

Confined Space Entry & Tunnel Safety Plan – Appendix D: Entry Team Duties

Authorized employees entering permit-required confined spaces must do so as part of an Entry Team. Entry teams consist of the following personnel: Entrant(s), Attendant(s), and an Entry Supervisor. Department managers must designate the authorized employees to fulfill each role. The duties associated with each role are described below and constitute the minimum responsibilities described in the Oregon Occupational Safety and Health Administration (OR OSHA) Confined Spaces standard, i.e., 437-002-00146.

A. Entrants must:

- Know the hazards that may be faced during entry, including information on the type of hazard, as well as signs, symptoms, and consequences of exposure to those hazards.
- Communicate with the attendant as necessary so the attendant can monitor the entrant's status and to enable the attendant to alert entrants of the need to evacuate the space.
- Alert the attendant whenever the entrant detects a dangerous or hazardous condition or warning sign or symptom of exposure to a dangerous situation.
- Exit from the permit space as quickly as possible whenever:
 - An order to evacuate is given by the attendant or the entry supervisor, or
 - The entrant recognizes any warning sign or symptom of exposure to a dangerous situation, or
 - The entrant detects a dangerous or hazardous condition, or
 - An evacuation alarm is activated.

B. Attendants must:

- Know the hazards that may be faced during entry, including information on the type of hazard, as well as signs, symptoms, and consequences of exposure to those hazards.
- Be aware of possible behavioral effects of hazard exposure in authorized entrants.
- Continuously maintain an accurate count of authorized entrants in the permit space and ensure that the means used to identify authorized entrants accurately identifies who is in the permit space.
- Remain outside the permit space during entry operations until relieved by another attendant.
- Communicate with authorized entrants as necessary to monitor entrant status and to alert entrants of the need to evacuate the space.
- Monitor activities inside and outside the space to determine if it is safe for entrants to remain in the space and order the authorized entrants to evacuate the permit space immediately under any of the following conditions:
 - If the attendant detects a dangerous or hazardous condition;
 - If the attendant detects the behavioral effects of hazard exposure in an authorized entrant;
 - If the attendant detects a situation outside the space that could endanger the authorized entrants; or
 - If the attendant cannot effectively and safely perform all the duties required of the attendant.

- Summon rescue and other emergency services as soon as the attendant determines that authorized entrants may need assistance to escape from permit space hazards.
- Take the following actions when unauthorized persons approach or enter a permit space while entry is underway:
 - Warn the unauthorized persons that they must stay away from the permit space;
 - Advise the unauthorized persons that they must exit immediately if they have entered the permit space; and
 - Inform the authorized entrants and the entry supervisor if unauthorized persons have entered the permit space.

Note: *The department manager can give the attendant the authority to remove unauthorized individuals who enter or who attempt to enter the permit space during entry operations, so long as the attendant does not enter the space.*

- Perform non-entry rescues as specified by the department's rescue procedure; and
- Perform no duties that might interfere with the attendant's primary duty to monitor and protect any authorized entrant.

Note: *An attendant may monitor more than one space at a time, but the duties in relation to one space may not interfere with the duties for any other spaces. If an attendants' attention is focused on one space, such as to initiate the rescue procedures, all other spaces that the attendant is monitoring must be evacuated or another attendant must take over those duties first.*

C. Entry supervisors must:

- Know the hazards that may be faced during entry, including information on the type of hazard, as well as signs, symptoms, and consequences of exposure to those hazards.
- Understand the means and methods to control and/or eliminate the hazards of the permit space.
- 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 before endorsing the permit and allowing entry to begin.
- Inform entrants and attendants of the hazards and conditions associated with the space and the methods used to eliminate and/or control those hazards.
- Terminate the entry and cancel the permit as required by the permit entry program.
- Verify that rescue services are available and that the means for summoning them are operable.
- Remove unauthorized individuals who enter or who attempt to enter the permit space during entry operations.
- Reevaluate the conditions within the space whenever responsibility for a permit space entry operation is transferred and at intervals dictated by the hazards and operations performed within the space.