ROGER WILLIAMS UNIVERSITY CONFINED SPACE ENTRY FORM

PRE-ENTRY PROCEDURES: Complete these items prior to entering the confined space. Fill in the spaces below and check off the items as they are completed. Write "NA" if an item is not applicable.
Date and Time: _____

Can the task be completed without a person physically entering the confined space? Y ☐ N ☐
If so, do not enter the confined space. Use the alternate method. Do not continue to fill out this form.

☐ **Call Public Safety Dispatch at x3333 and give the officer the following information:**

Person Requesting Entry		**Entry Location**	
Reason for Entry		**Type of Space**	
	Name	**Dept / Shop**	**Last CSE Training Date**
Entry Supervisor			
Attendant			
Authorized Entrant #1			
Authorized Entrant #2			

☐ **Confirm scene safety and safely the open confined space cover:**

Weather conditions are acceptable for entry (heat, rain/snow, wind, ice, etc.)	Y ☐ N ☐ NA ☐
Tripod / winch (retrieval system) can be safely used / set up	Y ☐ N ☐ NA ☐
Traffic controls (cones, etc) are in place if necessary	Y ☐ N ☐ NA ☐
A barrier has been erected around the CS entrance to prevent people / objects falling	Y ☐ N ☐ NA ☐
The area is clear of debris / objects that would interfere with safely opening the CS cover	Y ☐ N ☐ NA ☐
The RWU Manhole Cover Lift policy has been followed if applicable	Y ☐ N ☐ NA ☐
Any CS cover locks have been safely stored so they won't fall into the confined space	Y ☐ N ☐ NA ☐
The confined space has been visually inspected prior to entry and there are no physical hazards in the space, or those hazards have been remediated prior to entry	Y ☐ N ☐ NA ☐
Other scene safety notes :	

DO NOT ENTER THE CONFINED SPACE IF ANY ITEMS ARE CHECKED "N" AND CANNOT BE REMEDIATED

☐ **Turn on the attendant's four-gas meter and allow it to stabilize for three minutes in fresh air (away from the confined space entrance). Record the fresh air reading below (before testing the confined space atmosphere). Allow the entrant to witness the testing. Then connect the sampling tube and aspirator bulb to the attendant's four-gas meter. Drop the free end of the sampling tube into the confined space. Squeeze the bulb one time for each foot of tubing, then for an additional 45 seconds before logging the first reading (CS#1). Take two more readings at one minute apart, squeezing the bulb continuously. Record the readings (CS#2, #3).**

Meter Make and Model	Sperian Biosystems Multi-Pro Four Gas Meter (O2, LEL, CO, H2S)				
Serial Number	☐ 13291 ☐ 39896	**Last Calibration Date** *(see cert)*			
Test Parameter	**Acceptable Conditions**	**Fresh Air**	**CS #1**	**CS #2**	**CS #3**
Oxygen (O2)	**19.5% - 23.5% (OSHA)**				
Flammable Gas (LEL)	**Below 10% LEL (OSHA)**				
Carbon Monoxide (CO)	**0 – 35 ppm (NIOSH)**				
Hydrogen Sulfide (H2S)	**0 – 10 ppm (NIOSH)**				
Tester Initials					
Time of Test					

If atmospheric conditions in the confined space are within the acceptable ranges, then proceed to the "entry" portion of the form (next page). If conditions are not within acceptable ranges, **DO NOT ENTER THE CONFINED SPACE.** Attempt continuous forced air ventilation with the Allegro Industries axial blower. Draw the air from a clean source and direct it into the confined space. Re-test the atmosphere. **Only allow entry if a non-hazardous atmosphere can be maintained**. The ventilation must be used the entire time the entrant is in the space.

ENTRY PROCEDURES: **Complete these items during the confined space entry. Attendant or supervisor will fill in the spaces below and check off the items as they are completed. Write "NA" if an item is not applicable. If at any time the atmosphere becomes hazardous, order the entrant(s) to exit immediately!**

☐ **Inspect all equipment and ensure it is in good working condition. Confirm that the entrant is wearing a properly-fitting retrieval harness and any required personal protective equipment (PPE) (list below). Confirm and test communications methods between entry team members and the entry team and emergency services (RWU Public Safety – x3333 / Bristol Fire Department – 401-253-6912).**

Entrant's PPE (list out)	
Communication with Entrant	☐ Nextel / Phone ☐ Radio ☐ Voice ☐ Other
Emergency Services Contact	☐ Nextel / Phone ☐ Radio ☐ Other

☐ **Turn on the entrant's four-gas meter and allow it to stabilize for three minutes in fresh air (away from the confined space entrance). Record the fresh air reading below (before testing the confined space atmosphere). Allow the entrant to witness the testing. Clip the four-gas meter to the entrant's harness post-testing.**

Meter Make and Model	Sperian Biosystems Multi-Pro Four Gas Meter (O2, LEL, CO, H2S)		
Serial Number	☐ 13291 ☐ 39896	**Date of Last Calibration** *(see cert)*	

Test Parameter	Acceptable Conditions	Fresh Air
Oxygen (O2)	**19.5% - 23.5% (OSHA)**	
Flammable Gas (LEL)	**Below 10% LEL (OSHA)**	
Carbon Monoxide (CO)	**0 – 35 ppm (NIOSH)**	
Hydrogen Sulfide (H2S)	**0 – 10 ppm (NIOSH)**	
Tester Initials		
Time of Test		

Attendant: *If the entrant cannot safely exit the confined space due to injury, illness, loss of consciousness, or a hazard preventing safe exit, call Public Safety Dispatch at x3333. Dispatch needs to know: (1) Is the entrant hurt? (2) What are the atmospheric readings in the confined space? (3) Is there a fire or other serious hazard in the confined space? (electrical, water, etc.). Dispatch will either send an RWU confined space rescue EMT or contact Bristol Fire Department at 401-253-6912.*

☐ **Entrant clips into the retrieval system, then enters the confined space. Tools and equipment are lowered or passed to the entrant after he/she has entered the space. Attendant maintains the security of the scene and continuously monitors the atmosphere in the space (record every 15 minutes below). ENTRANT IMMEDIATELY EXITS THE SPACE IF READINGS FALL OUTSIDE THE ACCEPTABLE CONDITIONS RANGE. Entrant performs necessary work, passes / raises tools out of the space, and exits safely while attached to the retrieval system.**

Test Parameter	Acceptable Conditions	1st	2nd	3rd	4th	5th	6th
Oxygen (O2)	**19.5% - 23.5% (OSHA)**						
Flammable Gas (LEL)	**Below 10% LEL (OSHA)**						
Carbon Monoxide (CO)	**0 – 35 ppm (NIOSH)**						
Hydrogen Sulfide (H2S)	**0 – 10 ppm (NIOSH)**						
Tester Initials							
Time of Test							

POST-ENTRY PROCEDURES: **Complete these items after the entrant exits the confined space. Check off the items as they are completed.**

☐ **Close and secure the confined space entrance cover, following the RWU Manhole Cover Lift Procedure if applicable. Inspect all equipment post-entry and ensure it is in good working condition. Tag any damaged equipment with an "OUT OF SERVICE – DO NOT USE" sign and notify EHS via work order. Pack up meters and equipment and return to confined space entry storage closet in the Mechanical Maintenance Shop.**

☐ **Call Public Safety Dispatch at x3333 and inform the officer that the entry is complete.**

☐ **Complete this form and turn in to EHS before the end of your shift (place under office door if not in office).**

Entry Supervisor Name, Signature, Date, and Time: _____