

Confined Spaces Safety Rules

Always follow these company safety rules.

Our company, _____, is committed to the safety of our employees and customers. Our safety rules and policies are in place to prevent work-related deaths, injuries, damages, and wasteful financial losses.

We require you to follow the written safety rules below when performing work on behalf of our company. Our organization investigates all injuries, incidents, hazard reports, and property damage.

You are expected to follow these safety rules. Documented corrective action will result if the safety rules are not followed.

- Report injuries, incidents, unsafe conditions, and damage to management before your shift ends.
- Contact your supervisor when an injury or after-hours incident occurs or for any other business-related emergencies.
- Employees are prohibited from working while impaired by alcohol, medications, legal substances, or illicit drugs.
- Our company performs post-incident drug and alcohol screenings.
- Horseplay on the job is strictly prohibited.
- Drivers and passengers must wear seat belts when using company vehicles, driving personal vehicles for business or operating heavy equipment.
- Do not operate a vehicle when fatigued.
- Cell phone use while driving and on the job is prohibited.
- Safe and courteous driving is required. Follow speed limits, do not tailgate, and maintain a safe following distance.
- Increase following distance when driving heavy vehicles or pulling trailers.
- Perform a safety check of equipment and vehicles before use. Report any maintenance concerns.
- Confined space entry begins as soon as any part of the employee's body enters the place of the opening.
- All employees on a confined job site must be trained to recognize hazards and prevent accidents.
- A written confined space permit must be present near the entry point.
- A written rescue plan must be available for confined space entries.
- Confined space personnel must be in continuous communication during confined space entry.
- Atmosphere monitoring must be performed before and during confined space entries.
- Confined space atmosphere monitoring devices must monitor oxygen levels, flammables, and toxins.
- Ventilate all spaces with fresh air before and during confined space entries.
- Employees on the rescue team must be trained in CPR and first aid.
- Employees must be protected from falling into confined spaces.
- Employees using integrated or portable ladders must be protected by a personal fall arrest system.
- Personal fall arrest systems are required when working at heights.
- Machines or tools that emit carbon monoxide must not be used in confined spaces.
- When the atmosphere degrades to less than 19.5 percent oxygen content, exit the space immediately.
- Lock and tag mechanical and electrical hazards when performing maintenance in a confined space.
- Do not smoke in confined spaces.

These advisory materials have been developed from national standards and sources believed to be reliable, however, no guarantee is made as to the sufficiency of the information contained in the material and MEM assumes no liability for its use. Advice about specific situations should be obtained from a safety professional.

