

Confined Spaces Audit Checklist

Occupational Health & Safety

YES NO	Is there a designated place for the Confined Space policy materials, entry permits and training records? Is it available at all times to employees who need access?
YES NO	Is the program reviewed and updated regularly by qualified persons?
YES NO	Are entry permits reviewed prior to work being done by qualified supervision personnel?
YES NO	Is adequate funds and resources dedicated to Confined Space efforts?
YES NO	Has your facility been evaluated by a competent person as to presence of confined spaces where employees may have to enter?
YES NO	If a small facility or if confined space entry is an unusual event, is refresher training done immediately prior to entry? Is this documented?
YES NO	Is there a designated person responsible for the safety program dealing with confined space? Is this person knowledgeable on Confined Space situations at your facility? If this person is a consultant, is he/she at the facility during confined space work being done?(allows better understanding of your operations, not a requirement)
YES NO	Has adequate time been allotted for the development of this program? Is it a custom application for unique situations?
YES NO	Is the equipment chosen by the workers and supervisors who use that equipment for confined spaces, rather than chosen by cost alone by an accounting department without a full knowledge of the needs?
YES NO	Is the equipment tested prior to purchase and compared with other like items for employee acceptance and usability for your need?
YES NO	Are employees designated for confined space work, or is it volunteer only?
YES NO	Is a written description and designation of each confined space type and location maintained with the policy materials, in order to identify potential hazards associated with confined spaces? Are these updated as necessary?
YES NO	Are accurate facility maps, descriptions and locations readily available to emergency personnel if needed?
YES NO	Is each confined space evaluated carefully as to hazards within them such as safe entry and descent equipment--such as ladders and steps--in good working condition?
YES NO	Are communication hazards such as loud machinery, cutting torches etc present?

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| YES NO | Are there other conditions such as remote sites or unusual work environments that would require special communication equipment? |
| YES NO | Are confined spaces thoroughly emptied/tested/purged of any corrosive or hazardous substances, such as acids or caustics, before entry? |
| YES NO | Are all lines to a confined space containing inert, toxic, flammable, or corrosive materials valved off and blanked or disconnected and separated before entry? Is this verified by supervision? |
| YES NO | Are impellers, agitators, or other moving equipment inside confined spaces required to be locked out if they present a hazard? Is this verified by supervision? |
| YES NO | Is natural or mechanical ventilation provided before anyone enters the confined space? Is a back up ventilation and power source available? |
| YES NO | Is adequate illumination provided for the work to be performed in the confined space? Are various types of illumination available for unique situations such as portable lighting, flood lighting, explosion proof lighting if needed? |
| YES NO | Is the atmosphere inside the confined space frequently tested or continuously monitored during work? |
| YES NO | Are all employees knowledgeable of the monitoring and understand the sounds/flashing lights etc that indicate a problem? Is this often trained upon to ensure everyone understands what to expect? |
| YES NO | Is there an assigned safety standby employee outside the confined space, when required, whose sole responsibility is to watch to work in progress, sound an alarm if necessary, and render assistance? |
| YES NO | Is the standby employee appropriately trained and equipped to handle an emergency? |
| YES NO | Are the standby employee or other employees prohibited from entering the confined space without lifelines and respiratory equipment if there is any question as to the cause of an emergency? |
| YES NO | If employees will be using oxygen-consuming equipment such as salamanders, torches, furnaces, etc., in a confined space, is sufficient air provided to assure combustion without reducing the oxygen concentration of the atmosphere below 19.5 percent by volume? |

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- YES | NO Is each confined space checked for possible industrial waste that could contain toxic properties? Is this repeated regularly in event of a flood or industrial accident or other disaster such as earthquake?

- YES | NO Is the confined space checked continuously if needed for possible air contaminants, oxygen deficiency, or unique hazards of the work being done?

- YES | NO If the confined space is below the ground and near areas where motor vehicles will be operating, is it possible for vehicle exhaust or carbon monoxide to enter the space?

- YES | NO Is carbon monoxide also tested for in confined spaces?

- YES | NO Are changes of direction or elevations readily identifiable? Non slip used where needed on ladders and flooring materials where possible?

- YES | NO Are these marked clearly?

- YES | NO Is adequate headroom provided for the entire length of any space?
Do employees utilize appropriate head protection in confined spaces?

- YES | NO Are spaces and entry points kept clear of scrap, debris, and waste from previous work?

- YES | NO Has all equipment been inspected recently? This is especially important for non routine work in confined spaces.

- YES | NO Is a respiratory protection program in effect?

- YES | NO Are there enough emergency respirators available?

- YES | NO Are splash-proof safety goggles/face shields provided when needed?

- YES | NO Is the trainer knowledgeable about the standard? Does he or she possess sufficient experience and training to answer questions?

- YES | NO Is the training conducted at least at annual intervals? Or as needed?

- YES | NO Language and content of training are appropriate to the employee's education level, literacy and language?Bottom of Form

- YES | NO Are the hazards of confined spaces clearly explained to employees?

- YES | NO Are employees trained in emergency procedures?

- YES | NO Are protective methods provided to employees at the time of training and is each person familiar with the equipment?

- YES | NO Is all machinery or equipment capable of movement required to be de-energized or disengaged and blocked or locked out during cleaning, servicing, adjusting, or setting up operations?

- YES | NO Where the power disconnect equipment does not disconnect the electrical control circuit, are the appropriate electrical enclosures identified?

- YES | NO Where the power disconnect for equipment does not disconnect the electrical control circuit, is a means provided to assure the control circuit can be disconnected and locked out?

- YES | NO Is the lockout tagout program in full use and effect for all confined space activities?

- YES | NO Does every employee understand he/she has the right to stop the confined space entry if needed? Do they fear reporting any problems?

This checklist was written in June 2006 by Linda Johnson Sherrard, MS, CSP, the technical editor of Occupational Health and Safety.

A checklist is not a substitute for a comprehensive safety program but is to be used only as a reminder of potential areas on which to concentrate.