



WEEKLY SAFETY MEETING

All Euramax Subsidiaries

CONFINED SPACES

Safety Meeting Contents

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

PRIOR TO THE WEEKLY MEETING:

- Post the meeting notice by the timeclock
- 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)
- Make copies of the employee quiz (one for each employee)
- Make copies of the weekly puzzle (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
- Pass out the employee quiz
- Pass out the weekly puzzle
- Keep the meeting simple
- Encourage discussion and questions

WEEKLY SAFETY MEETING NOTICE

THIS WEEK, OUR SAFETY MEETING WILL COVER
CONFINED SPACES

TIME: _____

DATE: _____

PLACE: _____

WEEKLY SAFETY MEETING

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CONFINED SPACES

Leaders Guide

EURAMAX PROCEDURE REFERENCE:

B-6.0: Confined Spaces

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 Euramax 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 nonpermit) 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

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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 nonpermit 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.
- Contains any other recognized serious safety or health hazard.

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Leaders Guide

Question: Can you define a nonpermit 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.

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Leaders Guide

Question: What should an attendant do in an emergency?

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.

EMPLOYEE HANDOUT:

- A. Employee Handout
- B. Confined Space Safety Quiz
- C. Confined Safety Crossword
- D. Confined Safety Word Search



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Leaders Guide

QUIZ ANSWERS:

1. True
2. d
3. False
4. False
5. True
6. True
7. False
8. True
9. True
10. True
11. False

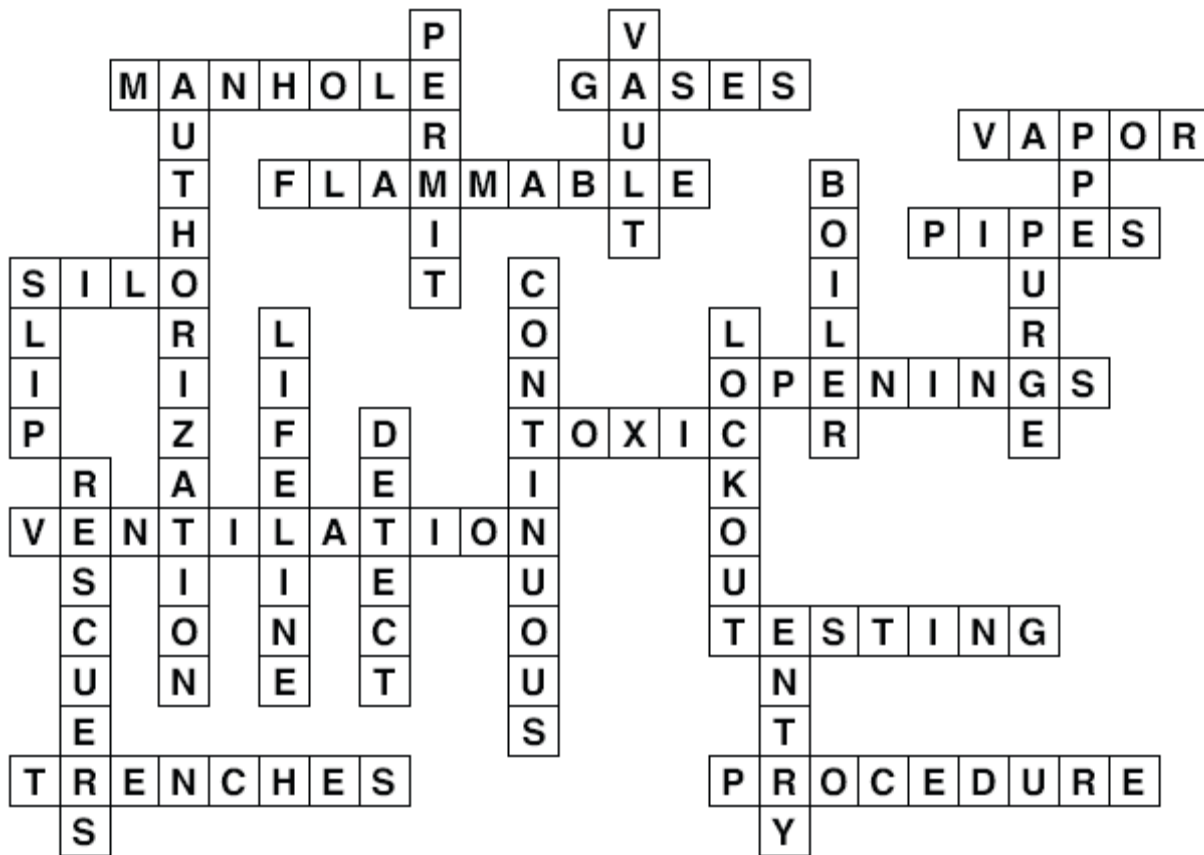
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Leaders Guide

Employee Puzzle Answers

Confined Spaces



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Employee Handout

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.
- Be fully prepared before entry. Make sure you are wearing the required personal protective equipment (PPE) including a hardhat, safety-toed footwear, gloves and your breathing apparatus



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Employee Handout

- 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.

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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



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CONFINED SPACES
Meeting Sign In Sheet

LOCATION _____

MEETING DATE _____ MEETING CONDUCTED BY _____

CONTENTS OF MEETING _____
 (Attach Handouts, etc.) _____

ATTENDEES:

Name (Print)	Signature	Name (Print)	Signature
1 _____	_____	22 _____	_____
2 _____	_____	23 _____	_____
3 _____	_____	24 _____	_____
4 _____	_____	25 _____	_____
5 _____	_____	26 _____	_____
6 _____	_____	27 _____	_____
7 _____	_____	28 _____	_____
8 _____	_____	29 _____	_____
9 _____	_____	30 _____	_____
10 _____	_____	31 _____	_____
11 _____	_____	32 _____	_____
12 _____	_____	33 _____	_____
13 _____	_____	34 _____	_____
14 _____	_____	35 _____	_____
15 _____	_____	36 _____	_____
16 _____	_____	37 _____	_____
17 _____	_____	38 _____	_____
18 _____	_____	39 _____	_____
19 _____	_____	40 _____	_____
20 _____	_____	41 _____	_____
21 _____	_____	42 _____	_____

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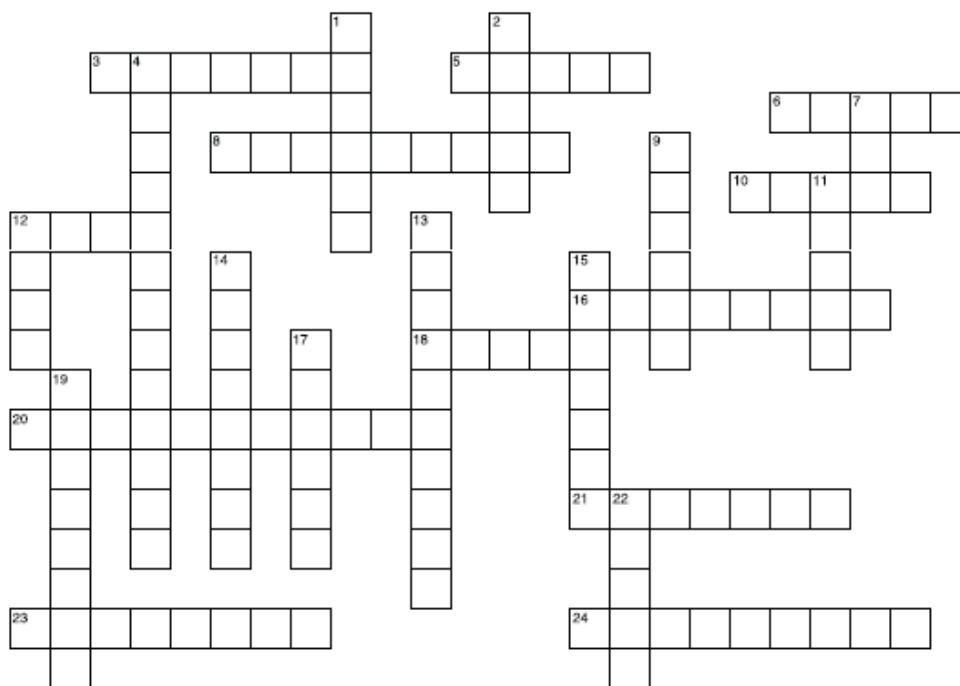
CONFINED SPACE

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

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CONFINED SPACE
Employee Puzzle

Confined Spaces

The topic of this word search is confined spaces. See if you can find all the listed words within the puzzle. While you are searching, think about the words. They describe some of the hazards and safeguards relating to confined spaces.



AIR
 AUTHORIZATION
 ATMOSPHERE
 BREATHE
 BREATHLESS
 COMBUSTIBLE
 DARK
 DETECTION
 DIZZY
 ENTRY
 EXPLOSIVE
 FLAMMABLE

GASES
 HATCH
 HAZARDOUS
 INACCESSIBLE
 INHALE
 LIFELINE
 LIGHT
 MONITOR
 NARROW
 OXYGEN
 PIT
 PERMIT
 PROTECTION

RESPIRATOR
 RESTRICTED
 RETRIEVAL
 SPARKPROOF
 TAGOUT
 TEST
 TOXIC
 TRAINING
 VAPORS
 VENTILATION
 WINDOWLESS