

|    |      |    |  |                              |     |      |           |           |  |
|----|------|----|--|------------------------------|-----|------|-----------|-----------|--|
| 09 | PANG | No |  | Electrical System<br>Vault   | ESV | 310  | 4/28/2001 | 4/28/2002 |  |
| 09 | PANG | No |  | Electrical System<br>Vault   | ESV | 310A | 5/5/2001  | 5/5/2002  |  |
| 09 | PANG | No |  | Vault                        | ESV | 320  | 4/29/2001 | 4/29/2002 |  |
| 09 | PANG | No |  | Electrical System<br>Vault   | ESV | 325  | 4/30/2001 | 4/30/2002 |  |
| 09 | PANG | No |  | Vault                        | ESV | 330  | 5/1/2001  | 5/1/2002  |  |
| 09 | PANG | No |  | Vault                        | ESV | 335  | 5/2/2001  | 5/2/2002  |  |
| 09 | PANG | No |  | Vault                        | ESV | 336  | 5/3/2001  | 5/3/2002  |  |
| 09 | PANG | No |  | Vault                        | ESV | 405  | 5/8/2001  | 5/8/2002  |  |
| 09 | PANG | No |  | Vault                        | ESV | 410  | 5/7/2001  | 5/7/2002  |  |
| 09 | PANG | No |  | Vault                        | ESV | 415  | 5/8/2001  | 5/8/2002  |  |
| 09 | PANG | No |  | Vault                        | ESV | 415A | 5/13/2001 | 5/13/2002 |  |
| 09 | PANG | No |  | Vault                        | ESV | 420  | 5/9/2001  | 5/9/2002  |  |
| 09 | PANG | No |  | Vault                        | ESV | 430  | 5/10/2001 | 5/10/2002 |  |
| 09 | PANG | No |  | Electrical System            | ESV | 435  | 5/11/2001 | 5/11/2002 |  |
| 09 | PANG | No |  | Vault                        | ESV | 465  | 5/12/2001 | 5/12/2002 |  |
| 10 | PANG | No |  | Electrical System<br>Manhole | ESM | 160  | 9/4/2001  | 9/4/2002  |  |
| 10 | PANG | No |  | Manhole                      | ESM | 240  | 9/5/2000  | 9/5/2001  |  |
| 10 | PANG | No |  | Manhole                      | ESM | 240A | 9/6/2000  | 9/6/2001  |  |
| 11 | PANG | No |  | Drainage Manhole             | DSM | 0    | 5/31/2000 | 5/31/2001 |  |
| 11 | PANG | No |  | Drainage Manhole             | DSM | 10   | 6/2/2000  | 6/2/2001  |  |
| 11 | PANG | No |  | Drainage Manhole             | DSM | 100  | 6/18/2000 | 6/18/2001 |  |
| 11 | PANG | No |  | Drainage Manhole             | DSM | 105  | 6/19/2000 | 6/19/2001 |  |
| 11 | PANG | No |  | Drainage Manhole             | DSM | 110  | 6/20/2000 | 6/20/2001 |  |
| 11 | PANG | No |  | Drainage Manhole             | DSM | 115  | 6/21/2000 | 6/21/2001 |  |
| 11 | PANG | No |  | Drainage Manhole             | DSM | 120  | 6/22/2000 | 6/22/2001 |  |
| 11 | PANG | No |  | Drainage Manhole             | DSM | 125  | 6/23/2000 | 6/23/2001 |  |
| 11 | PANG | No |  | Drainage Manhole             | DSM | 130  | 6/24/2000 | 6/24/2001 |  |
| 11 | PANG | No |  | Drainage Manhole             | DSM | 140  | 6/25/2000 | 6/25/2001 |  |
| 11 | PANG | No |  | Drainage Manhole             | DSM | 145  | 6/26/2000 | 6/26/2001 |  |
| 11 | PANG | No |  | Drainage Manhole             | DSM | 15   | 6/3/2000  | 6/3/2001  |  |
| 11 | PANG | No |  | Drainage Manhole             | DSM | 150  | 6/27/2000 | 6/27/2001 |  |
| 11 | PANG | No |  | Drainage Manhole             | DSM | 155  | 6/28/2000 | 6/28/2001 |  |
| 11 | PANG | No |  | Drainage Manhole             | DSM | 160  | 6/29/2000 | 6/29/2001 |  |

|    |      |    |  |  |                  |     |     |           |           |  |
|----|------|----|--|--|------------------|-----|-----|-----------|-----------|--|
| 11 | PANG | No |  |  | Drainage Manhole | DSM | 20  | 6/4/2000  | 6/4/2001  |  |
| 11 | PANG | No |  |  | Drainage Manhole | DSM | 25  | 6/5/2000  | 6/5/2001  |  |
| 11 | PANG | No |  |  | Drainage Manhole | DSM | 30  | 6/6/2000  | 6/6/2001  |  |
| 11 | PANG | No |  |  | Drainage Manhole | DSM | 35  | 6/7/2000  | 6/7/2001  |  |
| 11 | PANG | No |  |  | Drainage Manhole | DSM | 40  | 6/8/2000  | 6/8/2001  |  |
| 11 | PANG | No |  |  | Drainage Manhole | DSM | 45  | 6/9/2000  | 6/9/2001  |  |
| 11 | PANG | No |  |  | Drainage Manhole | DSM | 5   | 6/1/2000  | 6/1/2001  |  |
| 11 | PANG | No |  |  | Drainage Manhole | DSM | 50  | 6/10/2000 | 6/10/2001 |  |
| 11 | PANG | No |  |  | Drainage Manhole | DSM | 55  | 6/11/2000 | 6/11/2001 |  |
| 11 | PANG | No |  |  | Drainage Manhole | DSM | 60  | 6/12/2000 | 6/12/2001 |  |
| 11 | PANG | No |  |  | Drainage Manhole | DSM | 65  | 6/13/2000 | 6/13/2001 |  |
| 11 | PANG | No |  |  | Drainage Manhole | DSM | 70  | 6/14/2000 | 6/14/2001 |  |
| 11 | PANG | No |  |  | Drainage Manhole | DSM | 75  | 6/15/2000 | 6/15/2001 |  |
| 11 | PANG | No |  |  | Drainage Manhole | DSM | 80  | 6/16/2000 | 6/16/2001 |  |
| 11 | PANG | No |  |  | Drainage Manhole | DSM | 85  | 6/17/2000 | 6/17/2001 |  |
| 11 | PANG | No |  |  | Drainage Manhole | DSM | 0   | 6/30/2000 | 6/30/2001 |  |
| 11 | PANG | No |  |  | Drainage Manhole | DSM | 10  | 7/2/2000  | 7/2/2001  |  |
| 11 | PANG | No |  |  | Drainage Manhole | DSM | 15  | 7/3/2000  | 7/3/2001  |  |
| 11 | PANG | No |  |  | Drainage Manhole | DSM | 20  | 7/4/2000  | 7/4/2001  |  |
| 11 | PANG | No |  |  | Drainage Manhole | DSM | 25  | 7/5/2000  | 7/5/2001  |  |
| 11 | PANG | No |  |  | Drainage Manhole | DSM | 30  | 7/6/2000  | 7/6/2001  |  |
| 11 | PANG | No |  |  | Drainage Manhole | DSM | 35  | 7/7/2000  | 7/7/2001  |  |
| 11 | PANG | No |  |  | Drainage Manhole | DSM | 40  | 7/8/2000  | 7/8/2001  |  |
| 11 | PANG | No |  |  | Drainage Manhole | DSM | 45  | 7/9/2000  | 7/9/2001  |  |
| 11 | PANG | No |  |  | Drainage Manhole | DSM | 5   | 7/1/2000  | 7/1/2001  |  |
| 11 | PANG | No |  |  | Drainage Manhole | DSM | 50  | 7/10/2000 | 7/10/2001 |  |
| 11 | PANG | No |  |  | Drainage Manhole | DSM | 55  | 7/11/2000 | 7/11/2001 |  |
| 11 | PANG | No |  |  | Drainage Manhole | DSM | 60  | 7/12/2000 | 7/12/2001 |  |
| 11 | PANG | No |  |  | Drainage Manhole | DSM | 0   | 7/13/2000 | 7/13/2001 |  |
| 11 | PANG | No |  |  | Drainage Manhole | DSM | 10  | 7/15/2000 | 7/15/2001 |  |
| 11 | PANG | No |  |  | Drainage Manhole | DSM | 100 | 8/2/2000  | 8/2/2001  |  |
| 11 | PANG | No |  |  | Drainage Manhole | DSM | 105 | 8/3/2000  | 8/3/2001  |  |
| 11 | PANG | No |  |  | Drainage Manhole | DSM | 115 | 8/4/2000  | 8/4/2001  |  |
| 11 | PANG | No |  |  | Drainage Manhole | DSM | 15  | 7/16/2000 | 7/16/2001 |  |
| 11 | PANG | No |  |  | Drainage Manhole | DSM | 20  | 7/17/2000 | 7/17/2001 |  |
| 11 | PANG | No |  |  | Drainage Manhole | DSM | 25  | 7/18/2000 | 7/18/2001 |  |
| 11 | PANG | No |  |  | Drainage Manhole | DSM | 30  | 7/19/2000 | 7/19/2001 |  |
| 11 | PANG | No |  |  | Drainage Manhole | DSM | 40  | 7/20/2000 | 7/20/2001 |  |
| 11 | PANG | No |  |  | Drainage Manhole | DSM | 45  | 7/21/2000 | 7/21/2001 |  |

|    |      |    |  |  |                    |     |         |           |           |                                |
|----|------|----|--|--|--------------------|-----|---------|-----------|-----------|--------------------------------|
| 11 | PANG | No |  |  | Drainage Manhole   | DSM | 5       | 7/14/2000 | 7/14/2001 |                                |
| 11 | PANG | No |  |  | Drainage Manhole   | DSM | 50      | 7/22/2000 | 7/22/2001 |                                |
| 11 | PANG | No |  |  | Drainage Manhole   | DSM | 55      | 7/23/2000 | 7/23/2001 |                                |
| 11 | PANG | No |  |  | Drainage Manhole   | DSM | 60      | 7/24/2000 | 7/24/2001 |                                |
| 11 | PANG | No |  |  | Drainage Manhole   | DSM | 65      | 7/25/2000 | 7/25/2001 |                                |
| 11 | PANG | No |  |  | Drainage Manhole   | DSM | 70      | 7/26/2000 | 7/26/2001 |                                |
| 11 | PANG | No |  |  | Drainage Manhole   | DSM | 75      | 7/27/2000 | 7/27/2001 |                                |
| 11 | PANG | No |  |  | Drainage Manhole   | DSM | 80      | 7/28/2000 | 7/28/2001 |                                |
| 11 | PANG | No |  |  | Drainage Manhole   | DSM | 85      | 7/29/2000 | 7/29/2001 |                                |
| 11 | PANG | No |  |  | Drainage Manhole   | DSM | 90      | 7/30/2000 | 7/30/2001 |                                |
| 11 | PANG | No |  |  | Drainage Manhole   | DSM | 90      | 7/31/2000 | 7/31/2001 |                                |
| 11 | PANG | No |  |  | Drainage Manhole   | DSM | 95      | 8/1/2000  | 8/1/2001  |                                |
| 11 | PANG | No |  |  | Drainage Manhole   | DSM | 0       | 8/5/2000  | 8/5/2001  |                                |
| 11 | PANG | No |  |  | Drainage Manhole   | DSM | 100     | 8/21/2000 | 8/21/2001 |                                |
| 11 | PANG | No |  |  | Drainage Manhole   | DSM | 15      | 8/6/2000  | 8/6/2001  |                                |
| 11 | PANG | No |  |  | Drainage Manhole   | DSM | 20      | 8/7/2000  | 8/7/2001  |                                |
| 11 | PANG | No |  |  | Drainage Manhole   | DSM | 25      | 8/8/2000  | 8/8/2001  |                                |
| 11 | PANG | No |  |  | Drainage Manhole   | DSM | 35      | 8/9/2000  | 8/9/2001  |                                |
| 11 | PANG | No |  |  | Drainage Manhole   | DSM | 45      | 8/10/2000 | 8/10/2001 |                                |
| 11 | PANG | No |  |  | Drainage Manhole   | DSM | 50      | 8/11/2000 | 8/11/2001 |                                |
| 11 | PANG | No |  |  | Drainage Manhole   | DSM | 55      | 8/12/2000 | 8/12/2001 |                                |
| 11 | PANG | No |  |  | Drainage Manhole   | DSM | 60      | 8/13/2000 | 8/13/2001 |                                |
| 11 | PANG | No |  |  | Drainage Manhole   | DSM | 65      | 8/14/2000 | 8/14/2001 |                                |
| 11 | PANG | No |  |  | Drainage Manhole   | DSM | 65      | 8/15/2000 | 8/15/2001 |                                |
| 11 | PANG | No |  |  | Drainage Manhole   | DSM | 70      | 8/16/2000 | 8/16/2001 |                                |
| 11 | PANG | No |  |  | Drainage Manhole   | DSM | 75      | 8/17/2000 | 8/17/2001 |                                |
| 11 | PANG | No |  |  | Drainage Manhole   | DSM | 80      | 8/18/2000 | 8/18/2001 |                                |
| 11 | PANG | No |  |  | Drainage Manhole   | DSM | 85      | 8/19/2000 | 8/19/2001 |                                |
| 11 | PANG | No |  |  | Drainage Manhole   | DSM | 95      | 8/20/2000 | 8/20/2001 |                                |
| 12 | PANG | No |  |  | Drainage Vault     | DSV | 10      | 8/23/2000 | 8/23/2001 |                                |
| 12 | PANG | No |  |  | Drainage Vault     | DSV | 5       | 8/22/2000 | 8/22/2001 |                                |
| 14 | PANG | No |  |  | Sawdust Hopper     | SDH | 1       | 8/27/2000 | 8/27/2001 | BLDG #140 SOUTH SIDE           |
| 15 | PANG | No |  |  | Water Tank Vehicle | WTV | 85W401  |           |           | BLDG 160 400GL DEICER TANK     |
| 15 | PANG | No |  |  | Water Tank Vehicle | WTV | 86W576  |           |           | BLDG 160 400GL DEICER TANK     |
| 15 | PANG | No |  |  | Water Tank Vehicle | WTV | 76L311  |           |           | BLDG 280 1200GL P4 WATER TANK  |
| 15 | PANG | No |  |  | Water Tank Vehicle | WTV | 87L668  |           |           | BLDG 280 2000GL P18 WATER TANK |
| 15 | PANG | No |  |  | Water Tank Vehicle | WTV | 87L103  |           |           | BLDG 280 1000GL P19 WATER TANK |
| 15 | PANG | No |  |  | Water Tank Vehicle | WTV | 94L160  |           |           | BLDG 280 750GL P22 WATER TANK  |
| 15 | PANG | No |  |  | Water Tank Vehicle | WTV | 70L1269 |           |           | BLDG 400 400GL WATER TANK      |

|    |                         |     |             |                   |                     |     |        |     |     |  |   |
|----|-------------------------|-----|-------------|-------------------|---------------------|-----|--------|-----|-----|--|---|
| 15 | PANG                    | No  |             |                   | Water Tank Vehicle  | WTV | 90L811 |     |     |  | BLDG 400 400GL WATER TANK   |
| 15 | PANG                    | No  |             |                   | Water Tank Vehicle  | WTV | 96L229 |     |     |  | BLDG 400 400GL WATER TANK   |
|    | Redmond                 |     | Yes         |                   |                     |     |        |     |     |  | Below floor around entire building, only one access door marked (several floor access doors not marked) |
| 01 | Armory                  | Yes | (home made) |                   | Plumbing Chase      | PC  |        |     |     |  | Confined spaces eliminated  |
| 00 | St. Helens              | No  | No          | N/A               | Forced Air HVAC     | N/A | N/A    | N/A | N/A |  | Confined spaces eliminated  |
| 00 | The Dalles              | N/A | N/A         | N/A               | N/A                 | N/A | N/A    | N/A | N/A |  | None at this facility   |
| 00 | Umatilla Bld 30         | N/A | N/A         | N/A               | N/A                 | N/A | N/A    | N/A | N/A |  | None at this facility   |
| 00 | Umatilla Rife Range YCP | N/A | N/A         | N/A               | N/A                 | N/A | N/A    | N/A | N/A |  | None at this facility   |
| 01 | YCP                     | Yes | No          | SMW & Contractors | Hot Water Tank      | HWT |        |     |     |  |   |
| 01 | YCP                     | Yes | No          | SMW & Contractors | Well Water Supply   | WWS |        |     |     |  |   |
| 01 | YCP                     | Yes | No          | SMW & Contractors | Domestic Water Tank | DWT |        |     |     |  |   |

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**Not designed to  
be occupied**



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**A written permit-space program for Camp  
Withycombe/Region II Readiness Centers - Oregon  
Military Department**

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McMinnville Readiness Center:  
Permit Required Confined Space  
program.

Program status:

*To be determined*

## **Contents**

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### **The written program**

- **Camp Withycombe and Region II Readiness Centers policy and responsibilities**
- **Confined space and permit-space identification**
- **Procedures for entering a permit space**
- **Alternate procedure for entering a permit space**
- **Reclassifying a permit space as a non-permit space**
- **Completing the entry permit**
- **Duties of authorized entrants, attendants, and entry supervisors**
- **Training affected employees**
- **Employee training record**
- **Rescue and emergency services**
- **Annual program review**

### **Forms you can use with the written program**

- **Confined space/permit space evaluation survey**  
Use this form to help you identify confined spaces and permit spaces.
- **Permit space evaluation form**  
Use this form to help you document hazards in a permit space and PPE necessary for entry.
- **Entry permit**  
Complete this form before employees enter a permit space.
- **Alternate entry procedure/reclassification**  
Use Section A if employees will use the alternate entry procedure. Use Section B if you reclassify a permit space to a non-permit space.

## **Camp Withycombe and Region II Readiness Centers policy and responsibilities**

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### **Camp Withycombe and Region II Readiness Centers policy**

Oregon Military Department Managers and Supervisors for Camp Withycombe and the Region II Readiness Centers are committed to a safe, healthful workplace for its employees. The purpose of this written program is to identify all permit spaces at this workplace and ensure that all authorized employees will enter, work in, and exit the spaces safely Oregon Military Department Managers and Supervisors for Camp Withycombe and the Region II Readiness Centers will inform all affected employees when there are changes to this written program.

Managers and Supervisors for Camp Withycombe and the Region II Readiness Centers will do the following to ensure the health and safety of those who work in and around permit spaces:

- Evaluate each confined space to determine if it has the characteristics of a permit space.
- Inform all employees of the location and the hazards in each permit space.
- Prevent unauthorized persons from entering a permit space.
- Train authorized entrants, attendants, and entry supervisors so that they have the skills necessary to fulfill their duties.
- Provide all necessary equipment for permit-space work at no cost to employees, maintain the equipment, and ensure that employees use the equipment properly.
- Inform contractors about the permit-space program and coordinate entry operations.

### **Responsibilities for managing the program**

Facility Manager for Camp Withycombe and the Region II Readiness Centers and accompanying facilities, Darrell D. Neet designates the following persons to manage the permit-space program:

| <b>Person's name or position</b> | <b>Person's responsibility</b>  |
|----------------------------------|---|
| Darrell D. Neet                  | <b>Managing the overall program.</b> Overall implementation and maintenance of the written program, including employee certification or training that satisfies the requirements of 1910.146.                 |
| Jared Huber                      | <b>Identifying permit-space locations.</b> Location and identification of all permit spaces at this workplace.  |
| Patrick Brennan                  | <b>Training affected employees.</b> Ensure that authorized entrants, attendants, entry supervisors, and on-site emergency responders are properly trained and have periodic refresher training.               |
| Frank Wallace                    | <b>Planning for emergencies.</b> Ensure that emergency responders are informed of all permit-required confined spaces at the workplace and have access to the spaces for drills and other training exercises. |
| Frank Wallace                    | <b>Equipment.</b> Ensure that all equipment for authorized attendants and entrants is properly maintained and is available when needed.   |

## **Confined space and permit space identification**

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Jared Huber has identified and evaluated all enclosures that have the characteristics of confined spaces and permit spaces as shown below.

[Suggestion: Use the **Confined space/permit space evaluation survey** and the **Permit-space evaluation form** to help you identify and evaluate confined spaces and permit spaces at your workplace.]

| <b>Description and location of space</b> |                    |                  |
|--|--------------------|------------------|
| _____                                    | Confined space [ ] | Permit space [ ] |
| _____                                    | Confined space [ ] | Permit space [ ] |
| _____                                    | Confined space [ ] | Permit space [ ] |
| _____                                    | Confined space [ ] | Permit space [ ] |

## **Procedures for entering a permit space**

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**If the space has atmospheric and non-atmospheric hazards and the hazards cannot be eliminated, employees must follow these procedures.**

### **If contract only workers will enter the space**

If contract workers only will enter the permit space, Frank Wallace will inform the contractor about all hazards in the space, the permit-space program, and Camp Withycombe and Region II Readiness Centers safety rules. Frank Wallace will review and discuss each contracted job with the contractor before the work begins. The contractor will inform Frank Wallace about the permit-space program that the contractor will follow. If the contractor's permit-space program is less effective than the Camp Withycombe and Region II Readiness Centers's program, the contractor will follow the Camp Withycombe and Region II Readiness Centers's program.

### **If contract workers and Camp Withycombe and Region II Readiness Centers employees will enter the space**

Frank Wallace will coordinate entry operations with the contractor so that contract workers and Camp Withycombe and Region II Readiness Centers employees work together, following this permit space-program.

### **If Camp Withycombe and Region II Readiness Centers employees only will enter the space**

#### **1. Pre-entry procedure**

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##### **Task**

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- Obtain an entry permit.
- Specify the acceptable conditions for entering the permit space. Entry into a permit space is prohibited until the atmosphere has been tested from outside the space. Tests must include those for *oxygen content*, *flammability*, and *toxic gasses*, in that order. The percentage of oxygen for entry must not be less than 19.5 percent nor more than 23.5 percent at normal atmospheric pressure. If the percentage of oxygen falls below 19.5 percent, entrants must use appropriate air-supplying respirators. The atmosphere in the space must be checked at least every (**indicate the time interval**) or frequently monitored.
- Provide authorized entrants with the opportunity to observe any monitoring or testing of the space.
- Isolate the permit space from sources of hazardous energy. Disconnect hazardous equipment from the sources of hazardous energy, whenever possible. All chemical and steam pipes, treating agents, and lines must be blanked or removed. Electrical isolation must be accomplished by locking out circuit breakers or disconnects in the off position with a key-type lock. The key must remain with the authorized entrant. If more than one

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**Task**

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person enters the space, a group lockout procedure is allowed.

- Purge, inert, flush, or ventilate the space to eliminate or control atmospheric hazards. Initial testing of the atmosphere must be performed from outside the space. Continuous ventilation must be maintained in the space, when possible.
  - Ensure that entrants have the equipment they need to do their jobs (including rescue equipment) and they know how to use the equipment.
  - Set up barriers, if necessary, to protect entrants from external hazards.
  - Post a warning at the entrance to the space that says: WARNING, PERMIT-REQUIRED CONFINED SPACE. ENTRY BY PERMIT ONLY. If special equipment is required for entry, the appropriate information may be included on the signs; for example: RESPIRATOR REQUIRED FOR ENTRY or LIFELINE REQUIRED FOR ENTRY.
  - Verify that conditions in the space are safe for the duration of entry.
  - Complete and sign the entry permit to authorize entry into the permit space.
  - Display the completed entry permit at the time of entry so that authorized entrants can confirm that pre-entry preparations have been completed.
- 

**2. Conditions during entry**

- All electrical equipment in the space must be properly grounded.
- The space must have adequate illumination.
- All unauthorized persons must be kept away from the space.
- Welding and burning equipment other than torches and hoses must not be taken into the space. Gas cylinders or welding machines must remain outside the space. They must be blocked if they are on wheels. All welding equipment must have quick shut-offs that are under control of the attendant. When gas welding or cutting is suspended, the gas supply must be cut off at the cylinder and the torch removed from the confined space.
- The attendant must know how to shut down welding and burning equipment when entrants perform hot work.
- If entrants need a ladder to enter a permit space, the ladder must be secure and must not be removed when they are in the space.
- Entrants must leave the permit space immediately when any of the following occurs: 1. An order to evacuate is given by the attendant or entry supervisor. 2. An entrant recognizes any warning sign or symptom of exposure. 3. An evacuation alarm is activated. 4. An entrant is unable to communicate with the attendant.
- An attendant immediately outside the space must monitor authorized entrants. The attendant must have a means of continuous communication with entrants.
- If entrants are injured or become ill, the attendant must contact: 911, their immediate supervisor (Patrick Brennan, and the Facility Manager.

**3. Procedure following entry**

- The entry supervisor will terminate entry and cancel the entry permit when entry operations have been completed or an emergency occurs in or near the space.
- The Oregon Military Department through Frank Wallace will retain each canceled entry permit for at least one year to evaluate the permit-space program.

## **Alternate procedure for entering a permit space**

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[Suggestion: Use the **Alternate procedure/reclassification form, Section A**, to help you determine if employees can enter a permit space with this procedure.]

**If the space has only an actual or potential atmospheric hazard that can be controlled by forced-air ventilation, employees can enter the space if they follow this procedure:**

- Ensure that the space has only an actual or potential atmospheric hazard that can be controlled by forced-air ventilation sufficient to keep the space safe before employees enter and during the time they are in the space.
- Have monitoring and inspection data that show forced-air ventilation will keep the space safe during entry. Entrants must have the opportunity to review the data before they enter the space. Entry into a permit space is prohibited until the atmosphere has been tested from outside the space. Monitoring and inspection data must include *oxygen content, flammability, and toxic gasses*, in that order. The percentage of oxygen for entry must not be less than 19.5 percent nor more than 23.5 percent at normal atmospheric pressure.
- Ensure that any condition in the space that makes it unsafe to remove the entrance cover is eliminated before the cover is removed.
- Set up barriers, if necessary, to protect entrants from external hazards.
- Verify in writing that the space is safe for entry and that the above pre-entry measures have been taken. The written verification must show the date, the location of the space, and the signature of the person who determined the space was safe for entry. The verification must be completed before entry and must be made available to each authorized entrant.
- Periodically test the atmosphere in the space to ensure it is not hazardous. If entrants encounter a hazardous atmosphere, they must exit immediately.

## **Reclassifying a permit space as a non-permit space**

[Suggestion: Use the **Alternate procedure/reclassification form, Section B**, to help you determine if employees can enter a permit space with this procedure.]

**A permit space can be reclassified as a non-permit space if no actual or potential atmospheric hazards exist and all other hazards in the space can be eliminated before employees enter. Employees can enter the space if they follow this procedure:**

- Ensure that the space has no actual or potential atmospheric hazards. The space cannot be reclassified if actual or potential atmospheric hazards exist.
- Ensure that all other hazards in the space are eliminated before employees enter.
- Follow the written program and obtain an entry permit if it is necessary to enter the space to eliminate hazards or to test the space for atmospheric hazards.
- Document how all hazards in the space were eliminated.
- Certify that the space is hazard free with the name and signature of the person who made the determination.

## **Completing the entry permit**

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Before employees enter a permit space, the entry supervisor must complete and sign an entry permit that verifies the permit space is safe for employees to enter. The entry permit must be posted at the permit-space entry and include the following information:

- Location of the permit space.
- Purpose of entry.
- Entry date and the time employees will enter.
- Authorized entrants' names.
- Authorized attendants' names.
- Entry supervisor's name and signature.
- Hazards in the space.
- How hazards will be controlled so that the space is safe to enter.
- Acceptable entry conditions.
- Testing data and testers' initials that certify the space is safe to enter.
- Names of emergency responders and instructions for contacting them.
- Communication procedures used by entrants and attendants.
- A list of all equipment, including PPE, necessary to ensure entrants' safety.
- A description of any other permits that entrants need to work in the space.

## **The procedure for completing an entry permit**

- Obtain an entry permit before employees enter the space.
- Accomplish all pre-permit activities required for entering the space.
- Complete all items on the entry permit.
- Sign the permit. If any item on the permit is checked as "NO" (meaning not yet completed or available), the permit must not be signed.
- Attach a copy of the entry permit outside the confined space. Keep it there until the entry operations are finished and the entry supervisor cancels it.

## **Duties of authorized entrants, attendants, and entry supervisors**

Authorized entrants, attendants, and entry supervisors have the following duties and responsibilities:

| <b>Duty/responsibility</b>  | <b>Entrant</b> | <b>Attendant</b> | <b>Supervisor</b> |
|---|----------------|------------------|-------------------|
| Keep unauthorized entrants away from the space.   |                | <b>x</b>         | <b>x</b>          |
| Remove unauthorized individuals who enter or who attempt to enter the permit space.                                     |                |                  | <b>x</b>          |
| Communicate with entrants, monitor their status, and tell them when to evacuate.  |                | <b>x</b>         |                   |
| Inform the entrants and the entry supervisor if unauthorized persons enter the permit space.                            |                | <b>x</b>         |                   |
| Communicate with the attendant regularly.   | <b>x</b>       |                  |                   |
| Remain outside the space during entry operations until relieved by another attendant.                                   |                | <b>x</b>         |                   |
| Know the number and identity of authorized entrants.  |                | <b>x</b>         |                   |
| Use all equipment properly.   | <b>x</b>       | <b>x</b>         |                   |
| Determine that acceptable entry conditions are maintained.  |                |                  | <b>x</b>          |
| Exit from the permit space immediately upon an order to evacuate, an alarm warning, or a sign of a hazardous condition. | <b>x</b>       |                  |                   |
| Know permit-space hazards, including the mode, symptoms, and consequences of exposure.                                  | <b>x</b>       | <b>x</b>         | <b>x</b>          |
| Notify the attendant of any signs or symptoms of exposure to a hazardous condition                                      | <b>x</b>       |                  |                   |
| Terminate the entry and cancel the permit when entry operations are finished or if a prohibited condition arises.       |                |                  | <b>x</b>          |
| Verify that entry conditions are acceptable before signing the permit and allowing entry.                               |                |                  | <b>x</b>          |
| Perform non-entry rescues if necessary.   |                | <b>x</b>         |                   |
| Verify that rescue services are available and the means for summoning them are effective.                               |                |                  | <b>x</b>          |
| Summon emergency responders when entrants need their services.  |                | <b>x</b>         |                   |

## **Training affected employees**

---

Patrick Brennan will train all authorized entrants, attendants, and entry supervisors so that they have the understanding, knowledge, and skills necessary to perform their jobs.

Training will be provided in the following manner:

- Before the employee is first assigned duties.
- Before there is a change in the employee's assigned duties.
- When there is a change in permit-space operations that presents a hazard for which the employee has not been trained.
- When the employee does not follow entry procedures.

The Oregon Military Department will certify that employees have been trained by recording each employee's name, the type of training, the trainer's signature, and the training date. The record will be available for inspection by employees and their authorized representatives.

**Employee training record**

| Employee name   | Type of training | Trainer's signature | Training date |
|-----------------|------------------|---------------------|---------------|
| Darrell D. Neet |                  |                     |               |
| Jared Huber     |                  |                     |               |
| Patrick Brennan |                  |                     |               |
| Frank Wallace   |                  |                     |               |
| Patrick Brennan |                  |                     |               |
|                 |                  |                     |               |
|                 |                  |                     |               |
|                 |                  |                     |               |
|                 |                  |                     |               |
|                 |                  |                     |               |
|                 |                  |                     |               |
|                 |                  |                     |               |

## **Rescue and emergency services**

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*[Note to employers: Before you authorize workers to enter a permit space, you must be sure that experienced emergency responders will be available if an entrant needs help. You can choose either an off-site service to respond to permit-space emergencies or you can designate properly equipped and trained on-site employees. What's most important is that the responder meets your needs in an emergency.]*

### **Non-entry rescue**

Non-entry rescue is the preferred method for rescuing an entrant from a permit space. A retrieval system must be available to retrieve entrants from vertical permit spaces that are more than five feet deep. The retrieval system must be used to rescue an entrant unless the equipment would increase the entrant's risk of injury. Each authorized entrant must use a properly attached chest harness or full-body harness. Entrants may use wristlets if chest or full-body harnesses put them at a greater risk of injury in an emergency. The other end of the retrieval line must be attached to a retrieval system outside the permit space so that rescue can begin immediately.

If an entrant could be exposed to a substance for which a material safety data sheet (MSDS) is required to be kept, that MSDS must be made available to the medical facility that treats the entrant.

### **On-site rescue and emergency services**

Employees will not enter a permit space to respond to an emergency unless they have been properly trained and equipped. If a permit-space rescue is necessary, the attendant is responsible for doing the following:

- Summoning emergency responders.
- Attempting to rescue entrants using only non-entry rescue equipment.
- Monitoring the emergency and informing responders about the number of victims, their condition, and the hazards in the space.

Only properly equipped, trained employees are permitted to enter a permit space during an emergency. Each employee who will enter a permit space in an emergency must do the following:

- Complete training required to establish proficiency as an authorized entrant.
- Complete training in basic first-aid and CPR.
- Complete training in use of personal protective and rescue equipment.
- Use appropriate personal protective and rescue equipment.
- Perform assigned rescue duties during a permit-space emergency.
- Practice a permit-space rescue at least once every 12 months.

**Off-site rescue and emergency services**

The Oregon Military Department has evaluated the ability of off-site emergency service providers to rescue entrants from the permit spaces identified at this site and has arranged with the following off-site responder to provide rescue and emergency services:

**Off-site emergency service provider information**

Name of provider: City of McMinnville Fire and Rescue, POC:

Address of provider: 175 NE 1st St, McMinnville, OR 97128

Phone number: 503 435-5800

Approximate response time:

Status of training: First Responder confined space rescue trained yes [ ] no [ ]

Frank Wallace has informed City of McMinnville Fire and Rescue, of hazards that may exist in the permit spaces identified at this site and has given the provider access to the spaces to develop appropriate rescue plans and to practice rescues.

## **Annual program review**

---

Within one year of an entry operation, Darrell D. Neet must review canceled entry permits to identify program deficiencies. The review must be sooner if there is reason to believe that the program does not adequately protect employees. Actions to correct deficiencies must be documented and affected employees must be retrained.

## Safety Training Schedule

| <b>Date</b>   | <b>Program</b> | <b>Type</b>     | <b>Time</b> | <b>Where</b>             |
|---------------|----------------|-----------------|-------------|--------------------------|
| May 12, 2011  | JFHQ           | Mgr/Sup Trng    | 8 to Noon   | JFHQ – VTC<br>Rm - VTC   |
| July 12, 2011 | JFHQ           | Safety Cmt Trng | 8 to Noon   | JFHQ – VTC<br>Rm - Audio |
| Aug 15, 2011  | JFHQ           | Safety Cmt Trng | 8 to Noon   | JFHQ – VTC<br>Rm - VTC   |

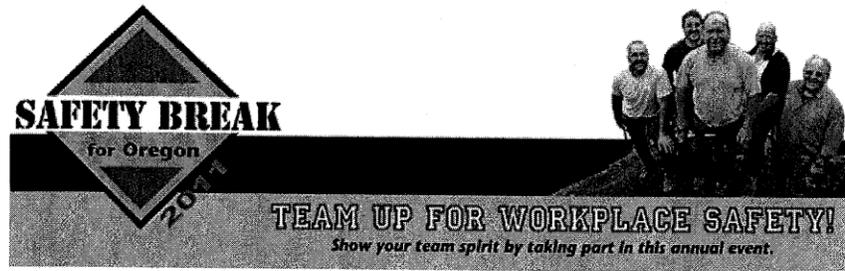
**OREGON MILITARY DEPARTMENT  
EMPLOYEE ACKNOWLEDGMENT FORM**

**Expanded 3<sup>rd</sup> Edition of the MSDS Pocket Dictionary**

I acknowledge that I have received and reviewed the Expanded 3<sup>rd</sup> Edition of the Pocket MSDS Dictionary courtesy of the Office of State Fire Marshal's Community Right to Know Training Assistance Program.

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE & DATE

\_\_\_\_\_  
EMPLOYEE'S NAME (printed)



**What is Safety Break?**

**When is Safety Break?**

**Wednesday, May 11, 2011**

The event takes place in workplaces across Oregon and is designed to be flexible to meet an employer's safety and health program needs.

**Why take a Safety Break?**

**How do we take a Safety Break?**

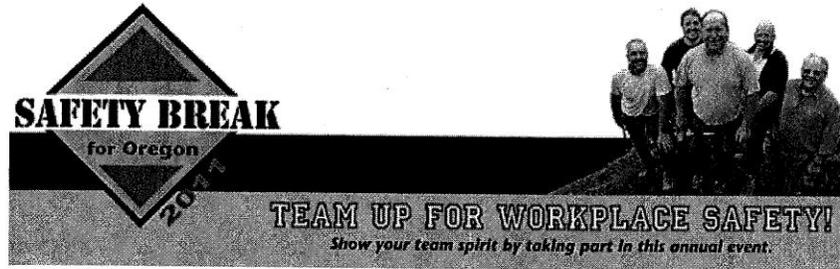
**Who is participating in Safety Break?**

- [Home](#)
- [Sign Up](#)
- [Contact Us](#)



**2011 Safety Break Sponsor**

[Enter the SHARP Alliance sponsored contest - NEW](#)



## Examples of events

[Home](#)

[Sign Up](#)

[Contact Us](#)

### Ideas for hosting a Safety Break event from participating companies

**Stop work** on all projects at 10 a.m. to recognize Safety Break for Oregon and conduct a safety meeting.

Make Safety Break a **three-day observance**. Focus on a new safety and health topic each day.

Share best practices in **ergonomics**. Adjust work stations for correct ergonomic alignment.

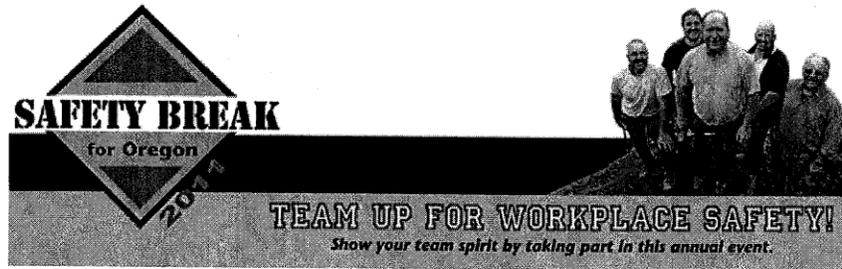
Present a **safety workshop** organized by the safety committee.

Schedule Safety Break activities so that **all shifts** can participate.

Treat employees to a **barbecue** and recognize workers with **safety awards**.

Hold a **safety fair**. Focus on topics such as safe driving, hazard evaluation, or emergency preparedness.

[more ideas to enhance your Safety Break >>>](#)



## Enhance your Safety Break

[Home](#)

[Sign Up](#)

[Contact Us](#)

**Creating safer workplaces does not have to be overwhelming. Here are some things you can start doing right away.**

### **Get the kids involved**

Have fun and teach positive messages about safety and health to future workers. Why not have a coloring contest for the children of your employees and recognize their art during Safety Break?

### **Reward safety accomplishments**

Recognize employees who have contributed to workplace safety. Safety Break is the perfect time to present awards during a lunchtime event. We created a sample certificate you can download, personalize, and print.

[Sample Award](#) (MS Word doc)

### **Tell new employees you're serious about safety**

Many serious accidents happen during an employee's first year on the job. New employees should know that your organization is committed to safety from day one – their first day at work. Use Safety Break to reinforce your organization's commitment to workplace safety.

### **Identify hazards**

During Safety Break, talk with employees about existing hazards and other safety concerns they may have. Find

out where injuries are occurring and discuss how to eliminate them.

**Make safety fun**

Play the [Safety A to Z game](#) with employees.

Have a [Dealing for Safety](#) raffle.

**Put it in writing**

Write a short article about Safety Break for your organization's newsletter. Check out Oregon OSHA's [A-Z topic list](#) topic list for article ideas.

**Support your safety committee**

Use Safety Break to recognize the committee's accomplishments. If you haven't done so recently, attend the next safety committee meeting or participate in a quarterly workplace safety inspection.

[Safety committees and safety meetings quick guide](#)

**More ideas:**

PPE fashion show

Mock accident investigation - see who comes up with more root causes

Best checklist contest (with time limit)

Hazard scavenger hunt

Safety slogan contest

Forklift "rodeo"

Contests/games (i.e. *Jeopardy*) focusing on site-specific hazards and solutions

Develop a new/revised first report of injury form (or accident investigation form)

Establish an accident investigation toolkit including things needed to investigate accidents or near misses (forms, disposable camera, tape measure, etc)

Develop a new/revised safety committee minutes format or safety meeting forms



Company Name here

**TEAM UP FOR WORKPLACE SAFETY!**

*Show your team spirit by taking part in this annual event.*

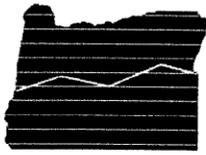
# 2011 Safety & Wellness Award

Presented to

**Name**

Your commitment and dedication to safety and wellness in your workplace improves the work environment for your co-workers

\_\_\_\_\_  
Signer's name and title



# 2009 Oregon Occupational Injury and Illness Survey Summary

Information Management Division

Department of Consumer and Business Services

January 2011

by Stacey Barnhart

## Private sector results – new record low

Oregon's private sector workers suffered work-related injuries and illnesses at a rate of 4.4 for every 100 full-time employees in the 2009 calendar year, the lowest ever recorded. Of the 48,304 total recordable cases in 2009, 52.6 percent resulted in cases with lost work time (days away from work, restriction, or transfer).

## DART

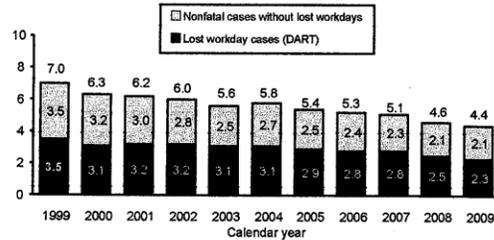
The private sector cases with days away from work, restriction, or job transfer (DART) rate was 2.3 in 2009. The 2002 to 2009 rates are based on the revised recordkeeping requirements and are not comparable with those from prior years.

In 2009, the highest DART rate among industry divisions was 4.8, recorded by transportation and warehousing. Finance and insurance reported the lowest rate of 0.1. Industry data are based on the North American Industry Classification System (NAICS), which replaced the Standard Industrial Classification system as the means of classifying businesses by the type of activity in which they are primarily engaged. The Bureau of Labor Statistics Survey of Occupational Injuries and Illnesses first reported NAICS-based data in 2003.

## Public sector results

The public sector reported a total-case incidence rate of 5.2 in 2009. State government recorded a total case rate of 3.7, while the local government rate was 5.7. The 2009 public sector DART rate consists of the state government rate of 1.9 and local government rate of 2.8. The overall public sector DART rate was 2.5.

Occupational injuries and illnesses incidence rates, private sector, 1999-2009



DART rates by industry division, private sector, 2009

| 2-digit NAICS | Industry   | 2009       |
|---------------|--|------------|
|               | <b>Private sector total</b>  | <b>2.3</b> |
| 11            | Agriculture, forestry, fishing, and hunting                        | 2.6        |
| 21            | Mining   | 1.4        |
| 23            | Construction   | 2.0        |
| 31-33         | Manufacturing  | 2.8        |
| 42            | Wholesale trade  | 2.2        |
| 44-45         | Retail trade   | 2.7        |
| 48-49         | Transportation and warehousing                                     | 4.8        |
| 22            | Utilities  | 3.7        |
| 51            | Information  | 1.0        |
| 52            | Finance and insurance  | 0.1        |
| 53            | Real estate, rental and leasing                                    | 2.8        |
| 54            | Professional, scientific, and technical services                   | 0.6        |
| 55            | Management of companies and enterprises                            | 0.9        |
| 56            | Administrative, support, waste management and remediation services | 1.9        |
| 61            | Educational services   | 1.5        |
| 62            | Health care and social assistance                                  | 3.1        |
| 71            | Arts, entertainment, and recreation                                | 2.6        |
| 72            | Accommodation and food services                                    | 2.2        |
| 81            | Other services (except public administration)                      | 1.9        |

The 2009 rates are based on the NAICS and are not comparable to results from years prior to 2003.

## National survey results

The total-case incidence rate for the private sector nationwide was 3.6 in 2009. The DART rate was 1.8, and the incidence rate for other recordable cases was 1.8. The Oregon total-cases incidence rate and DART rate exceeded the national rates by 22.2 percent and 27.8 percent, respectively. The Oregon cases-without-lost-workdays incidence rate was 16.7 percent higher than the national figure. One reason Oregon rates are higher than national rates is attributable to a higher proportion of Oregon's workforce in hazardous industries.

The national public sector rates were available for the first time from the Survey of Occupational Injury and Illnesses for reference year 2008. The total-cases incidence rate of 5.8 was a decrease reported in 2009, compared to 6.3 in 2008. State government recorded a total case incidence rate of 4.6, while the local government rate was 6.3 in 2009. The overall public sector DART rate was 2.5.

The number of injuries and illnesses reported in a given year can be influenced by many factors, including the level of economic activity, working conditions and work practices, worker experience and training, and the number of hours worked.

**Comparison of Oregon and national incidence rates**

|                | Total cases |      |      |      |      | DART cases |      |      |      |      | Cases without lost workdays |      |      |      |      |
|----------------|-------------|------|------|------|------|------------|------|------|------|------|-----------------------------|------|------|------|------|
|                | 2005        | 2006 | 2007 | 2008 | 2009 | 2005       | 2006 | 2007 | 2008 | 2009 | 2005                        | 2006 | 2007 | 2008 | 2009 |
| Oregon rates   | 5.4         | 5.3  | 5.1  | 4.6  | 4.4  | 2.9        | 2.8  | 2.8  | 2.5  | 2.3  | 2.5                         | 2.4  | 2.3  | 2.1  | 2.1  |
| National rates | 4.6         | 4.4  | 4.2  | 3.9  | 3.6  | 2.4        | 2.3  | 2.1  | 2.0  | 1.8  | 2.2                         | 2.1  | 2.1  | 1.9  | 1.8  |

Note: Due to rounding, the rates of DART cases and nonfatal cases without lost workdays may not sum to total-cases rates.

Data in this summary are based upon the annual Survey of Occupational Injuries and Illnesses (SOII), which collects data from a scientifically selected sample of employer establishments across the state. This should be distinguished from the data collected from workers' compensation claims submitted to the department by insurers.

For further information or to access the 2009 Oregon Occupational Injury and Illness tables and appendices, please visit our website at <http://www4.cbs.state.or.us/ex/imd/external/> or call the Oregon Department of Consumer and Business Services, Information Management Division, 503-378-8254.

In compliance with the Americans with Disabilities Act (ADA), this publication is available in alternative formats. Please call 503-378-8254.

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DEPARTMENT OF  
CONSUMER  
& BUSINESS  
SERVICES

Information Management Division  
350 Winter St. NE, Room 300  
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Salem, OR 97309-0405  
503-378-8254

**Oregon Military Department  
Five Year Estimated Annual Accident Costs  
2005 thru 2010**

| Year   | Annual No. of Occupational Deaths | Annual No. of Lost Workday Cases | Total Cost related to Lost Workday Cases (x \$28,000) | Annual No. of reportable cases w/o Lost Work Days | Total Cost of No. reportable cases w/o Lost Workdays | Total Estimated Annual Costs of Occup. Deaths & Injuries/Illnesses |
|--------|-----------------------------------|----------------------------------|---|---|--|--|
| 2010   | 0                                 | 16                               | \$448,000   | 28  | \$196,000  | \$644,000  |
| 2009   | 0                                 | 15                               | \$420,000   | 33  | \$231,000  | \$651,000  |
| 2008   | 0                                 | 8                                | \$224,000   | 34  | \$238,000  | \$462,000  |
| 2007   | 0                                 | 10                               | \$280,000   | 20  | \$140,000  | \$420,000  |
| 2006   | 0                                 | 15                               | \$420,000   | 23  | \$161,000  | \$581,000  |
| 2005   | 0                                 | 6                                | \$168,000   | 28  | \$196,000  | \$364,000  |
| Totals | 0                                 | 70                               | \$1,960,000   | 166   | \$1,162,000  | \$3,122,000  |

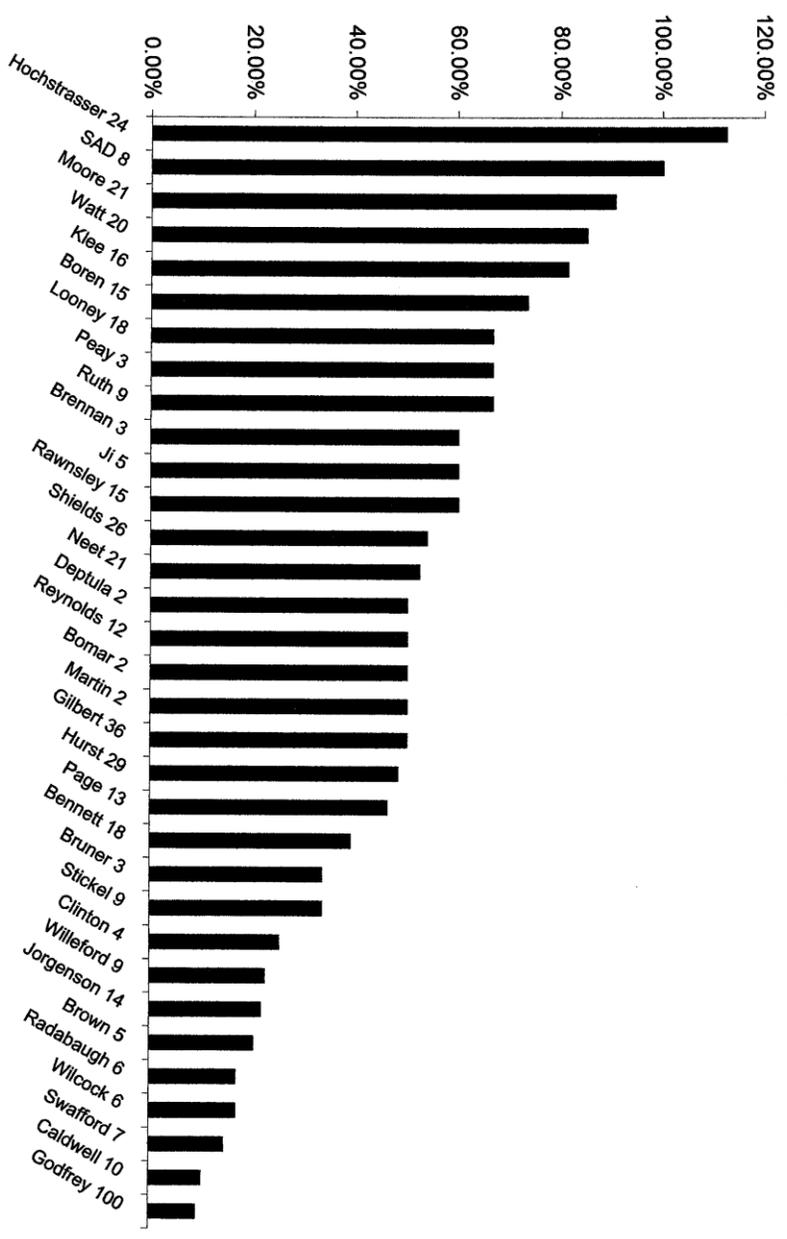
**Injury and/or Illness Incident Rates (Total Case Rate)**

| Year   | No. of Recordable Injuries &/or Illnesses | Total No. of Hours worked by all Employees (200,000 = Equivalent of 100 Full-Time Emp. wkng 40 hour week) | Total Incident Rate |
|--------|---|---|---------------------|
| 2010   | 41  | 833,273   | 9.84                |
| 2009   | 48  | 843,480   | 11.38               |
| 2008   | 42  | 854,257   | 9.83                |
| 2007   | 34  | 779,435   | 8.72                |
| 2006   | 38  | 682,663   | 11.13               |
| 2005   | 34  | 728,982   | 9.33                |
| Totals | 237                                       | 4,722,090   |                     |

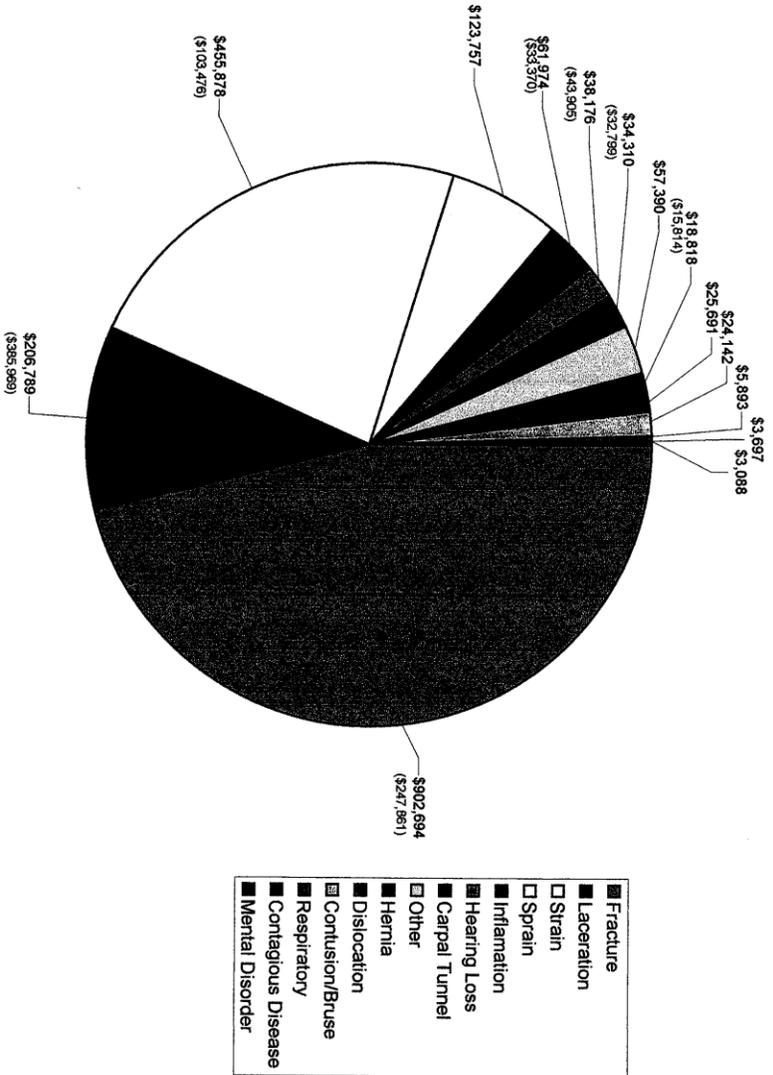
**Lost Workday Incidence Rates  
(DART – Days Away, Restricted or Job Transfer)**

| Year   | No. of Injuries and/or Illnesses Resulting in Lost Workdays or Restricted Work Activities (DART) | Total No. of Hours Worked by all Employees in One Year | Lost Workday Incident Rates |
|--------|--|--|-----------------------------|
| 2010   | 16   | 833,273  | 3.84                        |
| 2009   | 21   | 843,480  | 4.98                        |
| 2008   | 15   | 854,257  | 3.51                        |
| 2007   | 13   | 779,435  | 3.34                        |
| 2006   | 24   | 682,663  | 7.03                        |
| 2005   | 9  | 728,982  | 2.47                        |
| Totals | 98   | 4,722,090  |                             |

2005 - 2010 Percent of Managers Employees Injured

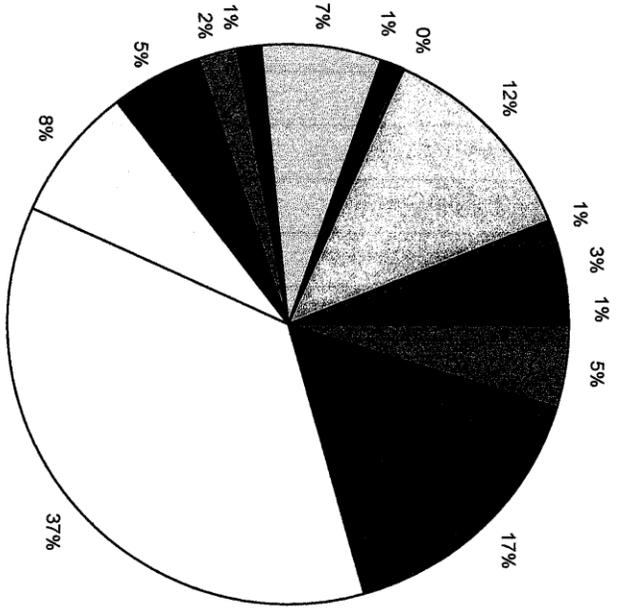


**Top Fifteen 2005 - 2010 Cost \$1,968,198 + (Reserves \$863,194) = \$2,831,392 by Injury**



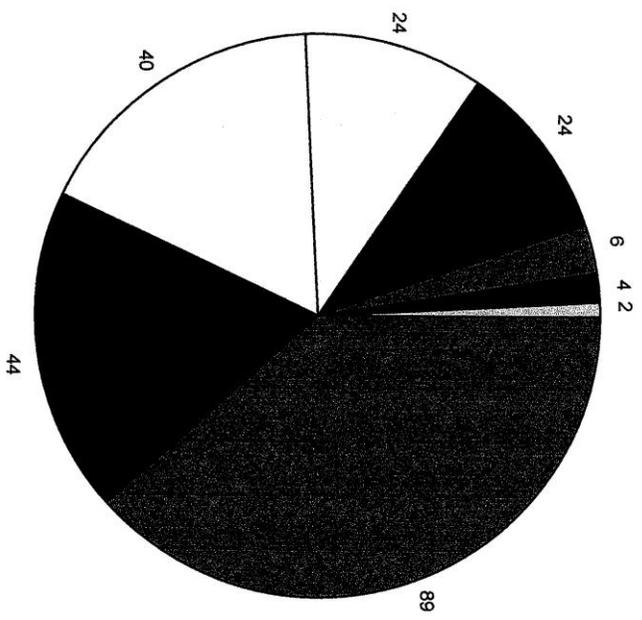
- Fracture
- Laceration
- Strain
- Sprain
- Inflammation
- Hearing Loss
- Carpal Tunnel
- Other
- Hernia
- Dislocation
- Contusion/Bruse
- Respiratory
- Contagious Disease
- Mental Disorder

**Top Fifteen 2005 - 2010 Percent by Injury Type (Total Injuries 233)**



- Fracture
- Laceration
- Strain
- Sprain
- Inflammation
- Hearing Loss
- Carpal Tunnel
- Other
- Hernia
- Dislocation
- Contusion/Bruse
- Respiratory
- Contagious Disease
- Mental Disorder

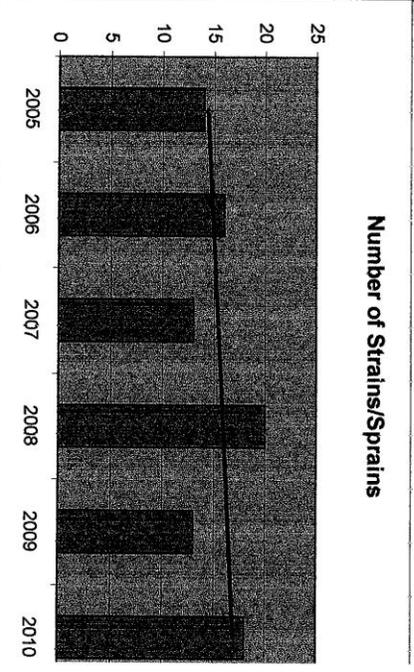
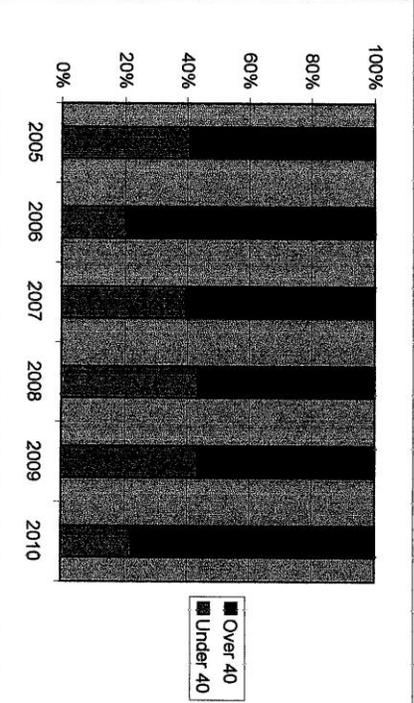
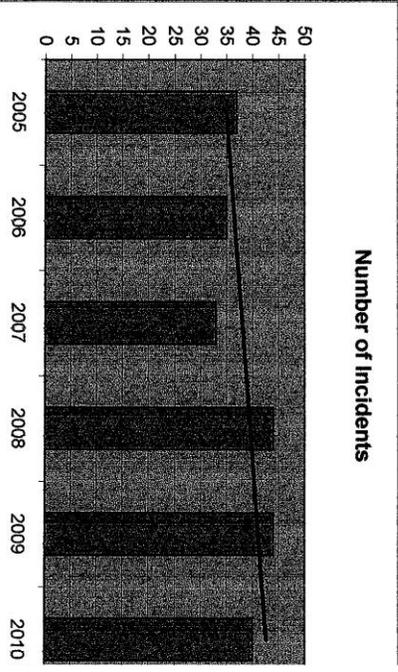
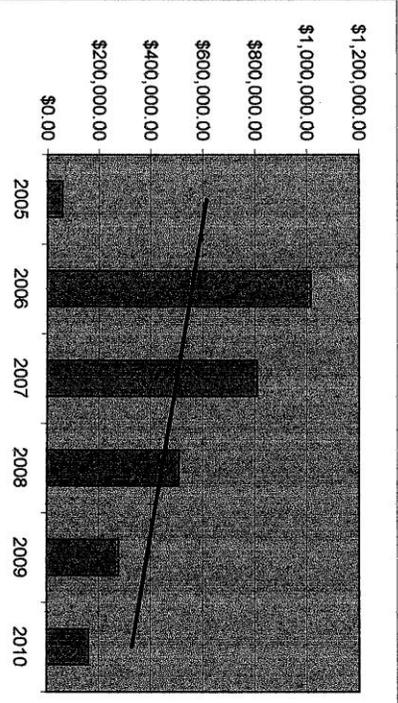
2005 - 2010 Cause of Injury (233)



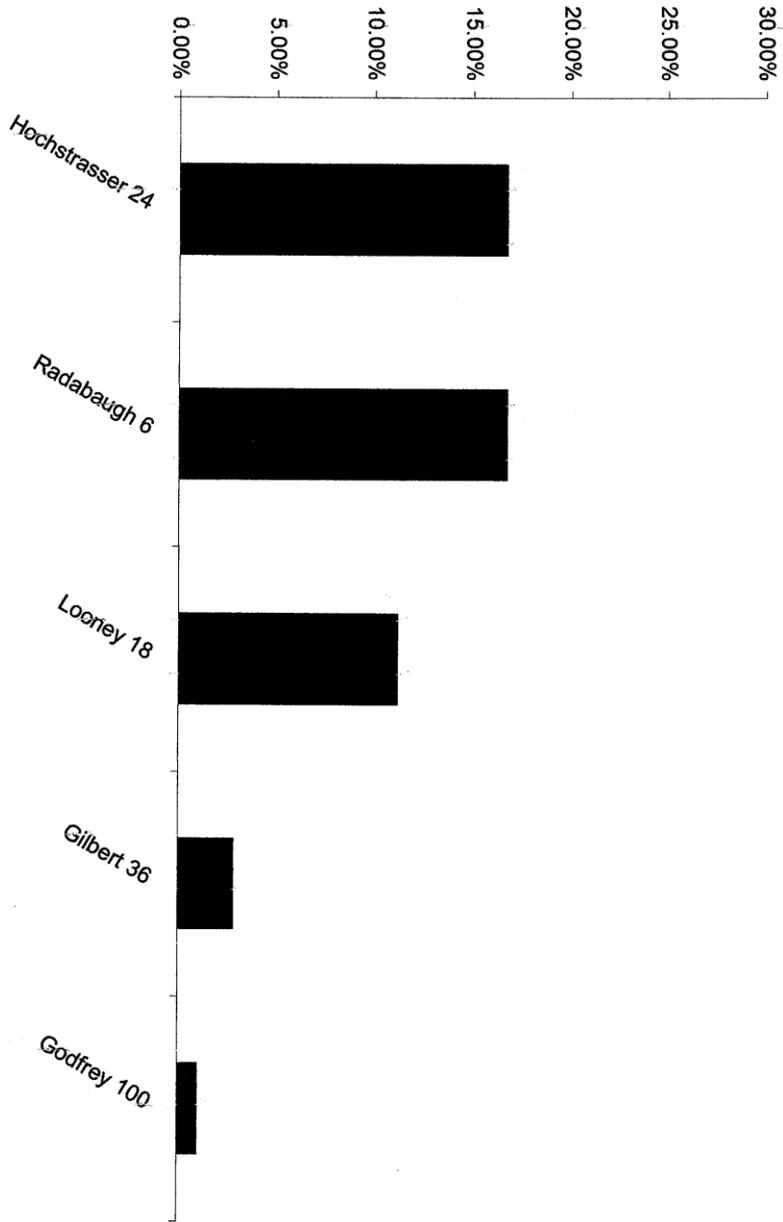
- Strained
- Fall/Slip
- Misc.
- Cut/Puncture
- Struck By
- Caught in/under
- Motor Vehicle
- Burn/Exposure



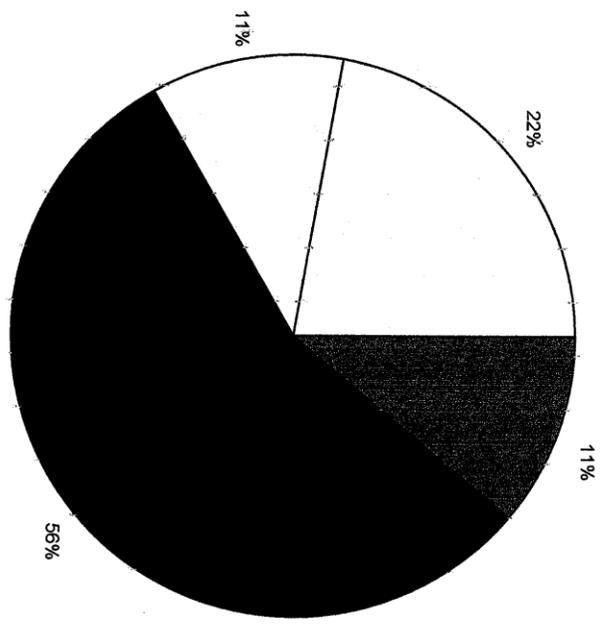




2011 Percent of Claims by Manager



2016 Percent by Injury Type (Total Injuries 9)



- Contusion/Bruse
- Strain
- Fracture
- Laceration