



# LOYOLA UNIVERSITY CHICAGO CONFINED SPACE ENTRY LOG

CONFINED SPACE IDENTIFICATION/EQUIPMENT No: \_\_\_\_\_ Date: \_\_\_\_\_

WORK DESCRIPTION \_\_\_\_\_

ATTENDANT'S NAME (Please Print) \_\_\_\_\_ Meter No: \_\_\_\_\_

ATTENDANT'S NAME (Please Print) \_\_\_\_\_ Meter No: \_\_\_\_\_

ATTENDANT'S NAME (Please Print) \_\_\_\_\_ Meter No: \_\_\_\_\_

### SAFETY ATTENDANT'S INSTRUCTIONS:

#### ALL SAFETY ATTENDANTS MUST:

Read and sign page 2 of this form to indicate that you understand the instructions, duties and responsibilities of the assigned attendant's role.

Enter the names of all personnel identified as "entrants" for this confined space. Enter the date of the entrant's last Confined Space training (initial or refresher).

Maintain a current status of each entrant by placing the time in the IN and Out spaces provided by each name.

ENTRANT'S NAME	DATE OF LAST TRAINING	TIME		TIME	
		IN	OUT	IN	OUT

### ATMOSPHERIC READINGS MUST BE DOCUMENTED BELOW AT A MINIMUM OF EVERY 2 HOURS

TIME	O <sub>2</sub>	LEL	TIME	O <sub>2</sub>	LEL	TIME	O <sub>2</sub>	LEL

RETAIN WITH CONFINED SPACE ENTRY PERMIT

Attendant's Duties and Responsibilities:



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1. Prior to worker entry into the confined space, the location of the nearest functional telephone shall be determined and verification of the working condition of the two-way radio or other means of communications in case of an emergency.
2. Know the hazard(s) that may be encountered during entry. Information shall include, but not limited to: mode, signs/symptoms, consequences of the exposure, and is aware of possible behavioral effects of hazard exposure in authorized entrants.
3. Continuously maintains an accurate count of authorized entrants in the permit space, ensures that there is a means to accurately identify who is in the permit space, records the names of any additional entrants on the entry roster, and records all times of entry and exit of each entrant on the entry roster.
4. Remains outside of the permit space during operations until relieved by another duly qualified and trained attendant.
5. Communicates with entrants as necessary to monitor status and to alert entrants of the need to evacuate the space, if necessary.
6. Monitors activities inside and outside the space to determine if it is safe for entrants to remain in the space and orders entrants to evacuate the space immediately under any of the following conditions:
  - a. If the attendant detects a prohibited condition.
  - b. If the attendant detects the behavioral effects of hazard exposure in an authorized entrant.
  - c. If the attendant detects a situation outside the space that could endanger the authorized entrants.
  - d. If the attendant cannot effectively and safely perform his duties.
  - e. An evacuation alarm is sounded.
7. Notify the Entry Supervisor immediately after taking the emergency action required, of the emergency, unusual situations, or conditions.
8. Summon rescue and other emergency services as soon as the attendant determines that authorized entrants may need assistance to escape from permit space hazards.
9. Takes the following actions when unauthorized persons approach or enter a permit space while authorized entry is under way:
  - a. Warn the unauthorized persons that they must stay away from the permit space.
  - b. Advise the unauthorized persons that they must exit immediately if they have entered the permit space.
  - c. Inform the authorized entrants and the Entry Supervisor if unauthorized persons have entered the permit space.
10. Performs non-entry rescues as specified by the employer's rescue procedure.
11. Performs no duties that will interfere with the attendant's primary duty to monitor and protect the entrants. An Attendant shall not be assigned any other duties or responsibilities other than those specifically outlined within this procedure.

**My signature on this form indicates that I have read and understand the instructions, duties and responsibilities of the assigned attendant's role.**

PRINTED ATTENDANT NAME \_\_\_\_\_ DATE \_\_\_\_\_

ATTENDANT SIGNATURE \_\_\_\_\_