

HAMPSHIRE COLLEGE CONFINED SPACE PROGRAM INSPECTION AND VENTILATION RECORD							
SECTION 1: INSPECTION							
LOCATION OF SPACE: _____				DATE: _____		TIME: _____	
PURPOSE FOR ENTRY: _____							
ENTRANTS LOG:							
	Name	Time In	Time Out	ATTENDANT: Name	In	Out	
VERIFY METER WORKS BY PERFORMING A BUMP TEST WITH CALIBRATION GAS PRIOR TO EACH USE				BUMP TEST RESULTS: PASS <input type="checkbox"/> FAIL <input type="checkbox"/>			
VISUAL INSPECTION: <input type="checkbox"/> PASS <input type="checkbox"/> ACTION NEEDED: _____				TEST RESULTS:			
				O2 19.5 <input type="checkbox"/> 23.0			
				LFL <10% <input type="checkbox"/>			
EQUIPMENT IN PLACE:				CO <35ppm <input type="checkbox"/>			
<input type="checkbox"/> RETRIEVAL SYSTEM (all vertical entries)				H2S <10ppm <input type="checkbox"/>			
<input type="checkbox"/> BARRIERS							
Other Control Measures:							
<input type="checkbox"/> NO HAZARDS IDENTIFIED OR ANTICIPATED AND REQUIRED EQUIPMENT IN PLACE							
Signed: _____							
SECTION 2: VENTILATION REQUIRED SPACES							
				INTRODUCED HAZARDS: (circle) Y or N		FAILED AIR TEST: (circle) Y or N	
<input type="checkbox"/> SEWER <input type="checkbox"/> MANHOLE <input type="checkbox"/> CRAWLSPACE <input type="checkbox"/> OTHER: _____		<input type="checkbox"/> HOT WORK <input type="checkbox"/> OTHER: _____		<input type="checkbox"/> CHEMICAL USE <input type="checkbox"/> OTHER: _____		RETEST RESULTS:	
						O2 19.5 <input type="checkbox"/> 23.0	
						LFL <10% <input type="checkbox"/>	
						CO <35ppm <input type="checkbox"/>	
				H2S <10ppm <input type="checkbox"/>			
EQUIPMENT IN PLACE: <input type="checkbox"/> VENTILATION <input type="checkbox"/> SUPERVISOR NOTIFIED OF NEED FOR FORCED VENTILATION							
<input type="checkbox"/> MONITOR ALARM IF METER SOUNDS WARNING, EXIT THE SPACE IMMEDIATELY. IDENTIFY THE CAUSE OF THE CHANGE IN CONDITION. SUPERVISOR MUST BE NOTIFIED AND SPACE MUST BE RE-TESTED. A NEW INSPECTION AND VENTILATION RECORD MUST BE COMPLETED.							
SECTION 3: TASK COMPLETED							
TIME: _____		PROBLEMS ENCOUNTERED: <input type="checkbox"/> NONE <input type="checkbox"/> DESCRIBE: _____					
Supervisor Signature: _____							

INSPECTION AND VENTILATION RECORD INSTRUCTIONS

HOW TO USE THE RECORD: (SEE THE WRITTEN CONFINED SPACE PROGRAM FOR FULL DETAILS)

- ONLY TRAINED EMPLOYEES ARE ALLOWED TO ENTER AND ATTEND CONFINED SPACES.
- ATMOSPHERIC MONITORING IS REQUIRED AT ALL TIMES.
- AN ATTENDANT IS NECESSARY FOR ALL CONFINED SPACE ENTRIES.
- IMMEDIATELY EXIT IF THE MONITOR ALARM SOUNDS, YOU FEEL DISTRESS OR OTHER CHANGES IN PHYSICAL CONDITION, CONDITIONS IN THE SPACE CHANGE POSING ANY ADDITIONAL HAZARD.

SECTION 1:

1. Record the: Location, Purpose of Entry, Date and Time, Attendant, and Entrants.
2. Eliminate any condition that may make it hazardous to remove the entrance cover.
3. Erect pedestrian or vehicular barriers as needed.
4. Open the cover.
5. Without entering the space, make a visual inspection for potential hazards. Record results and note any control measures in place.
6. Without entering the space, test for atmospheric hazards using the test meter and record the results on all four sensors.
7. If a hazardous atmosphere is not detected, and no other hazards are found or anticipated, the record can be signed in Section 1 and work can begin.

Use SECTION 2 IF:

- VENTILATION IS NECESSARY; a hazardous atmosphere is detected which can be made non-hazardous by ventilation,
 - INTRODUCED HAZARDS; hazards are to be introduced to the space such as hot work [welding, brazing, etc.] or the use of hazardous chemicals, or
 - SEWERS; any work in a sewer pit.
1. Supervisor should be aware of the situation.
 2. Ventilation must be maintained while the entrant is in the space [all employees must leave the space before the ventilation system is turned off].
 3. The meter must be kept at the site to monitor the confined space continuously. Any alarm must be investigated.

NOTE: IF HAZARDOUS ATMOSPHERES CANNOT BE CONTROLLED BY VENTILATION OR IF NON-ATMOSPHERIC HAZARDS CANNOT BE ELIMINATED OR CONTROLLED, THE CONFINED SPACE IS PERMIT REQUIRED AND COLLEGE EMPLOYEES CANNOT ENTER.

METER:

- See the INSTRUCTION MANUAL in the carrying case for complete details on the M40 MULTI-GAS MONITOR.
- Any time the ALARM sounds, exit the space immediately.
- LOW BATTERY is indicated by a periodic tone. You have only 10 minutes of battery time left.