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*Introduction* This policy applies to all UAA employees. UAA’s general policy is that no employees enter permit required confined spaces. UAA employees at all UAA facilities must not perform tasks requiring confined space entry procedures and UAA management will hire contractors for this work. All contractors working in confined space must be qualified and have their own confined space entry safety policy. This information is included for your information.

*Authority and Responsibilities* Managers and supervisors are responsible for implementing this policy within their work areas and for answering employee questions about confined spaces. Employees are responsible for understanding and following the requirements of this policy and for asking questions when direction is unclear. Employees are also responsible for only performing tasks which they were trained in and can perform safely.

*Authority and Responsibilities ("A&R") – EHS/RMS* The EHS/RMS Department shall be responsible for the overall implementation and oversight of this policy and associated safety & health policies. This includes providing technical support regarding the recognition and evaluation of potential confined spaces.

*A&R - Managers/ Supervisors* Department or Line Managers are responsible for the implementation of this policy including compliance with safety policies, safety communication, and health and safety awareness within their respective area. Responsibilities of the manager or supervisor include, but are not limited to:

- Providing the support and resources necessary to comply with this policy;
- Ensuring and documenting employees attend and complete any confined space training;
- Identifying and label all permit required confined spaces; and
- Ensuring that all contractors are aware of the confined spaces.

*A&R - Employees* Employees are responsible for the safety of their own actions and for monitoring the safety of operations around them. Employee responsibilities regarding confined spaces in UAA facilities include, but are not limited to:

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- Taking training seriously and paying attention;
- Understanding the risks and hazards surrounding confined spaces;
- Following company policies surrounding confined spaces in the workplace;
- Not entering permit required confined spaces; and
- Using safe work practices.

*Confined Space  
Recognition and  
Work ("CSRW") -  
Definitions*

Key terms related to confined spaces are included below:

- **Authorized Entrant** – A qualified contractor who is authorized by the employer to enter a permit required confined space.
- **Confined Space** - A space that:
  - Is large enough and so configured that an employee can bodily enter and perform assigned work; and
  - Has limited or restricted means for entry or exit (for example, tanks, vessels, silos, storage bins, hoppers, vaults, and pits); and
  - Is not designed for continuous employee occupancy.
- **Emergency** - Any occurrence (including any failure of hazard control or monitoring equipment) or event internal or external to the permit space that could endanger entrants.
- **Entry** - The action by which a person passes through an opening into a permit-required confined space. Entry includes ensuing work activities in that space and is considered to have occurred as soon as any part of the entrant's body breaks the plane of an opening into the space.
- **Entry Permit (Permit)** - Written or printed document that is provided by the employer to allow and control entry into a permit space.

*CSRW - General  
Requirements*

- UAA employees at all facilities must not perform tasks requiring confined space entry procedures.
- UAA management will hire contractors for this work. All contractors working in confined space must be qualified and have their own confined space entry safety policy.
- All confined spaces will be clearly labeled. Example signage is shown below:

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- Prior to entry, the qualified contractor shall complete the Permit Required Confined Space Entry Permit.

*CSRW - Training* Employees will be trained to:

- Identify and recognize confined spaces and associated hazards;
- Recognize confined space signage; and
- Understand why UAA employees do not enter confined spaces.

*CSRW - Documentation* Maintain the following documents for at least one year:

- Employee training records.

*CSRW - Resources* For more information, please see the following resources:

- AKOSH Regulation - 29 CFR 1910.146 - Permit-required Confined Spaces.
- National Fire Protection Association - 350: Confined Space Entry and Work, 2016.