized duration time. Permits will be filled out on the shift in which the work is to be performed. All entries require that atmospheric testing of the confined space be made prior to allowing anyone to enter. If entry has not been made within 30 minutes of the permit being authorized, the permit must be re-verified and the atmosphere re-checked. The results of each atmospheric test, initials of the tester and the time the tests were taken shall be written on the permit. The Entrant shall be provided an opportunity to observe the testing procedure.
5. Testing of the atmosphere must take place at 4 foot intervals, for 40 seconds at each interval, until the bottom has been reached.
6. Continuous atmospheric monitoring must be conducted at all times while an entrant(s) is in the confined space. Testing results will be documented on the permit every 30 minutes.
7. If test results indicate the existence of a hazardous condition, entry cannot be made until the condition is eliminated.
8. If the testing device goes into alarm, or the if the entrants become suspicious of a hazardous atmosphere, all employees must immediately exit the space.
9. The initials of the person(s) performing the test must be documented on the permit.
10. The tests are to be performed by a qualified individual and must include:
 - a. Oxygen content- Oxygen content must be measured first. Sampling must be representative of the entire confined space using extension probes to safely sample several layers of the confined space. A stratified atmosphere shall be tested approximately every 4 feet from the top to the bottom of the permit space. Be sure to allow appropriate response time for the air monitoring equipment when testing air stratified atmospheres. O2 content must be between 19.5% and 22%. Entry will not be permitted where the atmosphere is determined to be either oxygen deficient or oxygen enriched.
 - b. Explosive or Combustible- Oxygen content must be within the proper range for valid readings. There must be no more than 2% of the lower explosive limit (LEL) prior to entry. If any hotwork is to be performed, a zero reading must be obtained. Continuous atmospheric testing is required when hot work is performed or when a combustible engine is within close proximity of a confined space. Under no circumstances will an

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- entry be conducted if a combustible engine is located within 15 feet of a confined space. For combustible dust, visibility must be maintained at greater than 5 feet.
- c. Toxic Gases- Must include testing for gases that potentially could be present. Concentrations of toxic gases or vapors must not be above the recommended permissible exposure limit (PEL). If any measurable toxic gas is found above the PEL, purge the confined space until an acceptable reading is obtained. Toxic atmospheres may occur when gases, liquids, vapors, mists, dust or solid materials are:
 - i. Stored in the confined space.
 - ii. Created by work being done in the confined space.
 - iii. Created naturally in the confined space.
 - iv. Stored or created in areas adjacent to the confined space.
11. The following must be provided for the attendant and noted on the permit:
 - a. Means to communicate with the entrants-the attendant must be able to clearly communicate with entrants for both routine and emergency needs. This can be either by radio, voice, visual, light, or other reliable means under all conditions.
 - b. Means to contact rescue-the attendant must be provided with one of the following to contact Wisconsin Rapids Fire Department in an emergency.
 - i. Radio
 - ii. Cell phone
 - iii. Mill telephone
 12. A pre-entry briefing covering the confined space characteristics, entry hazards and plans for addressing emergencies shall be attended by all entrants and stand-by personnel. Following the entry, a de-briefing will be held. The purpose of the de-briefing will be to document any unplanned events that occurred during the entry so they can be planned for during future entries.
 13. Every permit shall be filled out completely before entry into a confined space is permitted.
 14. The Confined Space Attendant shall sign their name on the permit.
 15. Each Entrant shall sign the permit before every entry and upon every exit from the confined space.
 16. Since gases may leak into or otherwise enter a confined space during work, or an oxygen deficiency may be created, either forced or natural ventilation must be continued as long as workers are in the confined space. Entry during natural ventilation conditions is permitted if all atmospheric tests are within acceptable limits and there is no potential for atmospheric conditions to change. All other entries shall use forced ventilation, preferably fans or blowers.

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17. If conditions change due to a possible hazard, the Confined Space Entry Permit shall become invalid. No work shall be resumed until the hazardous condition has been rectified and a new permit is properly issued.
 18. Once all work has been completed inside the confined space and it is returned to service, the Entry Supervisor shall sign off and date the permit that the job is complete. The permit shall then be sent to the Safety Department to be kept on file.
 19. General Guidelines:
 - a. Welding and cutting may create a hazardous environment in confined spaces which requires special local ventilation exhaust capture of contaminants at the source and/or at least 2,000 CFM mechanical forced-air ventilation per welder or provide the use of air line respirators. Electrical shock hazards must be carefully analyzed and protective measures taken.
 - b. All electrical power tools or equipment used in a confined space where electrical shock hazards exist (i.e. steel tanks or wet conditions, etc.) must be of either low voltage type or be powered through a ground fault circuit interrupter (GFCI). Arc welding machines must be shut off when not in use and electrodes removed from the space during break periods. Gas cylinders must not be taken into confined spaces and cylinders must be shut off during breaks.
 - c. Ladders used in confined spaces shall be tied off at the top and at the bottom if possible. All rope ladders, hoist, lifelines, and other rescue equipment at the space shall be visually inspected prior to each entry.
 - d. Non-sparking tools shall be used when working on tanks or vessels containing, or previously containing, materials that may produce flammable vapors.
 20. All safe working practices that are required outside of a confined space must be followed inside a confined space including barriers and warning signs if required (I.E. fall protection, trip hazard, guard rails, etc.).
- B. Confined Space Work Instructions – Confined Space Work Instructions will be indexed and maintained in the DMS System for team members’ access and document control. These work instructions shall provide the following information:
1. The recommended cleaning and ventilating method to eliminate atmosphere hazards (purging, flushing or ventilation).
 2. Isolation of energy required.
 - a. All pipelines connected to the confined space and how to identify and isolate through lock out tag out.
 - b. All electrical/mechanical equipment is to be locked out for each confined space.
 3. The specific gases to be checked in each confined space.

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4. Special considerations (i.e. radioactive material, lead seals, asbestos gaskets, combustible or flammable material, continuous gas monitoring required and why).
 5. Special requirements when necessary for communication between entrants and attendant.
 6. Low voltage or electrical lighting safety requirements (12-volt transformers or ground fault circuit interrupters).
 7. Rescue preparation necessary for the confined space.
 8. Entrapment situations, if present, shall be identified, i.e. self-closing hatches or doors that may be accidentally closed, should be locked open.
 9. Safely removing the access portals into the permit space and ensuring that all entry points are protected by barriers (i.e. flange guards, red barricade tape with tags), as needed to prevent unauthorized entry and to protect Entrants from external hazards.
 10. Placing barriers if a confined space is left unattended for any amount of time.
 11. Sewer-entry procedures differ in vital respects from other permit entries. Isolation of the space is difficult or impossible, thus the atmosphere may suddenly and unpredictably become lethal or unexpected flows may create unexpected hazards. Thus, the following special considerations are appropriate:
 - a. Air lines or self-contained breathing apparatus may be required.
 - b. Atmosphere monitoring devices with automatic audible alarms are required.
 - c. Special floating lifelines may be required if depth and flow of liquid may carry and entangle the line with moving equipment.
 - d. Battery-operated head lamps for illumination may be required.
 - e. Constant gas monitoring is required.
- C. Training for confined space supervisor, attendant or entrant.
1. Persons assigned duties under this policy shall be properly trained annually to ensure they have the knowledge and skills necessary for the safe performance of their duties. Individuals conducting air monitoring must be trained to do so and records of monitor calibration must be maintained. Results of air monitoring must be documented on the confined space permit.
- D. Securing the Confined Space:
1. The Entry Supervisor shall see that the confined space is emptied, cleaned, cooled, and ventilated per the Confined Space Procedure.
 2. Lockout- If any electrical or mechanical apparatus is installed within the confined space, its activation must be guarded against. All electrical and/or mechanical equipment must be locked in accordance with the mills lockout policy.

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3. Isolation- All lines, including sewer connections, to or from the confined space represent a potential hazard that must be evaluated and properly isolated. Lines that carry any hazardous materials such as toxics, corrosives, flammables or steam can be isolated by:
 - a. Utilizing double block and bleed (closing and locking two valves with an open and locked drain valve between them).
 - b. Installing a blank between the block valve and the vessel.
 - c. Removing a section of piping between the source and the vessel and locking a valve.
 - d. To secure a pipeline containing stock or cold water, a single-block valve in good working order shall be sufficient.
- E. Terminating the Entry Permit:
1. The permit may be terminated after the following conditions are met:
 - a. Any atmospheric / electrical / mechanical hazard is identified and uncontrolled.
 - b. At the discretion of the attendant based on a perceived or real hazard.
 - c. All repair material has been cleaned up.
 - d. The Confined Space Attendant shall make sure all individuals listed on the Confined Space Entry Permit have exited the confined space.
 - e. All personal locks have been removed as required in the WR facility lockout procedure.
 2. After notification that work is complete and no other entry is authorized in the confined space, the Entry Supervisor shall ensure that no team members are still inside by whatever means necessary including, but not limited to:
 - a. Inspection of the sign-in list.
 - b. Communication with the attendant.
 - c. Personal visual inspection of the space.
 3. The Confined Space Entry Permit shall be removed at this time and the Entry Supervisor shall sign the permit indicating the permit entrance is closed/complete. The permit shall then be sent to the Safety Department to be retained on file.
- F. Rescue Provisions:
1. When a confined space is entered, a rescue team shall be available. The response time required is determined by the Entry Supervisor after doing an assessment of the risk.
 2. Lifelines and harnesses are required to be worn for all confined space entries. An exception to the lifeline requirement may be where the lifeline itself presents an entanglement hazard with equipment or other entrants. In this case safety representatives along with operating department supervisory personnel must review the situation and agree that no lifeline is

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required. If not attached to a harness, a lifeline must be immediately available at all times to facilitate a rescue.

- a. In rare situations where the harness itself presents a hazard, the personnel mentioned above will review the situation and determine if entry without the harness is acceptable. The free end of the retrieval line must be attached to a mechanical hand powered lifting device or fixed point outside the space.
3. A mechanical hand-operated lifting device shall be available to retrieve entrants from vertical type permit-required confined spaces more than 5 feet deep to provide non-entry rescue.
4. Rescue and emergency services
 - a. WR facility will utilize the Wisconsin Rapids Fire Department rescue team for confined space rescue services.
 - b. Inform the rescue service of the hazards they may confront when called on to perform rescue at the WR facility.
 - c. Provide the rescue service with access to permit spaces from which rescue may be necessary so that the rescue service can develop appropriate rescue plans and practice rescue operations.

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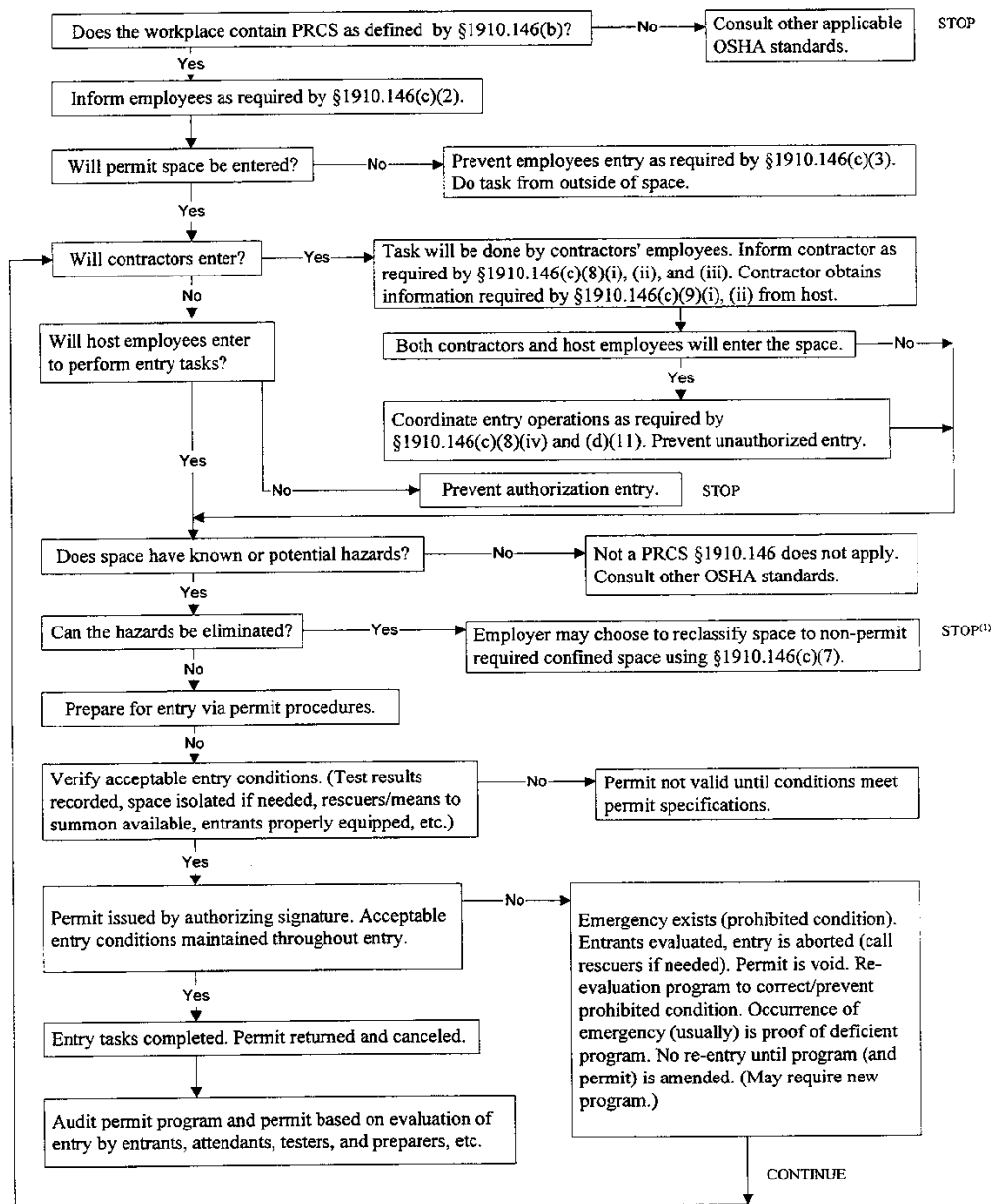
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Appendix A

Permit-Required Confined Space Decision Flow Chart



(1) Spaces may have to be evacuated and re-evaluated if hazards arise during entry.

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Appendix B

Master Inventory of Confined Spaces

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S18 Roll Conveyor Tape (Roll Prep)	West Dock 485 Conveyor	North Pulper
S18 AGV Dump Station	West Dock 478 Turntable Area	Broke Baler
S17 AGV Dump Station	Uponder Entry Station Area	C-16 Pulper
S8 AGV Dump Station	Roll Elevator Area	Destacker Elevator Pit
S10 AGV Dump Station	Roll Wrapper Kickers/Bumper Area	Pit at Sealing Line Hoist
S11 AGV Dump Station	Lowerator	S18 Roll Conveyor Tape (Roll Prep)
S12 AGV Dump Station	S18 Roll Conveyor Tape (Roll Prep)	
S14 AGV Dump Station	S18 Roll Conveyor Tape (Roll Prep)	

General



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Appendix C

Confined Space Entry Permit

Mill/Facility: Wisconsin Rapids
Call PPC for entry approval: (Ph: 715-422-3777) _____ (Intl.)

Confined Space Entered: _____
 Permit Duration: From (Date & Time): _____ To (Date & Time): _____
 Purpose for Entering: _____

Air Quality Checklist (Test Equipment)

Model			
ID Number			
Calibration Date			

Tests

<ol style="list-style-type: none"> 1. Oxygen (19.5% - 22%) 2. H₂S (5 PPM) 3. CO (20 PPM) 4. ClO₂ (.1 PPM) 5. SO₂ (5 PPM) 6. Radiation 2 mR/hr /Hr. 7. Flammability less than 10% LFL 8. Other _____ 9. Required frequency of test : (circle one) Initial Only Continuous Other 	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Results</th> <th>Time</th> <th>Initials</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> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Results	Time	Initials																									<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Results</th> <th>Time</th> <th>Initials</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> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Results	Time	Initials																								
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Entry Supervisor Checklist

Rescue team must be available. Contact Number/Method: _____ Communication device used: _____
 Pre-Entry briefing conducted by: _____ Time: _____ Post Entry briefing conducted by: _____ Time: _____

<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="width: 10%;">Yes</th> <th style="width: 10%;">No</th> </tr> </thead> <tbody> <tr><td>1. Low voltage lamps- air tools- OPI required?</td><td> </td><td> </td></tr> <tr><td>2. Hot Work Permit required?</td><td> </td><td> </td></tr> <tr><td>3. Confined Space Ventilation being used on job site?</td><td> </td><td> </td></tr> <tr><td>4. Radio - communication equipment needed?</td><td> </td><td> </td></tr> <tr><td>5. Authorized attendant on hand?</td><td> </td><td> </td></tr> <tr><td>6. Sarcoides needed?</td><td> </td><td> </td></tr> <tr><td>7. Rescue Breathing equipment on hand?</td><td> </td><td> </td></tr> <tr><td>8. Confined Space Entry Procedure reviewed?</td><td> </td><td> </td></tr> <tr><td>9. Hazards, Testing, and emergency procedures explained?</td><td> </td><td> </td></tr> <tr><td>10. Entrapment potential?</td><td> </td><td> </td></tr> <tr><td>11. All Valves & Meter lockouts blocked and/or locked out?</td><td> </td><td> </td></tr> </tbody> </table>		Yes	No	1. Low voltage lamps- air tools- OPI required?			2. Hot Work Permit required?			3. Confined Space Ventilation being used on job site?			4. Radio - communication equipment needed?			5. Authorized attendant on hand?			6. Sarcoides needed?			7. Rescue Breathing equipment on hand?			8. Confined Space Entry Procedure reviewed?			9. Hazards, Testing, and emergency procedures explained?			10. Entrapment potential?			11. All Valves & Meter lockouts blocked and/or locked out?			<ol style="list-style-type: none"> 12. Personal protective equipment required: <table style="width: 100%;"> <tr><td>Eye Protection</td><td>_____</td><td>Protective Boots</td><td>_____</td></tr> <tr><td>Face Shield</td><td>_____</td><td>Gloves</td><td>_____</td></tr> <tr><td>Chemical Suite</td><td>_____</td><td>Harness & Lifeline</td><td>_____</td></tr> <tr><td>Tripod, hand powered (load)</td><td>_____</td><td>Respiratory equipment:</td><td>_____</td></tr> <tr><td></td><td></td><td>Supplied Air</td><td>_____</td></tr> <tr><td></td><td></td><td>Full-face mask</td><td>_____</td></tr> <tr><td></td><td></td><td>3/4-face mask</td><td>_____</td></tr> </table> 13. Line Entry or Work Awareness Permit Required? _____ 14. Entanglement Hazard _____ 15. Other special instructions: _____ 	Eye Protection	_____	Protective Boots	_____	Face Shield	_____	Gloves	_____	Chemical Suite	_____	Harness & Lifeline	_____	Tripod, hand powered (load)	_____	Respiratory equipment:	_____			Supplied Air	_____			Full-face mask	_____			3/4-face mask	_____
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Signatures of Entrants:

In	Out	In	Out

Entrants shall sign above indicating that they or their authorized representative were present at the time of air sampling and permit completion. That they are in agreement with the conditions and current status of this Confined Space, and that they understand the hazards, testing, and emergency procedures are understood. Their signatures also indicate that they are working in the Confined Space. Note: Entrants are to sign in when entering and out when exiting the Confined Space.

Signature of Authorized Attendants: 1st _____ 2nd _____ 3rd _____

New Entry supervisor is to sign the permit, as required, as the Confined Space responsibility is transferred.

Authorized by Entry Supervisor: _____ Date & Time: _____	Permit Closed by: _____ Date & Time: _____
--	--

I Accept this Confined Space under the conditions listed on this permit and as required under 29CFR 1910.146.

Signature of Outside Contractor

Date

General

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Appendix D

Key Safety Procedure Audit Confined Space Entry		
DOCUMENT OWNER (INTERPRETS, REVIEWS, AND UPDATES): Corporate EHS&S Department	DATE REVISED: June 2017	NUMBER:

Date: _____ Time: _____ Immediate Supervisor: _____
 Department: _____ Confined Space Being Entered: _____
 Reason for Entry: _____

<u>Confined Space Team</u>		<u>Additional Entrants</u>
1. _____ (Permit Issuer)		5. _____
2. _____ (Attendant)		6. _____
3. _____ (Entrant)		7. _____
4. _____ (Entrant)		8. _____

AUDIT	Yes	No	N/A
Appropriate Confined Space Entry sign(s) in place at entry to space?			
Proper Personal Protective Equipment used? Inspected before use? (Lifelines & Harnesses are required for all confined spaces – unless an entanglement exists)			
Entry Permit properly completed (including pre-entry briefing) and at job site?			
Standby personnel able to clearly communicate with entrants?			
Phone / Cell phone / radio available for standby to use for emergency contact needs?			
Standby assigned, trained, and briefed of job scope and all potential hazards?			
Standby in proper location & singularly focused on the safety of the entrants?			
Oxygen deficiency, toxicity and flammability of atmosphere evaluated and logged onto permit?			
Is continuous monitoring in place as required for hot work in Confined space?			
Blinds or blanks properly installed and/or double block and bleed in place for hazardous lines? (toxic, corrosive, flammables or steam)			
Materials throughout the three-dimensional space (overhead, walking/working surfaces) identified and properly disposed (knocked down, drained, flushed, purged)?			
Related equipment properly isolated & locked-out?			
Entrants personal safety locks in place on the proper lock box?			

Findings / Recommendations for Improvement / Recognition of Team Members:

1. _____
2. _____
3. _____

Follow-up is required. Have you taken the appropriate action steps? Have you contacted the person responsible for improvement suggestions? Have you recognized appropriately the team members involved? Y / N

Audits are required to be turned in to the Safety Department after completion.

COMPLETED BY: (print name) _____

Warning: After today's date: August 30, 2017 this may not be the most current version unless it is initialed by the document owner.

General

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