

RESOLUTION 2024-06

RESOLUTION BY THE BOARD OF DIRECTORS OF THE FALL RIVER VALLEY COMMUNITY SERVICES DISTRICT TO ADOPT AND APPROVE THE WORKPLACE VIOLENCE PREVENTION PROGRAM

WHEREAS, The Fall River Valley Community Services District does not have a WORKPLACE VIOLENCE PREVENTION PROGRAM (WVPP); and

WHEREAS, The Fall River Valley Community Services District must comply with SB553, effective July 1, 2024;

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE FALL RIVER VALLEY COMMUNITY SERVICES DISTRICT DOES RESOLVE, DETERMINE, FIND AND ORDER AS FOLLOWS:

The attached WVPP complies with SB553; and

The WVPP will be available to all staff in a readily accessible location; and

The WVPP will be effective as of July 17, 2024;

PASSED AND ADOPTED by the Board of Directors of the Fall River Valley Community Services District at a regular meeting thereof held on the 17th day of July 2024, by the following vote:

AYES:

NOES:

ABSENT:

Tyler DeWitt, Chairman of the Board
Fall River Valley Community Services District

Cecil D. Ray, General Manager
Fall River Valley Community Services District

WORKPLACE VIOLENCE PREVENTION PROGRAM for Fall River Valley Community Services District

Our establishment's Workplace Violence Prevention Plan (WVPP) addresses the hazards known to be associated with the four types of workplace violence as defined by [Labor Code \(LC\) section 6401.9](#).

Date of Last Review: 7/17/2024

Date of Last Revision(s): 7/17/2024

DEFINITIONS

Emergency - Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

Engineering controls - An aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the employee and the hazard.

Log - The violent incident log required by LC section 6401.9.

Plan - The workplace violence prevention plan required by LC section 6401.9.

Serious injury or illness - Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

Threat of violence - Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

Workplace violence - Any act of violence or threat of violence that occurs in a place of employment.

Workplace violence includes, but is not limited to, the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
- The following four workplace violence types:

Type 1 violence - Workplace violence committed by a person who has no legitimate business at the worksite, and includes violent acts by anyone who enters the workplace or approaches

employees with the intent to commit a crime.

Type 2 violence - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.

Type 3 violence - Workplace violence against an employee by a present or former employee, supervisor, or manager.

Type 4 violence - Workplace violence committed in the workplace by a person who does not work there, but has or is known to have had a personal relationship with an employee.

Workplace violence does not include lawful acts of self-defense or defense of others.

Work practice controls - Procedures and rules which are used to effectively reduce workplace violence hazard.

RESPONSIBILITY

The WVPP administrator, [General Manger](#) has the authority and responsibility for implementing the provisions of this plan for [Fall River Valley CSD](#). If there are multiple persons responsible for the plan, their roles will be clearly described.

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
Cecil Ray	General Manager	[Overall responsibility for the plan; Cecil approves the final plan and any major changes.]	(530) 945- 6876	generalmgr@frvcsd.org
Joseph Huston	Safety Officer/ Utility operator	[Responsible for employee involvement and training. Responsible for emergency response, hazard identification, Joseph organizes safety meetings, updates training materials, and handles any reports of workplace violence. Joseph conducts safety inspections, coordinates emergency response procedures.]	(530) 949- 0495	jhuston@frvcsd.org

All managers and supervisors are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the WVPP.

EMPLOYEE ACTIVE INVOLVEMENT

All [Fall River Valley CSD](#) Employees are expected to assist in maintaining a safe, Healthy, and secure work environment.

- Management will work with and allow employees and authorized employee representatives to participate in:
 - Identifying, evaluating, and determining corrective measures to prevent workplace violence.

Management May have quarterly safety meetings with employees and their representatives to discuss identification of workplace violence related concerns/hazards, evaluate those hazards and/or concerns, and how to correct them. These meetings could involve brainstorming sessions, discussions of recent incidents, and reviews of safety procedures.

- Designing and implementing training.

Employees are encouraged to participate in designing and implementing training programs, and their suggestions are incorporated into the training materials. For example, an employee might suggest a new training scenario based on a recent incident.

- Reporting and investigating workplace violence incidents.
- Management will ensure that all workplace violence policies and procedures within this written plan are clearly communicated and understood by all employees. Managers and supervisors will enforce the rules fairly and uniformly.
- All employees will follow all workplace violence prevention plan directives, policies, and procedures, and assist in maintaining a safe work environment.
- The plan shall be in effect at all times and in all work areas and be specific to the hazards and corrective measures for each work area and operation.

EMPLOYEE COMPLIANCE

Our system to ensure that employees comply with the rules and work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions which create a security hazard for others in the workplace, includes:

- Recognizing employees who follow safe work practices that promote the WVPP in the workplace.
- Training and retraining employees, supervisors, and managers on the provisions of this WVPP and general workplace violence prevention principles.
- Taking disciplinary action against employees who fail to comply with safe and healthful work practices following training, refresher training, or instruction. The [Fall River Valley CSD](#) will not tolerate unsafe acts by its employees. If any employee violates workplace violence police and rules or otherwise does not perform their job safely and healthfully, they may be subject to appropriate corrective action, up to and including termination.
- Implementing effective procedures to ensure that all employees, regardless of their title or classification, comply with the WVPP by conducting periodic assessments and training.

Prohibition on Retaliation

The [Fall River Valley CSD](#) has implemented effective procedures for accepting and responding to reports of workplace violence, as described below. We prohibit retaliation for reporting workplace violence Incidents, and for participating in any investigation of such incidents. This commitment means that we will not discipline, terminate, or otherwise take negative action against any employee for reporting a workplace violence incident, or assisting the [Fall River Valley CSD](#) in investigating such an incident. If you believe someone has retaliated against you for engaging in such conduct, please notify the WVPP Administrator immediately.

COMMUNICATION WITH EMPLOYEES

We recognize that open, two-way communication between our management team, staff, and other employees, about workplace violence issues is essential to a safe and productive workplace. The following communication system is designed to facilitate a continuous flow of workplace violence prevention information between management and staff in a form that is readily understandable by all employees, and consists of one or more of the following:

- New employee orientation includes workplace violence prevention policies and procedures.
- Workplace violence prevention training programs.
- Posted or Distributed workplace violence prevention information.
- Employees can report a violent incident, threat, or other workplace violence concern to [Fall River Valley CSD](#) or law enforcement without fear of reprisal or adverse action.
- Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety.
- Employees' concerns will be investigated in a timely manner, and they will be informed of the results of the investigation and any corrective actions to be taken. [Fall River Valley CSD](#) will also provide updates to employees on the status of investigations and corrective actions through email, at safety meetings, and via other appropriate methods these updates may include information about the progress of investigations the results of investigations and any corrective actions taken.

WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE

[Fall River Valley CSD](#) will implement the following effective procedures to ensure that:

- All threats or acts of workplace violence are reported to an employee's supervisor or manager, who will inform the WVPP administrator. This will be accomplished by Email, Phone call, or Face to face meeting. If that's not possible, employees will report incidents directly to the WVPP administrator, [Joseph Huston Utility operator/ Safety officer](#).
- Employees must report any violent Incident, threat, hazard, or other workplace violence concern to a supervisor or manager, who immediately will inform the WVPP Administrator. If for any reason an employee does not feel comfortable or cannot inform a supervisor or manager, they may contact law enforcement immediately.

The [Fall River Valley CSD](#) will promptly investigate all employee reports of violent incidents, threats, or concerns, and will notify the reporting employees of the results of the investigation and any actions taken to correct workplace violence hazards identified during the investigation.

WORKPLACE VIOLENCE EMERGENCY RESPONSE PROCEDURES

[Fall River Valley CSD](#) has in place the following specific measures to handle actual or potential workplace violence emergencies:

- Effective means to alert employees of the presence, location, and nature of workplace violence emergencies by the following Cell phones, email and radios will be used to alert employees of emergencies
- How to obtain help from staff, security personnel, or law enforcement. If there is immediate danger, call for emergency assistance by dialing 9-1-1, then notify the WVPP Administrator.

In the event of an emergency, including a Workplace Violence Emergency, contact the following:

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
Joseph Huston	Safety officer/ utility operator	[Responsible for emergency response, hazard identification, and coordination with other employers; Semore conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.]	1 (530) 949-0495	jhuston@frvcsd.org

Shasta County Police	Non-emergency number	530 245-6540

WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION

The following policies and procedures are established and required to be conducted by [Fall River Valley CSD](#) to ensure that workplace violence hazards are identified and evaluated:

- Inspections shall be conducted when the plan is first established, after each workplace violence incident, and whenever the employer is made aware of a new or previously unrecognized hazard.

Review all submitted/reported concerns of potential hazards: These submittals/reports could be from the system the employer had implemented for employees and authorized employee representatives to anonymously inform management about workplace violence hazards or threats of violence without fear of reprisal/retaliation.

- Daily or weekly review of all submitted and reported concerns.
- Voicemail/email/text messages

Periodic Inspections

Periodic inspections of workplace violence hazards will identify unsafe conditions and work practices. This may require assessment for more than one type of workplace violence. Periodic Inspections shall be conducted at least yearly.

Periodic inspections to identify and evaluate workplace violence and hazards will be performed by the General Manger and safety officer.

Inspections for workplace violence hazards include assessing:

- The exterior and interior of the workplace for its attractiveness to robbers.
- Effective location and functioning of emergency buttons and alarms.
- Posting of emergency telephone numbers for law enforcement, fire, and medical services.

- Whether employees have access to a telephone with an outside line.
- Whether employees have effective escape routes from the workplace.
- Whether employees have a designated safe area where they can go to in an emergency.
- Adequacy of workplace security systems, such as door locks, entry codes or badge readers, security windows, physical barriers, and restraint systems.
- The use of work practices such as the "buddy" system for specified emergency events.
- The availability of employee escape routes.
- How well our establishment's management and employees communicate with each other.
- Access to and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom one of our employees is having a dispute.
- Frequency and severity of employees' reports of threats of physical or verbal abuse by managers, supervisors, or other employees.
- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.]

WORKPLACE VIOLENCE HAZARD CORRECTION

Workplace violence hazards will be evaluated and corrected in a timely manner. [Fall River Valley CSD](#) will implement the following effective procedures to correct workplace violence hazards that are identified:

- If an imminent workplace violence hazard exists that cannot be immediately abated without endangering employee(s) , all exposed employee(s) will be removed from the situation except those necessary to correct the existing condition. Employees need to correct the hazardous condition will be provided with the necessary protection. Utility operators, General manager, office manager and safety officer.
- All corrective actions taken will be documented and dated on the appropriate forms.
- Corrective measures for workplace violence hazards will be specific to a given work area.

PROCEDURES FOR POST INCIDENT RESPONSE AND INVESTIGATION

After a workplace incident, the WVPP administrator or their designee will implement the following post-incident procedures:

- Visit the scene of an incident as soon as safe and practicable.
- Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
- Review security footage of existing security cameras if applicable.
- Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determine the cause of the incident.
- Take corrective action to prevent similar incidents from occurring.

- Record the findings and ensuring corrective actions are taken.
- Obtain any reports completed by law enforcement.
- The violent incident log will be used for every workplace violence incident and will include information, such as:
 - The date, time, and location of the incident.
 - The workplace violence type or types involved in the incident.
 - A detailed description of the incident.
 - A classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.
 - A classification of circumstances at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.
 - A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.
 - The type of incident, including, but not limited to, whether it involved any of the following:
 - Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
 - Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
 - Threat of physical force or threat of the use of a weapon or other object.
 - Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
 - Animal attack.
 - Other.
 - Consequences of the incident, including, but not limited to:
 - Whether security or law enforcement was contacted and their response.
 - Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
 - Information about the person completing the log, including their name, job title, and the date completed.
- Reviewing all previous incidents.

Ensure that no personal identifying information is recorded or documented in the written investigation report. This includes information which would reveal identification of any person involved in a violent incident, such as the person's name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity.

TRAINING AND INSTRUCTION

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace violence practices. These sessions could involve presentations, discussions, and practical exercises. Training and instruction will be provided as follows:

- When the WVPP is first established.
- Annually to ensure all employees understand and comply with the plan.
- Whenever a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan. The additional training may be limited to addressing the new workplace violence hazard or changes to the plan.

Fall River Valley CSD will provide its employees with training and instruction on the definitions found on page 1 of this plan and the requirements listed below:

- The employer's WVPP, how to obtain a copy of the employer's plan at no cost, and how to participate in development and implementation of the employer's plan.
- How to report workplace violence incidents or concerns to the employer or law enforcement without fear of reprisal.
- Workplace violence hazards specific to the employees' jobs, the corrective measures Fall River Valley CSD has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- The violent incident log and how to obtain copies of records pertaining to hazard identification, evaluation and correction, training records, and violent incident logs.
- Opportunities Fall River Valley CSD has for interactive questions and answers with a person knowledgeable about the Fall River Valley CSD plan.

Note: Employers must use training material appropriate in content and vocabulary to the educational level, literacy, and language of employees.

EMPLOYEE ACCESS TO THE WRITTEN WVPP

Fall River Valley CSD ensures that the WVPP plan shall be in writing and shall be available and easily accessible to employees, authorized employee representatives, and representatives of Cal/OSHA at all times. This will be accomplished by

- Whenever an employee or designated representative requests a copy of the written WVPP, we will provide the requester with a printed copy of the WVPP, unless the employee or designated representative agrees to receive an electronic copy.

RECORDKEEPING

Fall River Valley CSD will:

- Create and maintain records of workplace violence hazard identification, evaluation, and correction, for a minimum of five (5) years.
- Create and maintain training records for a minimum of one (1) year and include the following:
 - Training dates.
 - Contents or a summary of the training sessions.
 - Names and qualifications of persons conducting the training.
 - Names and job titles of all persons attending the training sessions.

- Maintain violent incident logs for minimum of five (5) years.
- Maintain records of workplace violence incident investigations for a minimum of five (5) years.
 - The records shall not contain medical information per subdivision (j) of section 56.05 of the Civil Code.
- All records of workplace violence hazard identification, evaluation, and correction; training, incident logs and workplace violence incident investigations required by [LC section 6401.9\(f\)](#), shall be made available to Cal/OSHA upon request for examination and copying.

EMPLOYEE ACCESS TO RECORDS

The following records shall be made available to employees and their representatives, upon request and without cost, for examination and copying within **15 calendar days of a request**:

- Records of workplace violence hazard identification, evaluation, and correction.
- Training records.
- Violent incident logs.

REVIEW AND REVISION OF THE WVPP

The [Fall River Valley CSD](#) WVPP will be reviewed for effectiveness:

- At least annually.
- When a deficiency is observed or becomes apparent.
- After a workplace violence incident.
- As needed.

Review and revision of the WVPP will include the procedures listed in the EMPLOYEE ACTIVE INVOLVEMENT section of this WVPP, as well as the following procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan's effectiveness:

- Review of [Fall River Valley CSD's](#) WVPP should include, but is not limited to:
 - Review of incident investigations and the violent incident log.
 - Assessment of the effectiveness of security systems, including alarms, emergency response, and security personnel availability (if applicable).
- Review that violence risks are being properly identified, evaluated, and corrected. Any necessary revisions are made promptly and communicated to all employees. [These revisions could involve changes to procedures, updates to contact information, and additions to training materials.]

EMPLOYER REPORTING RESPONSIBILITIES

As required by [California Code of Regulations \(CCR\), Title 8, Section 342\(a\). Reporting Work-Connected Fatalities and Serious Injuries](#), [Fall River Valley CSD](#) will immediately report to Cal/OSHA any serious injury or illness (as defined by [CCR, Title 8, Section 330\(h\)](#)), or death (including any due to Workplace Violence) of an employee occurring in a place of employment or in connection with any employment.

Acknowledgement of workplace violence prevention plan administrator

I, Cecil Ray, General manager of Fall River Valley CSD, hereby authorize and ensure, the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan. I am committed to ensuring the safety and well-being of our employees and believe that these policies and procedures will help us achieve that goal.”

Cecil Ray, General Manager, Fall River Valley CSD

Signature

Date

DRAFT

RESOLUTION 2024-07

RESOLUTION BY THE BOARD OF DIRECTORS OF THE FALL RIVER VALLEY COMMUNITY SERVICES DISTRICT TO ADOPT AND APPROVE CONFINED SPACE PROGRAM

WHEREAS, The Fall River Valley Community Services District does not have a Confined Space Program (CSP); and

WHEREAS, The Fall River Valley Community Services District desires to keep employees safe and protected; and

WHEREAS, The Fall River Valley Community Services District must comply with Title 8 California Code of Regulations, Sections 5156, 5157 and 5158.;

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE FALL RIVER VALLEY COMMUNITY SERVICES DISTRICT DOES RESOLVE, DETERMINE, FIND AND ORDER AS FOLLOWS:

The attached CSP complies with Title 8 California Code of Regulations, Sections 5156, 5157 and 5158; and

The CSP will be available to all staff in a readily accessible location; and

The CSP will be effective as of July 17, 2024;

PASSED AND ADOPTED by the Board of Directors of the Fall River Valley Community Services District at a regular meeting thereof held on the 17th day of July 2024, by the following vote:

AYES:

NOES:

ABSENT:

Tyler DeWitt, Chairman of the Board
Fall River Valley Community Services District

Cecil D. Ray, General Manager
Fall River Valley Community Services District

Confined Space Procedures

This program is to protect all employees from exposure to hazards while working in or near confined spaces. FRVCSD is concerned about the health and safety of its employees and has taken steps to ensure that all employees recognize and avoid entering a confined space without authorization through the permit process. The program follows the requirements of Title 8 California Code of Regulations, Sections 5156, 5157 and 5158.

SCOPE

This program shall apply to all employees responsible for planning, supervising, entering, or participating in a confined space entry or rescue.

RESPONSIBILITIES

A. Management

1. Ensure the elements of this program are followed by employees and outside contractors.
2. Ensure employees are provided with the training and equipment necessary to safely enter confined spaces and comply with the requirements of this program.

B. Supervisors

1. Understand the hazards and assure that all necessary tests are made, safety equipment is on the job-site, and confined space entry procedures are followed.
2. Ensure that unauthorized personnel are prevented from entering a permit-required confined space.
3. Verify entry permit information.
4. Terminate entry and cancel permits as required.
5. Verify rescue service and communication is available.
6. Assure consistent transfer of responsibility.
7. Maintain and review all records and permits that apply to the program.

C. Attendants

1. Understand the hazards and follow confined space procedures.
2. Be aware of the behavioral effects of hazards in entrants.
3. Continuously maintain accurate count and identities of entrants.
4. Remain outside the permit space until relieved by another attendant.
5. Communicate with entrants to monitor status and alert entrants of the need to evacuate
6. Monitor activities inside/outside the permit space to determine if it is safe.
7. Summon rescue or other emergency services.
8. Deal with unauthorized persons.
9. Perform non-entry rescues as specified.
10. Perform no duties that might interfere with the primary duty to monitor and protect entrants.

D. Entrants

1. Know the hazards and follow confined space entry procedures.
2. Properly use the equipment.
3. Communicate with the attendant.
4. Alert the attendant to problems.
5. Exit the permit space when necessary.

DEFINITIONS

Are found in Appendix A - Title 8, California Code of Regulations, Section 5156, 5157, and 5158, specifically, 5157(b).

PROGRAM REQUIREMENTS

A. Workplace Evaluation

1. All structures, substructures, and openings that meet the following confined space definition will be identified and posted as permit-required confined spaces:
 - a. Large enough for an employee to bodily enter and perform work
 - b. Has limited or restricted means of entry or exit
 - c. Is not designed for continuous employee occupancy.
2. A list of identified confined spaces is located in Appendix B.
3. Employees shall be notified that the above locations are confined spaces and alerted to the potential hazards in those spaces.

B. Training

1. Employees who enter a confined space or perform standby duties must receive training in the requirements and procedures of this program. No person will be allowed entry to a confined space unless the required training has been completed, certified, and documented.
2. Training will be provided on the effective use of all provided safety equipment.
3. Safe work practice training will be provided for duties the entrant is required to perform
4. The training will establish employee proficiency in procedures and duties and will introduce new or revised procedures as necessary.
5. The District will maintain certification that the training has been accomplished and will include:
 - a. Employee name
 - b. Dates of training
 - c. Description of training procedures or training handbook
 - d. Signature or initials of the person(s) supervising the training.
6. Training will be provided for each employee:
 - a. Before the employee is first assigned duties related to confined space entry.
 - b. Before there is a change in the employee's assigned duties.

c. Whenever there is a change in the permit space operations that presents a serious hazard about which an employee has not been previously trained.

d. Whenever the District has reason to believe either that there are deviations from the permit space procedures required by established entry procedures, or that there are inadequacies in the employee's knowledge or use of the established entry procedures.

C. Procedures and Practices for Confined Space Entry

1. Before entry to any confined space, all affected employees will follow the procedures in Appendix C.

2. Failure to follow the established confined space entry procedures could result in serious injury or death. Deviation from the procedures will result in disciplinary action outlined in the District's personnel policy.

D. Contractors

When a FRVCSD arranges to have employees of a contractor perform work that involves permit space entry, the FRVCSD shall:

1. Inform the contractor the workplace contains permit spaces and entry shall be only allowed through compliance with a program meeting the requirements of Title 8, section 5157.

2. Apprise the contractor of the hazards identified and host experience with the space.

3. Apprise the contractor of any precautions or procedures the host has implemented for employees in or near the spaces the contractor will be working.

4. Coordinate entry operations with the host when both the host employees and contractor employees will be working in or near permit spaces.

5. Debrief the contractor at the conclusion of entry operations regarding any hazards confronted or created in the permit spaces.

6. Ensure proper risk transfer is in place.

The contractor shall:

1. Obtain any available information regarding permit space hazards and entry operations from the host employer.

2. Coordinate entry operations with the host employer when both host and contractor personnel will be working in or near permit spaces.

3. Inform the host employer of the permit space program that the contractor will follow and of any hazards confronted or created in permit spaces, either through a debriefing or during the entry operation.

E. Recordkeeping

1. The Pre-Entry Checklist and Confined Space Entry Permit must be kept at the site for the duration of the work.

2. The Pre-Entry Checklist and Confined Space Entry Permit must be maintained for at least one year and made accessible to employees and their representatives.

F. Program Review

The permits and checklists are to be reviewed within one (1) year after entry to revise the program as necessary to ensure employees participating in confined space entry operations are protected from permit space hazards.

Confined Space Program

Appendices

- A. California Code of Regulations, Confined Spaces**
- B. List of Identified Confined Spaces**
- C. Procedures and Practices for Confined Space Entry**
- D. Permit, Pre-entry Checklist**

Appendix A

California Code of Regulations

Title 8, Article 108

Confined Spaces

The information below is provided free of charge by the Department of Industrial Relations from its web site at www.dir.ca.gov.

§5156. Scope, Application, and Definitions <https://www.dir.ca.gov/title8/5156.html>

§5157. Permit-Required Confined Spaces <https://www.dir.ca.gov/title8/5157.html>

§5158. Other Confined Space Operations <https://www.dir.ca.gov/title8/5158.html>

Appendix B

List of Identified Confined Spaces

The Employer must inventory and evaluate the hazards of each confined space in the workplace. This can be accomplished by listing each confined space, where it is located, how often the space may be entered, and the classification of the confined space. Evaluation should be conducted initially and reviewed annually.

Site	Description / Location	Hazards	Comments	Evaluation Date	Permit/No Permit
Lift Station	All Locations	Atmospheric		8/25/22	Yes Permit
Manholes	All Locations	Atmospheric		8/25/22	Yes Permit
Tanks	All Locations	Atmospheric Entrapment		7/1/2024	Yes permit

Appendix C

Procedures and Practices for Confined Space Entry

A. Pre-planning - No work shall begin in any confined space before the operations to be undertaken are reviewed. The supervisor will review work assignments with employees and consider potential hazards, the scope of the work, materials required and introduced to the space, and equipment required including monitoring, rescue, and personal protective equipment. Certain conditions may require a Hot Work Permit.

B. Pre-entry - After pre-planning and prior to the start of any work, the entry permit will be completed by the site supervisor. No employee will enter a confined space until acceptable entry conditions are verified as listed on the permit. The atmosphere will be evaluated for and in the following order:

1. Oxygen content
2. Flammable gases and vapors
3. Potential toxic atmospheres

Note: Permits are in Appendix D

Atmospheric Testing Procedure - will include:

1. Use of a combination direct reading instrument capable of sensing oxygen content, flammable gases, and toxic environments.
2. A person trained in the use and evaluation of the instrument will turn on and zero out (self-calibrate) the instrument in fresh air following the manufacturer's instructions. (The instrument should also be calibrated not less than the period recommended by the manufacturer using known test gases).
3. Prior to opening a lid or manhole cover, insert the probe or collector tubing of the air monitoring device into an opening or port to draw a sample of the atmosphere and allow sufficient time to record a representative reading. If there is no opening, "crack" the cover enough to insert the probe or collector. If atmospheric conditions are acceptable, remove the cover.
4. Lower the instrument probe or collector, testing the top, sides, and hidden areas, and approximately four (4) feet in the direction of travel. All results will be recorded.

5. If all tests are within acceptable limits, the lids may be opened, or cover removed. The opening shall be protected and guarded by barriers that will prevent accidental falls through the opening.

6. If an atmospheric hazard is discovered, or there is the potential for one to occur:

a. Continuous air ventilation will be provided, and the atmosphere tested periodically to ensure acceptable atmospheric conditions within the space.

b. The ventilation will be done with mechanical forced air ventilation equipment capable of maintaining an acceptable atmosphere within the confined space.

c. If a portable blower is used, it must be equipped with sufficient ducting to reach within two feet of the bottom of the space or provide fresh outside air to the work area within the space (i.e. water reservoirs). The ducting should not have more than one 90-degree bend entering the opening of the confined space. The blower should never be placed near a vehicle exhaust or other potential source of poor air quality. The intake should be placed at least fifteen (15) feet from the confined opening to prevent re-circulation or ventilated air.

C. Safe Entry Procedure – Permit Required

Note: Permit is in Appendix D

1. Entry is only permitted by properly trained personnel.

2. The entry supervisor will complete the confined space permit.

3. All required safety and entry equipment will be at the site.

4. The confined space will be isolated utilizing lockout/tagout procedures.

5. Perform atmospheric testing.

6. Purge or flush the confined space when necessary.

7. If continuous air ventilation is provided, the atmosphere will be tested periodically to ensure acceptable atmospheric conditions within the space.

8. Provide guards and barriers to protect the site from pedestrians and unauthorized personnel. The barriers are also set up to prevent accidental falls and protect entrants from external hazards.

9. Provide a minimum of one attendant outside the confined space.
10. Communication systems will be checked prior to entry.
11. Rescue team to be notified of entry location and time prior to entry.
12. Post permit outside entry location.
13. After the entry is completed, note any unusual findings on the permit.
14. After completion of the work, re-secure the access point.
15. Notify the supervisor and rescue team when the entry is completed.
16. Keep permit on file for one (1) year.

D. Safe Entry Procedure – (c)(5) Alternative Entry: This type of entry is permissible through monitoring and inspection. The confined space may be entered under the (c)(5) alternative procedures only under the following conditions:

- The only hazard posed by the space is an actual or potentially hazardous atmosphere.
- Continuous forced air ventilation alone is sufficient to maintain a safe atmosphere for entry.

Note: Permit is in Appendix D

1. Entry is only permitted by properly trained personnel.
2. Entry supervisor (this may be entrant) will complete the (c)(5) alternative procedures or entry on the permit.
3. All required safety and entry equipment will be at the site.
4. The confined space will be isolated utilizing lockout/tagout procedures.
5. Purge or flush the confined space when necessary.
6. Continuous air ventilation will be provided, and the atmosphere tested periodic

7. Provide guards and barriers to protect the site from pedestrians and unauthorized personnel. The barriers are also set up to prevent accidental falls and protect entrants from external hazards.

8. Post permit outside entry location.

9. After the entry is completed, note any unusual findings on the entry permit.

10. After completion of the work, re-secure the entry access point.

11. Keep permit on file for a minimum of one (1) year.

E. Safe Entry Procedure – Non-Permit Confined Space: A permit-required confined space may be reclassified as a non-permit confined space under the following conditions:

- The space, at the time of the planned entry, has no actual or potential atmospheric hazards, and all hazards within the space are eliminated without entry into the space.
- All hazards remain eliminated during the entry operation.
- The basis for determining that all hazards have been eliminated are documented through a certification containing, the date, location of the space, and the signature of the person making the determination.
- If hazards arise in the non-permit confined space, each employee shall exit the space, and it shall be reevaluated to determine if it must be reclassified as a permit space.

Note: Control of atmospheric hazards through forced air ventilation does not constitute the elimination of the hazard.

F. Safety Equipment – The District will provide all safety equipment and supplies necessary to perform safe entry and rescue operations. All safety equipment should be tested according to the manufacturer's recommendations. Prior to beginning work, employees will inspect the equipment and ensure it is in good working condition. All defective equipment will be tagged for repair or replacement if required.

Equipment required for each entry will be noted on the entry permit. Work or entry will not commence if any equipment is missing.

G. Change of Conditions – If either the entrant(s) or attendant detects a condition that differs from the entry permit, the entrants will exit from the confined space as quickly as possible. These include:

- The entrant recognizes any warning sign or symptom of exposure to a dangerous situation.
- The entrant detects a condition which conflicts with the entry permit.
- The gas monitor signals an alarm.
- An evacuation alarm is activated.
- The attendant detects a behavioral change in the entrant(s).
- The attendant detects a condition that conflicts with the entry permit or a situation outside the space that could endanger the entrant(s).
- The entry supervisor gives an order to evacuate.

H. Rescue – All permit entries, with the exception of low risk and alternative entries, must provide for rescue service. At least one standby person at the entry site shall be trained and immediately available to perform rescue and emergency services. It is recommended that a rescue plan be prepared for low risk and non-permit entries.

1. Emergency rescue conducted by District personnel.

a. All designated rescue team members shall be provided with and be trained in the proper use of personal protective equipment and rescue equipment needed for rescue operations.

b. Each team member shall be trained to perform the assigned rescue duties and trained in safe confined space entry procedures.

c. Each member of the rescue team must participate in rescue practice at least once every 12 months. Practice shall consist of simulated rescue from representative permitted spaces using mannequins or actual persons.

d. Each member of the rescue team must be trained in basic first aid and cardiopulmonary resuscitation (CPR). At least one member of the rescue team having current CPR and first aid certification shall be available during entry.

2. Emergency rescue conducted by outside emergency rescue service. The confined space attendant will immediately initiate outside rescue when needed. Prior to requesting a rescue service, the District shall:

- a. Evaluate the service's ability to respond promptly.
- b. Evaluate the service's qualifying abilities to function appropriately while rescuing entrants from the District's particular types of identified spaces.
- c. Inform the rescue service of the hazards it may confront at the site(s).
- d. Provide the rescue service with access to permit spaces from which rescue may be necessary so that the service can practice rescue operations.
- e. Outside rescue service must be notified of the location of the confined space and time of entry prior to entry.

3. Non-entry rescue is the preferred method for rescue. Retrieval systems or methods shall be used unless the retrieval equipment would increase the overall risk of entry or would not contribute to the rescue of the entrant.

- a. Each entrant shall use a chest or full-body harness with a retrieval line attached high on the back. Wristlets may be used with a retrieval line instead of the chest or full-body harness if it can be demonstrated that the use of the wristlets is the safest and most effective method.
- b. The end of the retrieval line shall be attached to a mechanical device or fixed point outside the confined space so that rescue can begin as soon as the rescuer is aware that rescue is necessary.
- c. A mechanical device shall be available to retrieve personnel from vertical spaces more than 5 feet deep. This equipment may be a winch or pulley system in combination with a fixed attachment point above the space.

4. A Safety Data Sheet (SDS) or similar written information required to be kept at the worksite due to the use or exposure to a hazardous substance shall be made available to the medical facility treating the exposed entrant.

Appendix D. Permit, Pre-entry Checklist

[CSP.pdf](#)

ENTRY PERMIT

CONFINED SPACE _____ **HAZARDOUS AREA** _____ **PERMIT NO.** _____
 • PERMIT VALID FOR EIGHT HOURS ONLY • ALL COPIES OF PERMIT WILL REMAIN AT JOB SITE UNTIL JOB IS COMPLETED

SITE LOCATION/DESCRIPTION _____
PURPOSE OF ENTRY _____
DATE _____ **PERMIT EXPIRATION DATE/TIME** _____
SUPERVISOR(S) IN CHARGE OF CREWS _____ **TYPE OF CREW** _____ **PHONE NO.** _____

REQUIREMENTS TO BE COMPLETED PRIOR TO ENTRY (BOLD DENOTES MINIMUM REQUIREMENTS TO BE COMPLETED AND REVIEWED PRIOR TO ENTRY)

ENTER N/A FOR ITEMS THAT DO NOT APPLY	COMPLETED			COMPLETED	
	DATE	TIME		DATE	TIME
Lock Out / De-Energize / Try-Out	_____	_____	Lifelines	_____	_____
Line(s) Broken - Capped - Blanked	_____	_____	Resuscitator - Inhalator	_____	_____
Purge - Flush and Vent	_____	_____	Standby Safety Personnel	_____	_____
Ventilation	_____	_____	Full Body Harness (with "D" ring)	_____	_____
Breathing Apparatus	_____	_____	Fire Extinguishers	_____	_____
Emergency Escape Retrieval Equipment	_____	_____	Lighting (explosive proof)	_____	_____
Communication Device(s)	_____	_____	Protective Clothing	_____	_____
Atmosphere Monitoring Device(s)	_____	_____	Respirator(s) (air purifying)	_____	_____
Secure Area (post and flag)	_____	_____	Burning and Welding Permit	_____	_____

CONTINUOUS MONITORING (record results every 2 hours)

TESTS TO BE TAKEN	PERMISSIBLE ENTRY LEVEL	MONITORING RESULTS								
		AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM
Percent of Oxygen	19.5%-23.5%									
Lower Flammable Limit	Under 10%									
Carbon Monoxide	+35 PPM									
Aromatic Hydrocarbon	+ 1 PPM * 5 PPM									
Hydrogen Cyanide (Skin)	* 4 PPM									
Hydrogen Sulfide	+ 10 PPM * 15 PPM									
Sulfur Dioxide	+ 2 PPM * 5 PPM									
Ammonia	* 35 PPM									
Other										

* Short-term exposure limit: Employee can work in the area up to 15 minutes
 + 8 hour time-weighted average: Employee can work in the area 8 hours (longer with appropriate respiratory protection)

REMARKS _____

GAS TESTER NAME & CHECK NO.	INSTRUMENT(S) USED	MODEL AND/OR TYPE	SERIAL AND/OR UNIT NO.
_____	_____	_____	_____
_____	_____	_____	_____

RESCUE PROCEDURE _____

ADDITIONAL INFORMATION _____

EMERGENCY PHONE NUMBERS

Ambulance _____ Safety _____
 Fire _____ Rescue _____
 Gas Coordinator _____

PERMIT AUTHORIZATION (pink copy to Safety)

I certify that all required precautions have been taken and necessary equipment is provided for safe entry and work in this space.

NAME (print) _____ **DATE** _____
SIGNATURE _____
DEPARTMENT _____ **PHONE NO.** _____

REQUIRED SAFETY STANDBY PERSON(S)	CHECK NO.	AUTHORIZED ENTRANTS	CHECK NO.
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____