



OSHA

**USER  
MANUAL**

# PRCS

Electronic Permit-Required  
Confined Space Program

Easy-to-use



Point-and-click interface



OSHA-compliant text



Compliance assistance resources



Windows 95 compatible

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## Preface

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The U.S. Department of Labor, Occupational Safety and Health Administration designed e-PRCS to help employers comply with 29 CFR 1910.146 and develop a written permit-required confined spaces program. Version 1.0 reflects revisions, corrections, and clarifications of 29 CFR 1910.146 published by OSHA in the Federal Register on December 1, 1998. This version is designed to run in the Windows 95 or later environment.

e-PRCS can be used in conjunction with OSHA's Confined Spaces Advisor (see the Confined Spaces Resources section of the software, accessible from the main screen). The Confined Spaces Advisor helps you identify confined spaces and determine whether they are permit required. e-PRCS assists you in preparing a written program for permit-required confined spaces you identify. Together, these tools should help you understand your requirements under the standard more clearly so that you can plan and implement effective confined space procedures.

A written PRCS program generated with this software does not relieve you from your obligations as an employer to comply with the requirements of 29 CFR 1910.146. If the information you enter into the program is accurate and informed, however, the written program generated by this software is likely to be consistent with OSHA's standard. You can then use the written program to guide you in implementing effective procedures. To review your obligations under 29 CFR 1910.146, please see the text of the standard in Appendix A of this manual. Before you prepare your program, please read "Qualifications of the Person Preparing Your Program" on page 2.

This program was developed and is distributed by the U.S. Department of Labor, Occupational Safety and Health Administration, under the direction of MaryAnn Garrahan of the Office of Health Compliance Assistance. Earl Cook of the Office of Technical Support and Patrick Kapust of the Office of General Industry Compliance Assistance provided valuable assistance and comments. OSHA gratefully acknowledges the input of private individuals and industry, labor, and public interest organizations during preparation of this program. Advanced Technologies and Laboratories (ATL) Inc., an 8(a) consulting firm specializing in occupational and environmental health, assisted OSHA in developing e-PRCS and provides user support.

The program was developed in Microsoft Access® using Visual Basic programming. The run-time version of the program uses the Access Runtime distribution program. Microsoft Access is a trademark of Microsoft Corporation.

Send your questions, comments or suggestions to:

e-PRCS  
OSHA, Office of Health Compliance Assistance  
U.S. Department of Labor  
200 Constitution Avenue, NW.  
Washington, D.C. 20210.

or by email to: [e-PRCS@osha.gov](mailto:e-PRCS@osha.gov)

**For technical support,**  
**please see the Troubleshooting section of this manual (Section 8)**  
**If you need further assistance, contact**  
**U.S. DOL / OSHA e-PRCS Software Support at**  
**[e-PRCS@osha.gov](mailto:e-PRCS@osha.gov)**

### Section 1 — Introduction

This user's manual describes e-PRCS and provides instructions for using its features. This manual is divided into several sections.

*Section 1: Introduction: What is e-PRCS?* — This section talks about this user manual and introduces e-PRCS.

*Section 2: The Written Confined Spaces Program* — This section talks about the requirement for a written confined spaces program as required by 29 CFR 1910.146.

*Section 3: Getting Started* — This section walks you through the installation and setup of e-PRCS, and describes the information you need to complete your written program.

*Section 4: Using e-PRCS* — This section describes the various features of e-PRCS and how to navigate through the program.

*Section 5: Entering Site Information into e-PRCS* — This section describes how to enter your site-specific information into e-PRCS to develop your written program.

*Section 6: Viewing and Printing Your Written Confined Spaces Program* — This section tells you how to preview your written program and how to print the program you have developed with e-PRCS.

*Section 7: Exporting Your Written Confined Spaces Program* — This section describes exporting your written program so that you may open and edit it in a word processor, such as Microsoft Word®, Microsoft WordPad®, or Corel WordPerfect®.

*Section 8: Troubleshooting* — This section contains troubleshooting information and explains error messages. If you experience problems while installing or using e-PRCS, see this section before contacting OSHA.

*Appendix A: OSHA's Permit-Required Confined Spaces Standard* — This appendix contains the full text of 29 CFR 1910.146 and its appendices.

*Appendix B: Web Addresses for Confined Spaces Resources* — This appendix contains the web addresses (URLs) of the materials provided in the e-PRCS's Confined Spaces Resources section.

This manual assumes you are familiar with using Windows 95 or greater. If you are not familiar with Windows terms such as cursor, window, and toolbar, see your Windows documentation. This manual does not assume you have any previous experience using Microsoft Access.

### What is e-PRCS?

e-PRCS is a software program designed to help employers who have confined spaces on their worksite or have employees who enter permit-required confined spaces at any location. The software allows you to create a written permit-required confined spaces program meeting the OSHA requirements provided in 29 CFR 1910.146 (see Section 2 of this manual for a discussion of these requirements). Using e-PRCS, you can assemble one or more written programs on your computer that you may update and print for incorporation into your company's overall safety and health program. Using e-PRCS, you can:

- *Save time* — Create and update your program with minimal effort and time.
- *Save money* — e-PRCS reduces the costs required to prepare your program through efficiency.
- *Be OSHA compliant* — e-PRCS contains model language for meeting the requirements of 29 CFR 1910.146.

## Introduction: What is e-PRCS?

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e-PRCS assists you in developing your written program by prompting you for information about your particular worksite, confined spaces, and company policies and procedures. It consists of five separate sections: Overall PRCS Program Responsibility, Identification and Evaluation of Confined Spaces, Prevention of Unauthorized Entry, Entry Equipment and PPE, and Rescue and Emergency Procedures (see Section 5 of this manual for a discussion of these separate sections). e-PRCS also provides you compliance assistance and user help via help text buttons and links to compliance information on the OSHA web site.

**NOTICE:** While e-PRCS does assist you in the development of your written permit-required confined spaces program, it does not relieve you from any of the specific requirements of 1910.146 or any other OSHA standards. Each workplace is unique and the hazards associated with each confined space entry differ with the characteristics of the space and the operations carried out during entry. While e-PRCS can help you with confined space decisions and developing an appropriate plan, your plan must be tailored to your specific workplace and entry operations (see below). Ultimately, you, as the employer, must ensure compliance with the OSHA standards and the safety and health of your employees.

### Qualifications of the Person Preparing Your Program

Much as you would not have an unqualified worker perform electrical work at your facility, you must not have an unqualified person develop your confined spaces program. e-PRCS is easy-to-use software that can assist you in developing your program, but it cannot make many of the safety and health decisions necessary to ensure your plan is effective. The person developing your plan should have the knowledge and skills necessary to identify and evaluate the hazards associated with confined spaces and permit space entry operations. An experienced safety professional and/or industrial hygienist should be consulted to assist characterizing confined spaces at your workplace and to help develop appropriate hazard controls. In addition, personnel with the proper experience to appropriately evaluate potential air contaminants and choose instruments for those contaminants must perform the selection of air monitoring instruments. Lastly, the on-going involvement of safety and health personnel is essential. Site conditions or work operations may change over time and your confined spaces program and procedures must be updated to reflect the changes. The involvement of qualified safety and health staff will ease your development and maintenance of your confined spaces program and help to ensure the well being of your employees.

## The Written Confined Spaces Program

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### Section 2 — The Written Confined Spaces Program

This section describes the OSHA standard that requires you to develop and implement a written permit-required confined space program for protecting your employees.

#### OSHA's Permit-Required Confined Spaces Standard

The OSHA standard addressing confined spaces is 29 CFR 1910.146, Permit-required confined spaces (see Appendix A of this manual). The standard contains requirements for practices and procedures to protect your employees from the hazards of entry into permit-required confined spaces (permit spaces). You are required to first evaluate the workplace to determine if any spaces at your workplace are permit-required confined spaces. If there are permit spaces, you must inform your exposed employees of the existence, location, and danger posed by the spaces. If you decide that your employees will enter permit spaces, you must also develop and implement a written permit space program in accordance with 1910.146(d). The function of e-PRCS is to assist you with the development of this written program. The written program is important for ensuring a systematic approach to permit space entry operations. As the employer, you are required to:

- implement the measures necessary to prevent unauthorized entry;
- identify and evaluate the hazards of permit spaces before employees enter them;
- develop and implement safe practices for permit space entry operations;
- provide testing and monitoring, ventilating, communication, personal protective, lighting, barriers and shields, safe entrance and exit, rescue and emergency, and any other equipment necessary for safe entry and rescue;
- test and monitor conditions in the permit space to ensure acceptable entry conditions;
- provide for attendant(s) outside the permit space for the duration of entry operations;
- develop emergency response means and procedures for single attendants monitoring multiple spaces;
- train and identify specific duties for each person designated an active role in the permit space operation;
- develop and implement procedures for emergency rescues;
- develop and implement a system for the preparation, issuance, use, and cancellation of entry permits;
- develop and implement procedures to coordinate entry operations in situations involving more than one employer;
- develop and implement procedures for completion of entry operations;
- review and revise the entry program, as necessary, to ensure employee protection; and
- review canceled permits to ensure employee protection from permit space hazards is adequately addressed by the permit space program.

Your written program must be available for inspection by employees and their authorized representatives. You must also assure that contractors working at your site are aware of the permit spaces and that contractor entry into permit spaces is coordinated and performed according to a permit spaces program meeting 1910.146. Your written permit space program will assist in documenting the identity and evaluation of permit spaces, your efforts to prevent unauthorized entry, your entry and rescue procedures, employee training, and your entry permit system.

An important factor in your compliance with the 1910.146 and the protection of your employees is on-going evaluation of workplace conditions and entry operations. Additional or new hazards may be introduced when new or unique entry operations are performed within a permit space. In addition, changes in non-permit confined spaces may create or introduce a hazard that would necessitate reevaluation and, in some cases, reclassification of the spaces as permit spaces. Your written program must address these issues. It is, however, up to you to make sure the procedures and employee protections required by the OSHA standard and your written permit space program are implemented.

## **The Written Confined Spaces Program**

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For additional information concerning OSHA's Permit-required confined spaces standard, you should open the Confined Spaces Resources section of e-PRCS. This section of e-PRCS provides World Wide Web (WWW) links to 29 CFR 1910.146 and compliance assistance material available on the OSHA web site and other non-OSHA web sites. See page 14 of this user manual for information about the e-PRCS Confined Spaces Resources.



### Section 3 — Getting Started

#### System Requirements

The following tables outline the minimum and recommended system requirements for installing and running e-PRCS. In general, if you are running Windows 95 and have enough disk space, you can install and run e-PRCS.

**Microsoft Access 97 Users**

<b>Equipment</b>	<b>Minimum</b>	<b>Recommended</b>
Operating system	Windows 95	Windows 95
Computer	Any PC running Window 95	Pentium
Monitor	640x480 pixels	640x480 pixels
Computer memory	12 MB	16+ MB
Hard disk space	4.5 MB (approximately), additional free space for site information entered by user	6 MB (approximately), additional free space for site information entered by user
Printer	Any supported by Windows 95	Laser Printer

**Users without Microsoft Access 97**

<b>Equipment</b>	<b>Minimum</b>	<b>Recommended</b>
Operating system	Windows 95	Windows 95
Computer	Any PC running Window 95	Pentium
Monitor	640x480 pixels	640x480 pixels
Computer memory	12 MB	16+ MB
Hard disk space	12 MB (approximately), additional free space for site information entered by user	15 MB (approximately), additional free space for site information entered by user
Printer	Any supported by Windows 95	Laser Printer

#### Installing and Running e-PRCS

Installing e-PRCS on your computer is the initial step in developing your written permit-required confined spaces program. The steps for installation of the e-PRCS depend on the previously installed software on your PC. If you have Microsoft Access 97® or later, you should follow the instructions for "Microsoft Access 97 Users." If you do not have Microsoft Access 97 or later, follow the instructions for "User's without Microsoft Access 97." The reason for this difference is that e-PRCS is a Microsoft Access 97 application. It was developed in Microsoft Access for a number of reasons. One of the most important reasons is that it offers a user-friendly interface and allows OSHA to offer e-PRCS to employers with and without Access. Access also allows OSHA to develop a 32 Bit program that is Y2K compliant and does not impose a "per seat" licensing charge on OSHA to distribute e-PRCS to the public. If you do not have Access 97, an Access Run-Time version will be installed on your PC as well as the e-PRCS program. The Access Run-Time version allows you to open and use e-PRCS.

##### Microsoft Access 97 Users

If you do not already have the e-PRCS software, you need to download it from the OSHA web site. e-PRCS is available on the OSHA web site at <http://www.osha-slc.gov/dts/osta/oshasoft/>. Since you have Microsoft Access 97 or later, you need to download the file named E-PRCS\_MDB.EXE that is under the heading "Users with Microsoft Access 97." This file is a self-extracting zip file. To install e-PRCS:

## Getting Started: Installing and Running e-PRCS

- Download and save the E-PRCS\_MDB.EXE file to your C: drive.
- Use Windows File Manager or Windows Explorer to select E-PRCS\_MDB.EXE, and double click to expand it. The compressed file, when expanded, will be placed on your C: drive in a subdirectory entitled E-PRCS.
- Open the E-PRCS.MDB file that is in your C:\E-PRCS\ directory with Microsoft Access 97.

When you have completed the steps above, e-PRCS will open at the e-PRCS Main Menu (see below). Before using the software, you should, at a minimum, read and review Sections 4 and 5 of this user's manual.

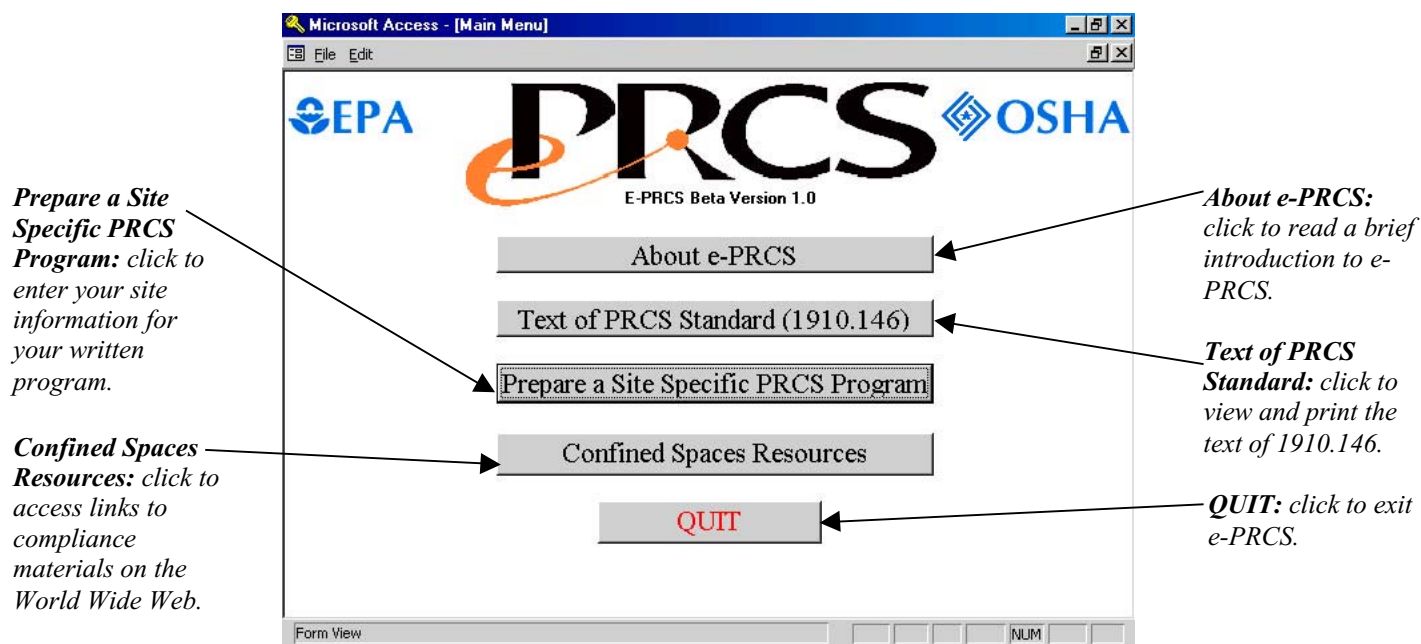
**Note:** If you are using a version of Microsoft Access later than Access97, Access will ask if you want to convert or open the database. You should select "Convert Database" to convert the database to the version of Access you are currently running on your PC.

### Users without Microsoft Access 97

If you do not already have the e-PRCS software, you need to download it from the OSHA web site. e-PRCS is available on the OSHA web site at <http://www.osha-slc.gov/dts/osta/oshasoft/>. Since you do not have Microsoft Access 97 or later, you need to download the file named E-PRCS\_COM.EXE that is under the heading "Users without Microsoft Access 97." This file is a self-extracting zip file. To install e-PRCS:

- Download and save the E-PRCS\_COM.EXE file to your C: drive.
- Use Windows File Manager or Windows Explorer to select E-PRCS\_COM.EXE, and double click to expand it. The compressed files, when expanded, will be placed on your C: drive in a subdirectory entitled TEMPPRCS.
- Double click on the setup.exe file (in C:\TEMPPRCS\ subdirectory) to automatically install the software in C:\E-PRCS\ and create the e-PRCS icons in your Start Menu.
- Click the Windows Start button, click Programs, and then click e-PRCS.

When you have completed the steps above, e-PRCS will open at the Main Menu (see below). Before using the software, you should, at a minimum, read and review Sections 4 and 5 of this user's manual.



### Information Needed to Complete Your Program

To create your written confined spaces program, you must enter all the information required by e-PRCS. Below is a list of the information necessary to complete your program. Section 5 of this manual also lists the specific information required to complete the individual sections of e-PRCS. To ease the development of your program, have the necessary information concerning your workplace's spaces and your policies and procedures at hand prior to using e-PRCS.

**TIP:** The more complete, accurate information you enter into e-PRCS, the better written program e-PRCS can help you develop.

#### Entering a New Site

- The name of the site, i.e., the specific workplace for which the confined spaces program is being developed, and
- The organization, i.e., the company or division, for which the confined spaces program is being developed.

#### Overall PRCS Program Responsibility

- The identity of the person who will assume overall responsibility for the confined spaces program and ensure its implementation.

#### Identification and Evaluation of Confined Spaces

- The existence of confined and permit-required confined spaces on the site,
- The date the workplace evaluation was completed,
- The workplace policies regarding entry into permit spaces,
- The names of the following individuals:
  - the person who determined the existence of confined and permit-required confined spaces and
  - the person who performed initial atmospheric monitoring of the site's confined spaces,
- The location where atmospheric monitoring records are stored,
- The following specific information about each permit-required confined space:
  - the location or identification of each permit space
  - the entry hazards of each permit space (atmospheric, engulfment, configuration, and any other recognized safety and health hazard)
  - whether the space contains IDLH or other conditions that require standby personnel for immediate entrant rescue, and
- The measure taken to inform workers of permit-spaces and to prevent unauthorized entry.

#### Prevention of Unauthorized Entry

- The labeling method used at your site to identify confined spaces (danger signs or other effective means) and
- The name of the person who ensures that only authorized entrants are named as entrants on the entry permit.

#### Entry Equipment and PPE

- The monitoring instruments for monitoring and evaluating the permit space's atmosphere,
- The equipment used to ventilate or purge the permit space,
- The PPE to be worn by entrants,
- The rescue and emergency equipment for rescuing entrants from the permit space in case of emergency,
- The communication equipment necessary for communication between entrants and attendant(s),
- The barriers and shields used to protect entrants from external hazards (pedestrians, vehicles, or other hazards),

## Getting Started: Information Needed to Complete Your Program

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- The lighting equipment necessary for safe work and quick exit from the space, and
- Any other necessary equipment for safe entry and rescue of entrants.

### Rescue and Emergency Procedures

- Workplace policies concerning whether on-site personnel or an outside response organization will perform confined space rescues. [The information you need to complete this section depends on this decision.]

*Option 1:* Confined space rescue is not performed by site personnel, but by an outside organization.

- Name, primary contact, address, and telephone number of the outside organization,
- Name of the person contacted at the outside organization to evaluate their ability to provide appropriate rescue services,
- Name of the person at your organization who evaluated the outside organization's ability to provide appropriate rescue services, and
- Procedures for contacting the outside organization in the event of an emergency.

*Option 2:* Confined space rescue is performed by site personnel.

- Means for summoning the on-site rescue team,
- Names of site personnel who are designated to provide permit space rescue and emergency services,
- Names of site personnel certified in basic first-aid and CPR,
- Intervals at which permit space rescue rehearsals are held and the location a log of those rehearsals is kept,
- Name and emergency phone number of the organization who is contacted in the event that site personnel cannot complete the rescue,
- Name of the person contacted at the outside organization to evaluate their ability to provide appropriate rescue services, and
- Name of the person at your organization who evaluated the outside organization's ability to provide appropriate rescue services.

### Section 4 — Using e-PRCS

#### Manual Entry Fields

Manual entry fields are fields that allow you to type information into e-PRCS. These fields typically follow a statement that prompts you to enter a person's name or to identify a location, or similar information.

#### Entering Information in Manual Entry Fields

To enter information in a manual entry field, place your cursor in the field where you want to enter information. Then, type the information for your site as prompted by e-PRCS. If after entering information, you want to change it, you can delete what you previously entered and type in new information. An example of a manual entry field is shown below.

**NOTE:** Manual entry fields requiring a date are programmed to accept only dates and to not accept phrases. Dates may be entered in a variety of formats, including (using January 12, 2000 as an example): 1/12/00; January 12, 2000; Jan 12 2000; and 12 Jan 2000.

The screenshot shows a Microsoft Access window titled "Microsoft Access - [Overall PRCS Program Responsibility]". The window contains a form with the following text: "At this workplace, the person with overall responsibility for the permit-required confined space program is:". Below this text is a text box labeled "Name:" containing the text "Tom J". Below the text box is a "NOTE:" section with the following text: "NOTE: A corporate confined space entry program may be referenced in or attached to this program, but cannot be used to replace the site-specific information required in this program. This program can be edited as necessary to concur with the corporate program." At the bottom of the form is a "Done" button. The status bar at the bottom of the window shows "Form View" and "NUM".

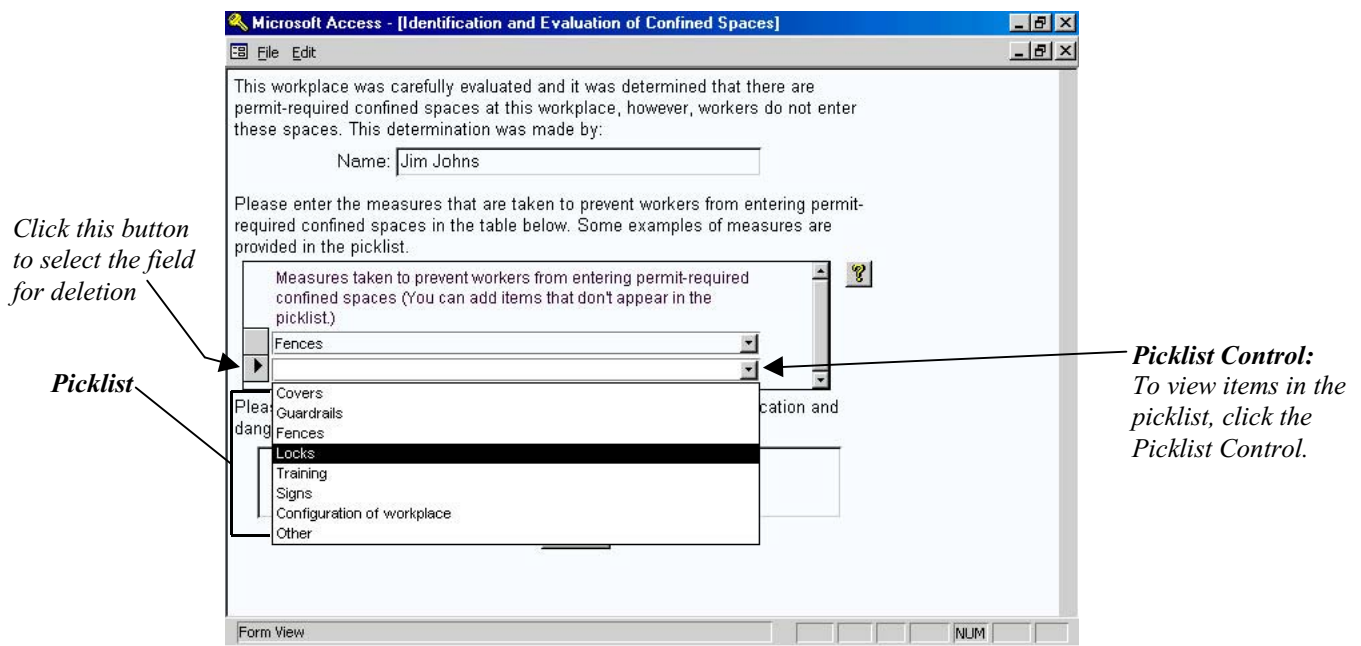
### Picklist Fields

Picklist fields are fields that allow you to select one or more items from a list. Items in the list are provided to ease the entering of information and/or to provide users some ideas on the information that is likely to be entered. In many cases throughout e-PRCS, you can enter your own information into the fields in addition to selecting items from the picklist.

### Entering and Deleting Information in Picklist Fields

To view and select items from a picklist, click on the picklist control on the right side of the picklist field (see the screen shot of a picklist below). Point and click on the item you want to select. That item is then automatically entered into the field. In some cases, you may select multiple items from the list. In that case, select each item in an individual picklist field, as provided. If you want to enter an item that is not provided in the picklist, simply type the information into the field.

To remove an item either chosen or manually entered into a picklist field, either select a new item from the picklist, type over the existing entry, or delete the entry entirely. To entirely delete the entry, click on the button to the left of the picklist field, and hit the Delete key on your keyboard.



### Option Buttons

Option buttons allow you to select one or more items from a number of options. Option buttons are used in e-PRCS to allow users to select from a pre-set list of options.

### Using Option Buttons

To select an item from an option list, click the option box you want to select. When you click the option box, a checkmark will appear in the box indicating it is the option selected. To change the option selected, click on another option box or click the checked box again. See below for an example of option buttons.

Microsoft Access - [Identification and Evaluation of Confined Spaces]

File Edit

Please select option from the list below as appropriate for this workplace: ?

- Option 1  There are no confined spaces at this workplace.
- Option 2  There are confined spaces at this workplace, but they do not meet the definition of a permit-required confined space.
- Option 3  There are permit-required confined spaces at this workplace, however, workers do not enter these spaces.
- Option 4  There are permit-required confined spaces at this workplace and workers do enter them. This option can also include permit-required confined spaces that workers do not enter.

This evaluation was made on: 05/08/1999

Done

Form View NUM

## Using e-PRCS: Help Buttons

### Help Buttons

e-PRCS includes help buttons to provide you some useful information about particular questions or items. The help text generally offers background information or interpretive guidance that may assist you in responding to a question.

### Using Help Buttons

To view the help provided by e-PRCS, click on the help button and the help text window will open. Once you have finished reading the help, click on the "Done" button to return to the previous screen.

Microsoft Access - [Rescue and Emergency Procedures]

File Edit

**Before selecting Option 1 or 2 below, please read the help text about your obligations to evaluate the rescue service you choose. The specific wording of these requirements is found in 1910.146(k)(1).**

Please select either Option 1 or Option 2 as appropriate for this workplace. ?

Option 1       Option 2

Permit-required confined space rescue at this workplace is not performed by site personnel, but by an outside organization.

Permit-required confined space rescue at this workplace is performed by site personnel.

Please enter the means for summoning the on-site confined space rescue team:

Means for Contacting: [ ]

Please enter the names of your employees who are designated to provide rescue and emergency services for this site:

[ ]

Please enter the names of rescue team members who have current certification in basic first-aid and CPR:

Site Personnel: [ ] ?

Form View      NUM

**Help Button:** When you click this help button, the help text shown below appears.

Microsoft Access - [Help]

File Edit

Your confined space rescue service must be able to provide proficient and timely rescue. When you evaluate a rescue team's proficiency, you must evaluate its training, skills, and equipment for the types of confined space rescue you need. When you evaluate whether a team can provide timely rescue, you must consider what would be timely for the types of confined spaces at your workplace. In some cases where IDLH atmospheres are involved, you may need standby rescue personnel. The rescue service you choose must meet the criteria in 1910.146(k)(1) whether they are your own personnel or an off-site rescue team.

If you choose to use on-site personnel for confined space rescue, paragraph 1910.146(k)(2)(iii) requires that at least one member of your rescue team is currently certified and available to administer first aid and CPR. When you require employees to provide first aid, there are additional requirements in OSHA's bloodborne pathogens standard that will apply to you. First, you must prepare a written exposure control plan for bloodborne pathogens as required in 1910.1030(c)(1)(i). You must also offer Hepatitis B vaccinations to workers who are expected to provide first-aid. If they decline the vaccination, you must document this, in accordance with 1910.1030(f)(2)(iv).

[Done]

Form View      NUM



### e-PRCS Navigation

Maneuvering through e-PRCS is fairly simple. e-PRCS was designed to allow you to quickly and easily move from section to section and from question to question. The following paragraphs briefly describe moving through e-PRCS and some of the controls you may use. You'll be familiar with some of these controls through use of other software packages and programs.

#### Scroll Bars

Scroll bars allow you to move up and down within a screen. Scroll bars are used within e-PRCS when a screen is larger than the display window (your monitor's screen), so that you may view the entire e-PRCS screen. Scroll bars are also used when a sub-form (illustrated below) is used within one of e-PRCS's primary screens. Again, this allows you to scroll up and down the entire sub-form to see all of the information. To use a scroll bar, click the up and down arrows at the top and bottom of the scroll bar, depending on the direction you wish to move.

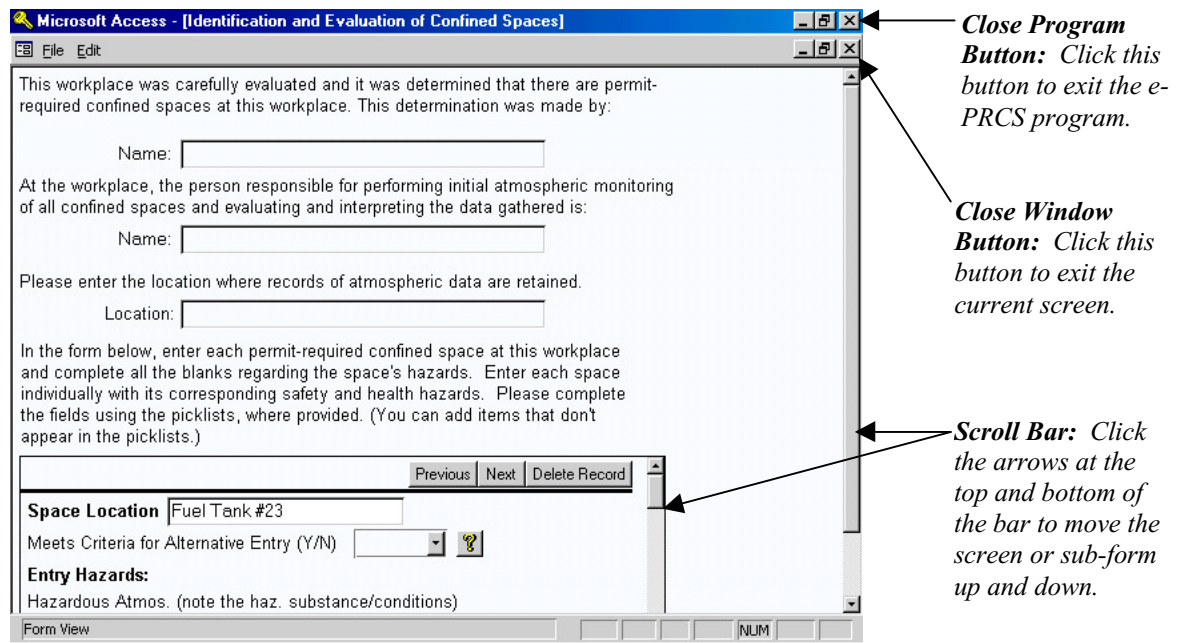
**NOTE:** Scroll bars are only available on e-PRCS screens where they are needed. Some of the e-PRCS screens do not have scroll bars.

#### Done Buttons

Each e-PRCS and Help section contains a "Done" button that allows you to exit the screen. The done buttons are placed at the bottom of each of these screens. When you are finished entering or reviewing the information in a section, click on the "Done" button to be taken to the next screen or returned to the previous screen, as appropriate. Alternatively, click on the "Close Window" button as described in the next section to exit a screen.

#### Close Window Buttons

"Close Window" buttons allow you to exit the current screen you are viewing. To close the screen you are viewing, click the "Close Window" button that is located in the upper right corner of the screen.

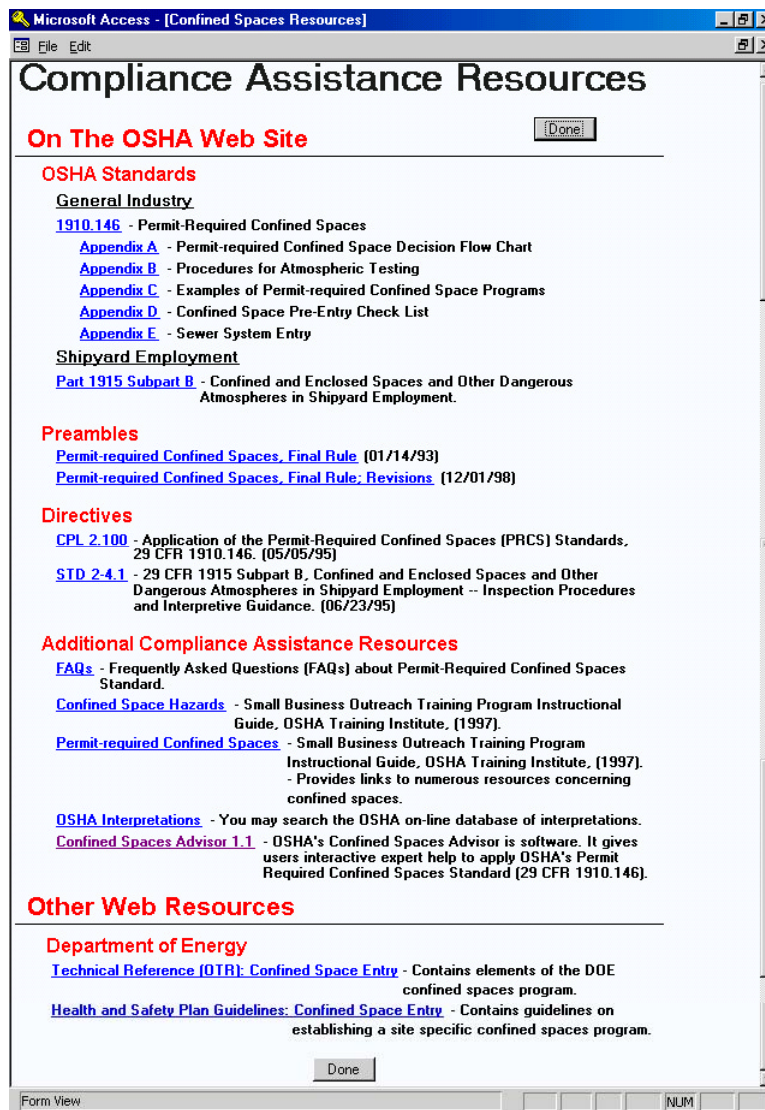


### Confined Spaces Resources

The Confined Spaces Resources section of e-PRCS provides links to OSHA standards and other compliance assistance information on the Internet. In order to follow the links, you need to have a web browser (Netscape, Internet Explorer, etc.) installed on your computer and have Internet access. When you click on a Confined Spaces Resources link, your web browser program is launched and you are taken to the linked information.

The Confined Spaces Resources section works like a web page. To follow a link, click on the blue, underlined text of the resource you want to view. (You will also note that a hand icon appears when you point at a link with your cursor.) When you click on the link, your web browser will open and you will be taken to the resource. Once you've finished browsing the resource, close the web browser program and return to e-PRCS. Click the "Done" button to return to the e-PRCS Main Menu.

**NOTE:** Appendix B of this manual lists the web addresses (URLs) of the resources provided in e-PRCS. If you have any problem accessing the web resources from e-PRCS, manually enter the URLs into your web browser.



### Section 5 — Entering Site Information into e-PRCS

#### Entering a New Site

This section tells you how to add a new site or update general information about a site you previously entered. It covers:

- layout and use of the "Permit-Required Confined Spaces Program" main screen,
- entering your initial program information (site identification), and
- updating your program information.

More indepth instruction and guidance regarding the printing, previewing and exporting of your written program is provided in Sections 6 and 7 of this manual.

#### Working with the "Permit-Required Confined Spaces Program" Main Screen

The main screen for entering site information opens when you click on the "Prepare a Site Specific PRCS Program" button on the e-PRCS Main Menu. A view of the main screen is shown on the next page. It includes fields to enter your general site information, options to print/preview/export your program, to view the text of 29 CFR 1910.146, and to open the screens to enter your site information in the e-PRCS sections. Briefly, the buttons on the main screen have the following functions:

Button	Function
"Add New Site"	Record (save) new or updated site information.
"Update Site"	Record (save) updated site information.
"Delete Site"	Delete a selected site.
"Print Program"	Print the written confined spaces program for the selected site.
"Preview Program "	Preview (view on the screen) the written confined spaces program for the selected site.
"Export to file for editing"	Export the written confined spaces program for the selected site to a word processing file.
"Text of 1910.146"	View the regulatory text of 29 CFR 1910.146.

The first time you open the main screen, the cursor is located in the *Site Name* field, and nothing appears under the heading "e-PRCS Sections." Once you've added a site, the e-PRCS sections will appear.

#### What You Need

The initial information you need to begin your confined spaces program is:

- the name of the site, i.e. the specific workplace for which the confined spaces program is being developed, and
- the organization, i.e. the company or division for which the confined spaces program is being developed.

## Entering Site Information into e-PRCS: Entering a New Site

### Entering Your General Site Information

To begin your confined spaces program, you must enter general site information. To enter this information:

- Type the specific name of the worksite in the *Site Name* field.
- Enter the date the program is being prepared in the *Date of Program* field. Enter the date in the form MM/YY/DD, e.g. 12/14/01.
- Enter the name of the person preparing the written program, usually the site safety and health officer, in the *Author* field.
- Fill in the *Organization* field with the name of the employer for which the confined spaces program is being developed.
- To save the data entered, click the "Add New Site" button.

After entering the required information and clicking the "Add New Site" button, the e-PRCS Sections will appear. In addition, the site you entered will appear in the "Select a Site" window.

e-PRCS can prepare confined spaces programs for a number of sites. To add additional sites, click "Add New Site" button. After entering the information as described above, click either the "Update Site" button or the "Add New Site" button. Your new site will appear in the "Select a Site" window.

**Site Window:**  
*select the site for which you want to enter information or print/preview a report.*

**e-PRCS Sections:**  
*site-specific information is entered in these sections.*

**General Site Information**

**Site Editing Buttons**

**Print/Preview/Export Buttons**

**Text of Hazwoper Button:** *view text of 29 CFR 1910.146.*

### Updating Your General Site Information

At some time you may need to update the general information about your program, such as the name of the site or the date of the program. To do this, you do the following steps:

- Select the site you want to change by selecting that site in the "Select a Site" field.
- Change the information in the *Site Name*, *Date of Program*, *Author*, and *Organization* fields as needed.
- Click the "Update Site" button.

e-PRCS will ask if you want to update this site. Click "Yes".

### Overall PRCS Program Responsibility

This section guides you through the "Overall PRCS Program Responsibility" section of e-PRCS. This section of e-PRCS is brief, but includes a very important piece of information, the identification of the person with overall responsibility for the permit-required confined spaces program.

#### What You Need

You must identify the person who will assume overall responsibility for the the confined spaces program and ensure its implementation.

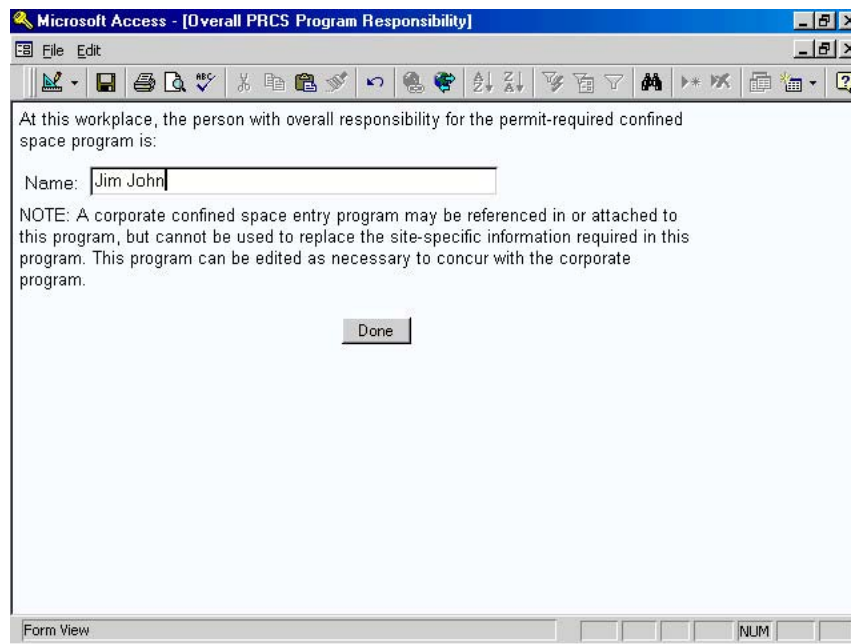
#### Entering Your Information into e-PRCS

To enter the person with responsibility for the permit-required confined spaces program for your site, you must:

- Type the name of the individual in the field provided (see the screen below).
- Click the "Done" button when finished and you will be returned to the "Permit-Required Confined Spaces Program" Main Screen.

#### Updating Your Information

If there is a change in the person responsible for the program, enter the new information following the steps provided above. The information will be updated and saved by e-PRCS.



The screenshot shows a Microsoft Access window titled "Microsoft Access - [Overall PRCS Program Responsibility]". The window contains a form with the following text:

At this workplace, the person with overall responsibility for the permit-required confined space program is:

Name:

NOTE: A corporate confined space entry program may be referenced in or attached to this program, but cannot be used to replace the site-specific information required in this program. This program can be edited as necessary to concur with the corporate program.

Below the text is a "Done" button.

The bottom of the window shows "Form View" and a "NUM" field.

### **Identification and Evaluation of Confined Spaces**

This section tells you how to enter information about the existence of and site policies regarding confined spaces. It covers:

- the existence of confined and permit-required confined spaces at the site,
- the specific identity of permit-required confined spaces at the site,
- the hazards of each permit-required confined space,
- the identity of individuals who perform initial confined space monitoring and hazard evaluation;
- the location of atmospheric monitoring data for the confined spaces, and
- the employer's policy and precautions for preventing unauthorized entry into permit-required confined spaces.

#### **What You Need**

You must have effectively evaluated your workplace and have the following information at hand:

- the existence of confined and permit-required confined spaces on the site,
- the date the workplace evaluation was completed,
- the workplace policies regarding entry into permit spaces,
- the names of the following individuals:
  - the person who determined the existence of confined and permit-required confined spaces and
  - the person who performed initial atmospheric monitoring of the site's confined spaces,
- the location where atmospheric monitoring records are stored,
- the following specific information about each permit-required confined space:
  - the location or identification of each permit space
  - the entry hazards of each permit space (atmospheric, engulfment, configuration, and any other recognized safety and health hazard)
  - whether the space contains IDLH or other conditions that require standby personnel for immediate entrant rescue, and
- the measure taken to inform workers of permit-spaces and to prevent unauthorized entry.

#### **Entering Your Information into e-PRCS**

The Identification and Evaluation of Confined Spaces section of e-PRCS consists of multiple subsections. The number of subsections you must complete depends on the information you enter. For example, if you have determined that there are no confined spaces or that there are no permit-required confined spaces at the workplace, the e-PRCS does not require you to complete the subsections about the identity of permit spaces and their specific hazards.

To complete this section of e-PRCS:

- Select the appropriate option for the existence of confined spaces and permit-required confined spaces on your site. Be sure to select the option that indicates your site policy concerning entry into any permit spaces present.
- Enter the date your workplace evaluation was completed. Enter the date in the form MM/YY/DD, e.g. 12/14/01.
- Follow the steps below based on the option you selected (the steps for completing this section differ under the four options).

## Entering Site Information into e-PRCS: Identification and Evaluation of Confined Spaces

### Option 1 or Option 2

- Enter the name of the person who determined the non-existence of confined or permit-required confined spaces on the site.
- Click the "Done" button when finished and you will be returned to the "Permit-Required Confined Spaces Program" Main Screen.
- Your program is complete and you do not need to complete sections 1.3 through 1.5 of e-PRCS.

**Note:** The Permit-required confined spaces standard only requires a written permit space program when the employer decides that his or her employees will enter permit spaces.

The screenshot shows a Microsoft Access window titled "Microsoft Access - [Identification and Evaluation of Confined Spaces]". The window contains a form with the following content:

Please select option from the list below as appropriate for this workplace: ?

- Option 1  There are no confined spaces at this workplace.
- Option 2  There are confined spaces at this workplace, but they do not meet the definition of a permit-required confined space.
- Option 3  There are permit-required confined spaces at this workplace, however, workers do not enter these spaces.
- Option 4  There are permit-required confined spaces at this workplace and workers do enter them. This option can also include permit-required confined spaces that workers do not enter.

This evaluation was made on: 05/08/1999

This workplace was carefully evaluated and it was determined that there are confined spaces at this workplace, but they do not meet the definition of a permit-required confined space. This determination was made by:

\_\_\_\_\_

Done

Form View

**Help Button:**  
*criteria of confined spaces and permit-required confined spaces.*

## Entering Site Information into e-PRCS: Identification and Evaluation of Confined Spaces

### Option 3

- Click the "Done" button when finished and another screen will appear.
- Enter the name of the person who determined the existence of permit-required confined spaces on the site and that workers do not enter these spaces.
- Select from the picklist the measures taken at the workplace to prevent unauthorized entry into permit-required confined spaces. You may type in other measures not provided in the picklist.
- In the last field, type in the measures taken to inform workers of the location and hazards of permit spaces at the worksite.

**Note:** The Permit-required confined spaces standard only requires a written permit space program when the employer decides that his or her employees will enter permit spaces.

The screenshot shows a Microsoft Access form window titled "Microsoft Access - [Identification and Evaluation of Confined Spaces]". The form contains the following text and controls:

This workplace was carefully evaluated and it was determined that there are permit-required confined spaces at this workplace, however, workers do not enter these spaces. This determination was made by:

Name:

Please enter the measures that are taken to prevent workers from entering permit-required confined spaces in the table below. Some examples of measures are provided in the picklist.

Measures taken to prevent workers from entering permit-required confined spaces (You can add items that don't appear in the picklist.)

Form View

NUM



## Entering Site Information into e-PRCS: Identification and Evaluation of Confined Spaces

### Option 4

- Click the "Done" button when finished and another screen will appear (see the following page).
- Enter the name of the person who determined the existence permit-required confined spaces on the site.
- Enter the name of the person who performed initial monitoring of confined spaces on the site and interpreted the monitoring data.
- Type in the location where records of atmospheric monitoring is retained at the workplace.
- For each permit space
  - Enter the room number, tank number, or other identifying name of the first permit space in the *Space Location* field.
  - Select either "Yes" or "No" from the picklist to indicate whether the permit space meets the criteria for alternative entry procedures (Reference 1910.146(c)(5)). [Note: When you select "Yes," only the field for entering hazardous atmospheres appears. This is because you may only use the alternative entry procedures in cases where the only hazard posed by the permit space is an actual or potential hazardous atmosphere.]
  - Select from the picklist or type in the specific atmospheric hazards associated with the space.
  - Type in any specific engulfment hazards (engulfment by corn, soil, wood dust, etc.) in the *Engulfment Hazard* field. If no engulfment hazards exist, type in "None."
  - Select either "Yes" or "No" from the picklist to indicate whether there are any configuration hazards associated with the permit space.
  - Select from the picklist or type in any other serious safety and health hazards associated with the space.
  - In the last field, select either "Yes" or "No" from the picklist to indicate whether stand-by rescue personnel ready for immediate entry are necessary for entries into the space.
  - When you have entered all the necessary information for a space, click the "Next" button to enter the next permit space for your site. Follow the steps above for entering information about each space.
  - After entering every space at your site, click the "Done" button and a third screen will appear (See page 23).
- On the subsequent screen, check either "Yes" or "No" to indicate whether entry by employees into some permit spaces at your workplace is prohibited. If you select no, you are complete with this section of e-PRCS and will be returned to the "Permit-Required Confined Spaces Program" Main Screen.  
If you select "Yes", you must complete the following:
  - Select from the picklist or type in the measures taken to prevent workers from entering these prohibited permit space.
  - Type in the measures implemented to inform workers of the location and danger posed by the permit spaces at your worksite.
  - Click the "Done" button when finished and you will be returned to the "Permit-Required Confined Spaces Program" Main Screen.

# Entering Site Information into e-PRCS: Identification and Evaluation of Confined Spaces

## Main Screen for Entering Permit Space Hazards (Option 4)

This workplace was carefully evaluated and it was determined that there are permit-required confined spaces at this workplace. This determination was made by:

Name:

At the workplace, the person responsible for performing initial atmospheric monitoring of all confined spaces and evaluating and interpreting the data gathered is:

Name:

Please enter the location where records of atmospheric data are retained.

Location:

In the form below, enter each permit-required confined space at this workplace and complete all the blanks regarding the space's hazards. Enter each space individually with its corresponding safety and health hazards. Please complete the fields using the picklists, where provided. (You can add items that don't appear in the picklists.)

Previous Next Delete Record

Space Location

Meets Criteria for Alternative Entry (Y/N)  ?

**Entry Hazards:**

Hazardous Atmos. (note the haz. substance/conditions)

Done

Form View NUM

*Delete Record Button: Use this button to delete spaces from e-PRCS.*

*A view of the entire sub-form is below.*

## Subform for Entering Data About Each Space

Previous Next Delete Record

Space Location

Meets Criteria for Alternative Entry (Y/N)  ?

**Entry Hazards:**

Hazardous Atmos. (note the haz. substance/conditions)

Engulfment Hazard (note the material)

Configuration Hazard (Y/N)

Any Other Recognized S/H Hazard (list)

Does this space contain an IDLH atmosphere or any other condition that requires standby rescue personnel to be available at the space during entry for immediate entrant rescue? (Y/N)  ?

Form View NUM

## Entering Site Information into e-PRCS: Identification and Evaluation of Confined Spaces

The screenshot shows a Microsoft Access form window titled "Microsoft Access - [Identification and Evaluation of Confined Spaces]". The form contains the following elements:

- A question: "Is there at least one permit space that employees are not allowed to enter at this workplace?" with radio buttons for "Yes" (selected) and "No".
- A text prompt: "Please enter the measures that are taken to prevent workers from entering permit-required confined spaces. Some examples of measures are provided in the picklist." with a help icon.
- A picklist field with the title "Measures taken to prevent workers from entering permit-required confined spaces (You can add items that don't appear in the picklist.)". The picklist contains three items: "Covers", "Locks", and an asterisk (\*).
- A text prompt: "Please enter the measures that are taken to inform workers of the location and danger posed by permit-required confined spaces:" with a help icon.
- A text input field labeled "Measures Taken:".
- A "Done" button at the bottom center.
- A status bar at the bottom left labeled "Form View" and a status bar at the bottom right labeled "NUM".

### Updating Your Information

You may need to update your information concerning space(s) on your site based on newly identified spaces, changes in the status of a space, or new hazards associated with a space. If you want to change the option chosen on the first screen regarding the existence of confined and permit spaces, do so by clicking the appropriate option and completing the remaining forms following the instructions above. If the existence of confined and permit spaces at your site has not changed, but you want to change other information:

- Do **not** change the Option you previously selected on the first screen.
- Change the information in the subsequent fields as needed.
  - To remove a space location, scroll through the previously entered space locations using the "Previous" and "Next" buttons. To remove one of the spaces, click the "Delete Record" button.
  - To remove an item, you chose or manually entered into a picklist field, either select a new item from the picklist, type over the existing entry, or delete the entry entirely. To delete the entry, click on the button to the left of the picklist field, and hit the Delete key on your keyboard.
- Click the "Done" button on each screen as you finished. When you click the "Done" button on the third screen of this section, you will be returned to the "Permit-Required Confined Spaces Program" Main Screen.

### Prevention of Unauthorized Entry

This section tells you how to enter information about your labeling method for identifying permit-required confined spaces and the person who ensures only authorized entrants are named on entry permits.

#### What You Need

The information you need to complete this section of e-PRCS is:

- the labeling method used at your site to identify confined spaces (danger signs or other effective means) and
- the name of the person who ensures that only authorized entrants are named as entrants on the entry permit.

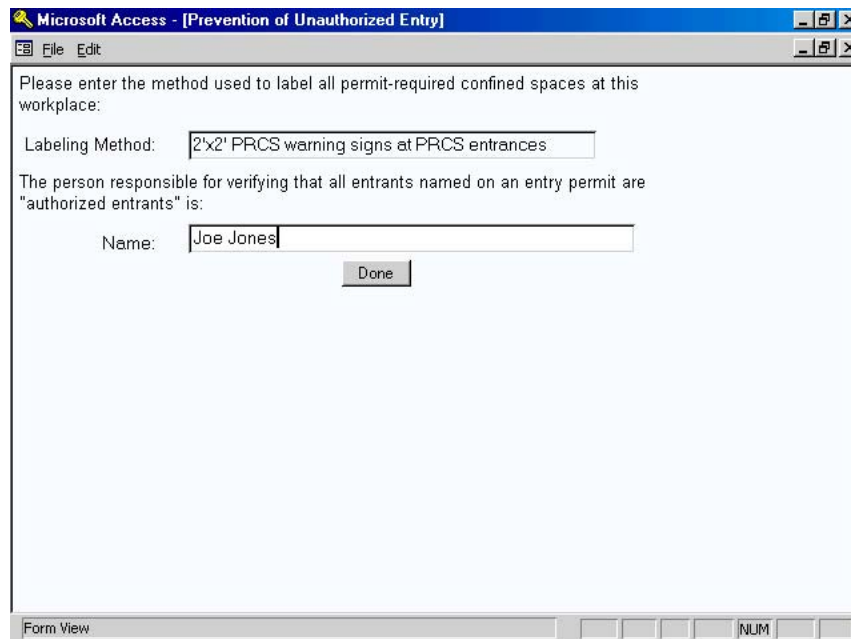
#### Entering Your Information into e-PRCS

To enter you information about prevention of unauthorized entry:

- Type the specific labeling methods used to identify permit-required confined spaces to workers.
- Enter the name of the person who verifies that the permit includes only entrants who are "authorized entrants."
- Click the "Done" button when finished and you will be returned to the "Permit-Required Confined Spaces Program" Main Screen.

#### Updating Your Information

If there is a change in the labeling methods or person responsible for verifying the authorized entrants, enter the new information following the steps provided above. The information will be updated and saved by e-PRCS.



The screenshot shows a Microsoft Access window titled "Microsoft Access - [Prevention of Unauthorized Entry]". The window contains a form with the following text and input fields:

Please enter the method used to label all permit-required confined spaces at this workplace:

Labeling Method:

The person responsible for verifying that all entrants named on an entry permit are "authorized entrants" is:

Name:

Done

At the bottom of the window, there is a "Form View" button and a "NUM" button.

### Entry Equipment and PPE

This section tells you how to enter and update information about the equipment and personal protective equipment (PPE) required for entry into each permit space. It covers:

- layout and use of the buttons and fields on the Entry Equipment and PPE screen,
- entering information about permit space entry equipment and PPE, and
- updating entry equipment information.

**NOTE:** You cannot enter information into Section 1.4 of e-PRCS until you have completed section 1.2 and identified the permit spaces at your workplace.

### What You Need

In e-PRCS Section 1.2, Identification and Evaluation of Confined Spaces, you identified each permit-required confined space at your worksite (See page 18 of this manual). You also identified the hazards associated with each space and entered that information into e-PRCS. You must now enter the entry equipment and PPE you selected for employee protection based on the hazard assessment of each space. The information you need for each permit space is:

- the monitoring instruments for monitoring and evaluating the permit space's atmosphere,
- the equipment used to ventilate or purge the permit space,
- the PPE to be worn by entrants,
- the rescue and emergency equipment for rescuing entrants from the permit space in case of emergency,
- the communication equipment necessary for communication between entrants and attendant(s),
- the barriers and shields used to protect entrants from external hazards (pedestrians, vehicles, or other hazards),
- the lighting equipment necessary for safe work and quick exit from the space, and
- any other necessary equipment for safe entry and rescue of entrants.

### Entering Your Information into e-PRCS

When you open the Entry Equipment and PPE section of e-PRCS, the *Location/ID of Space* field lists the first permit space you identified in e-PRCS Section 1.2, Identification and Evaluation of Confined Spaces. In addition, the hazards you entered for that space will also be shown. To view the other permit spaces and their associated hazards you entered, click the "Next" button. Use the "Next" and "Previous" buttons to navigate through the spaces you previously entered. You cannot change or edit the *Location/ID of Space* field or any hazards of the spaces from this screen. To edit or delete this information, you must return to e-PRCS Section 1.2. To enter your entry equipment and PPE information for each space:

- Select from the picklist or type in the monitoring instruments for monitoring the space. (Note: the Oxygen Meter and Combustible Gas Indicator are pre-selected for each permit space where you indicated there is a potential hazardous atmosphere. You may delete these entries if there is no potential for such conditions in the space. You must, however, choose or enter at least one monitoring instrument since you indicated there is a hazardous atmosphere associated with the space.)
- Select from the picklist or type in the equipment used to ventilate and purge the space.
- Select from the picklist or type in the PPE entrants will wear when entering the space.
- Select from the picklist or type in the equipment necessary at the permit space for entrant rescue.
- Select or type in the communication equipment used to monitor and alert entrants.
- Select or type in the barriers and shields required to protect entrants from external hazards.

## Entering Site Information into e-PRCS: Entry Equipment and PPE

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- Type the lighting equipment necessary to allow entrants to work safely and exit quickly during emergencies.
- Enter any other equipment necessary to provide safe entry and entrant rescue.
- Click the "Done" button when finished and you will be returned to the "Permit-Required Confined Spaces Program" Main Screen.

You may select multiple items from each of the picklists on this screen. In addition, you may type in items that do not appear in the picklists. Specify the particular equipment where the picklist items indicate that you do so, e.g. "Other (specify)," "Chemical-protective clothing (specify type)," "Gloves (specify type)," etc.

**TIP:** For help using the picklists, see "Using e-PRCS: Picklist Fields" on page 10 of this manual.

### Updating Your Information

You may need to update the entry equipment and PPE for a space based on new hazards associated with the space, control or elimination of hazards within the space, or the periodic evaluation of your permit space entry procedures and program. To update the equipment for a permit space:

- Select the permit space for which you want to change or add information by using the "Next" and "Previous" buttons.
- Change the information in the fields as needed.
  - To remove an item either chosen or manually entered into a picklist field, either select a new item from the picklist, type over the existing entry, or delete the entry entirely. To delete the entry, click on the button to the left of the picklist field, and hit the Delete key on your keyboard.
- Click the "Done" button when finished and you will be returned to the "Permit-Required Confined Spaces Program" Main Screen.

# Entering Site Information into e-PRCS: Entry Equipment and PPE

This section contains the information you entered in Section 1.2 about each permit space. The information is provided here to assist you in entering necessary entry equipment. To edit this information, you must do so in Section 1.2

Microsoft Access - [Entry Equipment and PPE]

File Edit

**Hazards of the Space (Entered in Section 1.2)**

Hazardous Atmos.:	Any Recognized Other S/H Hazard
Flammable/combustible gases (Hydrogen Sulfide)	Moving parts (caught between)
Oxygen levels below 19.5%	
Toxic gases (Hydrogen Sulfide)	
Engulfment Hazard: None	Configuration Hazard: No

Previous Next

In the fields below, indicate the permit-required confined space-specific equipment and PPE required for entry. Please complete the fields using the picklists provided. (You can add items that don't appear in the picklist.)

Location/ID of Space: Tank 24a

Monitoring Instrument(s)

- Oxygen Meter
- Combustible Gas Indicator
- \*

Ventilating/Purging Equipment

- Blowers
- \*

Personal Protective Equipment (PPE)

- Hard Hat
- Safety Glasses
- Supplied-Air (air-line)
- Escape SCBA
- \*

Rescue and Emergency Equipment

- Tripod and winch system
- Full body harness
- \*

Communication equipment to monitor entrants and alert entrants of the need to evacuate the permit space

- Visual contact and voice
- \*

Pedestrian, Vehicular, or Other Barriers for Employee Protection

- None
- \*

Lighting Equipment to enable entrants to work in the permit space and exit quickly in case of an emergency

Head Lamps and sunlight

Any Other Equipment: None

Done

Form View NUM

Click these buttons to view the permit spaces you have entered for the site.

Click this button to select the field for deletion

### Rescue and Emergency Procedures

This section tells you how to enter your rescue and emergency policies and procedures. It covers:

- whether site personnel or an outside rescue organization is designated for emergency confined space rescue operations,
- the name and contact information of the outside rescue organization,
- the name of the person who evaluated the capabilities and response times of the selected outside rescue organization,
- the procedures for summoning the confined space rescue organization or team when there is an emergency,
- site personnel who are designated to provide permit space rescue and emergency services (where applicable),
- site personnel certified in first-aid and CPR (when site personnel are designated as the primary confined space rescue team), and
- permit space rescue rehearsals.

#### What You Need

You must have evaluated your company's emergency rescue needs and determined whether confined space rescue operations are to be performed by site personnel or an outside organization. The information you need depends on this decision.

*Option 1:* Confined space rescue is not performed by site personnel, but by an outside organization.

- Name, primary contact, address, and telephone number of the outside organization.
- Name of the person contacted at the outside organization to evaluate their ability to provide appropriate rescue services.
- Name of the person at your organization who evaluated the outside organization's ability to provide appropriate rescue services.
- Procedures for contacting the outside organization in the event of an emergency.

*Option 2:* Confined space rescue is performed by site personnel.

- Means for summoning the on-site rescue team.
- Name and emergency phone number of the organization who is contacted in the event that site personnel cannot complete the rescue.
- Name of the person contacted at the outside organization to evaluate their ability to provide appropriate rescue services.
- Name of the person at your organization who evaluated the outside organization's ability to provide appropriate rescue services.
- Names of site personnel who are designated to provide permit space rescue and emergency services.
- Names of site personnel certified in basic first-aid and CPR.
- Intervals at which permit space rescue rehearsals are held and the location a log of those rehearsals is kept.

#### Entering Your Information into e-PRCS

When you initially view the e-PRCS Rescue and Emergency Procedures screen, you will see the two options referenced above. Once you select the appropriate option for your workplace, the remainder of the information and fields will appear on the screen. To complete this section of e-PRCS, follow the appropriate steps below.



## Entering Site Information into e-PRCS: Rescue and Emergency Procedures

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*Option 1:* Confined space rescue is not performed by site personnel, but by an outside organization.

[See Page 30]

- Select Option 1.
- Enter the name, primary contact person's name, address, and phone number of the outside organization who will provide confined space rescue for your workplace.
- Type the name of the person at the response organization who was contacted to discuss and determine that organization's ability to provide the necessary rescue services.
- In the next field, enter the name of the person at your workplace who evaluated the chosen rescue organization.
- In the last field, type the procedures for contacting this rescue organization in the event of an emergency during permit space entry.
- Click the "Done" button to return to the "Permit-Required Confined Spaces Program" Main Screen.

*Option 2:* Confined space rescue is performed by site personnel.

[See Page 31]

- Select Option 2.
- Enter the means used to summon the on-site confined space rescue team (e.g. 2-way radio, beeper alarm, etc.)
- Enter the name of each site worker designated to provide permit space rescue during a permit space emergency. Enter each name on a separate line.
- Enter the name of each site worker certified in CPR and basic first-aid who will provide initial care to rescued entrants in an emergency. Enter each name on a separate line.
- Select the interval at which permit space rescue rehearsals are held by checking the appropriate option box or entering the number of months in the "Every \_\_\_ months" field.
- Type the location where a log of the rescue rehearsals/practices are maintained.
- Type the name of the organization or team that will perform rescue should site personnel be unable to complete the rescue operation.
- Enter the emergency phone number for contacting this "back-up" organization.
- Type the name of the person at the "back-up" rescue organization who was contacted to determine that organization's ability to provide the necessary rescue services.
- In the next field, enter the name of the person at your workplace who evaluated the selected "back-up" rescue organization.
- Click the "Done" button to return to the "Permit-Required Confined Spaces Program" Main Screen.

### Updating Your Information

You may need to update your information concerning your rescue and emergency procedures to reflect a change in policies, personnel, or rescue organizations. To update your program:

- If changed, select the option that reflects the policy and procedures for your site. Note: If you have entered data for an option, then change options and return to the option you originally chose, your data in the subsequent fields may be lost.
- Change or enter the information in the fields as needed.
  - To remove a name of those designated as emergency rescuers or those certified in first-aid and CPR under Option 2, either type over the existing name(s) with a new name or delete the entry entirely. To delete the entry, click on the button to the left of the name you want to delete, and hit the Delete key on you keyboard.
- Click the "Done" button when finished and you will be returned to the "Permit-Required Confined Spaces Program" Main Screen.

### Option 1

**Microsoft Access - [Rescue and Emergency Procedures]**

File Edit

*Before selecting Option 1 or 2 below, please read the help text about your obligations to evaluate the rescue service you choose. The specific wording of these requirements is found in 1910.146(k)(1).*

Please select either Option 1 or Option 2 as appropriate for this workplace. ?

Option 1       Option 2

Permit-required confined space rescue at this workplace is not performed by site personnel, but by an outside organization.      Permit-required confined space rescue at this workplace is performed by site personnel.

Please enter the organization that will perform the confined space rescue:

Name of Organization:

Contact Name:

Address/Location:

Telephone:

Please enter the name of the person you contacted at this organization to determine their ability to provide effective and timely confined space rescue services for this site:

Name:

Please enter the name of the person at your workplace who evaluated the selected rescue service:

Name:

Please enter the procedures for contacting this confined space rescue squad should an emergency occur:

Done

Form View      NUM

Option 2

Microsoft Access - [Rescue and Emergency Procedures]

File Edit

*Before selecting Option 1 or 2 below, please read the help text about your obligations to evaluate the rescue service you choose. The specific wording of these requirements is found in 1910.146(k)(1).*

Please select either Option 1 or Option 2 as appropriate for this workplace. ?

Option 1       Option 2

Permit-required confined space rescue at this workplace is not performed by site personnel, but by an outside organization.      Permit-required confined space rescue at this workplace is performed by site personnel.

Please enter the means for summoning the on-site confined space rescue team:

Means for Contacting:

Please enter the names of your employees who are designated to provide rescue and emergency services for this site:

Please enter the names of rescue team members who have current certification in basic first-aid and CPR:

Site Personnel:  ?

OSHA requires that affected employees practice making permit rescues at least once every twelve months. How often do your designated rescuers practice permit space rescues? Where do you keep records documenting these practices? ?

monthly       Every 2 months       Every 6 months  
 annually      Every  months

Location of rescue practice log:

Please enter the organization that is called upon to retrieve entrants should site personnel not be able to complete the rescue:

Organization:

Please enter the emergency contact phone number for this organization:

Phone Number:

Please enter the name of the person you contacted at this organization to determine their ability to provide effective and timely confined space rescue services for this site:

Name:

Please enter the name of the person at your workplace who evaluated the selected rescue service:

Name:

Done

Form View      NUM

## Section 6 — Viewing and Printing Your Written Confined Spaces Program

### Viewing Your Program

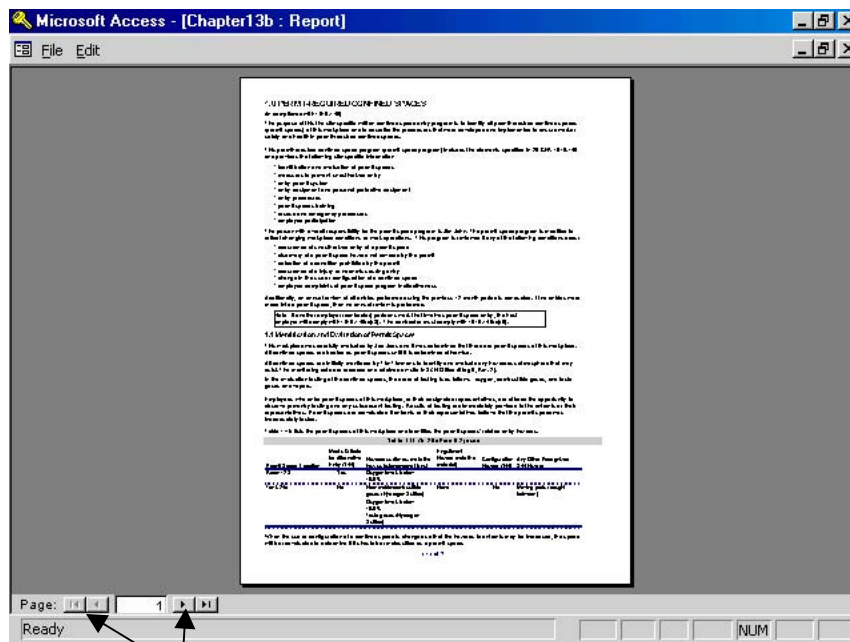
Once you have entered all your information into e-PRCS, you should review your written confined spaces program prior to printing and/or exporting it. To view your program, select the site you want to preview in the "Select a Site" window on the "Permit-Required Confined Spaces Program" Main Screen (See page 16). Then, click on the "Preview Program" button. When you click this button, you may review your program based on the information you have entered.

To navigate through your program, use the navigation buttons at the bottom of the window. To view the next page, click on the first navigation button to the right of the page number. To jump to the last page of your program, click on the second button to the right of the page number. [See the illustrations below and on the following page.]

To get a closer or wider view of your program, click on the page on the screen. To zoom out (get a wider view), click on the page once. To zoom in (get a closer view), click on the program again. When zoomed in on a page, you must use the scroll bars on the right side and bottom of the screen to move the page up and down and back and forth.

To return to the Main Screen, click the "Close Window" button in the upper right corner of the screen.

### Zoomed-Out Preview of Program



**Close Window Button:** Click this button to exit the current screen.

**Navigation Buttons:** click these buttons to navigate through the pages of your program.

## Zoomed-in Preview of Program

Microsoft Access - [Chapter13b : Report]

File Edit

### 1.0 PERMIT-REQUIRED CONFINED SPACES

(in compliance with 1910.146)

The purpose of this the site-specific written confined space entry program is to identify all permit-required confined (permit spaces) at this workplace and to describe the procedures that were developed and implemented to ensure safety and health in permit-required confined spaces.

This permit-required confined space program (permit space program) includes the elements specified in 29 CFR and provides the following site-specific information:

- \* identification and evaluation of permit spaces
- \* measures to prevent unauthorized entry
- \* entry permit system
- \* entry equipment and personal protective equipment
- \* entry procedures
- \* permit spaces training
- \* rescue and emergency procedures
- \* employee participation

The person with overall responsibility for the permit space program is Jim John. The permit space program is modified reflecting changing workplace conditions or work operations. This program is reviewed if any of the following conditions occur:

- \* occurrence of unauthorized entry of a permit space
- \* discovery of a permit space hazard not covered by the permit
- \* detection of a condition prohibited by the permit
- \* occurrence of an injury or near-miss during entry
- \* change in the use or configuration of a confined space
- \* employee complaints of permit space program ineffectiveness

Additionally, an annual review of all entries performed during the previous 12 month period is conducted. If no entries were made into a permit space, then no annual review is performed.

Note: If another employer (contractor) performs work that involves permit space entry, the host employer will comply with 1910.146(c)(8). The contractor must comply with 1910.146(c)(9).

### 1.1 Identification and Evaluation of Permit Spaces

This workplace was carefully evaluated by Joe Jones and it was determined that there are permit spaces at this workplace. All confined spaces are treated as permit spaces until it is determined otherwise.

All confined spaces are initially monitored by Tim Timmons to identify and evaluate any hazardous atmosphere that exist. The monitoring data are recorded and retained on-site in S&H Office (Bldg 5, Rm. 2).

In the evaluation testing of the confined spaces, the order of testing is as follows: oxygen, combustible gases, anhydrous ammonia, and toxic gases and vapors.

Employees who enter permit spaces at this workplace, or their designated representatives, are offered the opportunity to observe pre-entry testing and any subsequent testing. Results of testing are immediately provided to the entrants or their representatives. Permit spaces are reevaluated if entrants or their representatives believe that the permit space was inadequately tested.

Table 1-1b lists the permit spaces at this workplace and identifies the permit spaces' related entry hazards.

Permit Space Location	Meets Criteria for Alternative Entry (Y/N)	Hazardous Atmos. (note the haz. substance/conditions)	Engulfment Hazard (note the material)	Configuration Hazard (Y/N)	Any Other Rescue/SAH Hazard
Room 123	Yes	Oxygen levels below 19.5%			
Tank 24a	No	Flammable/combustible gases (Hydrogen Sulfide) Oxygen levels below 19.5% Toxic gases (Hydrogen Sulfide)	None	No	Moving parts (ceiling)

When the use or configuration of a confined space is changed so that the hazards to entrants may be increased, the space will be reevaluated to determine if it should be re-classified as a permit space.

1 - 1 of 7

Page: 1

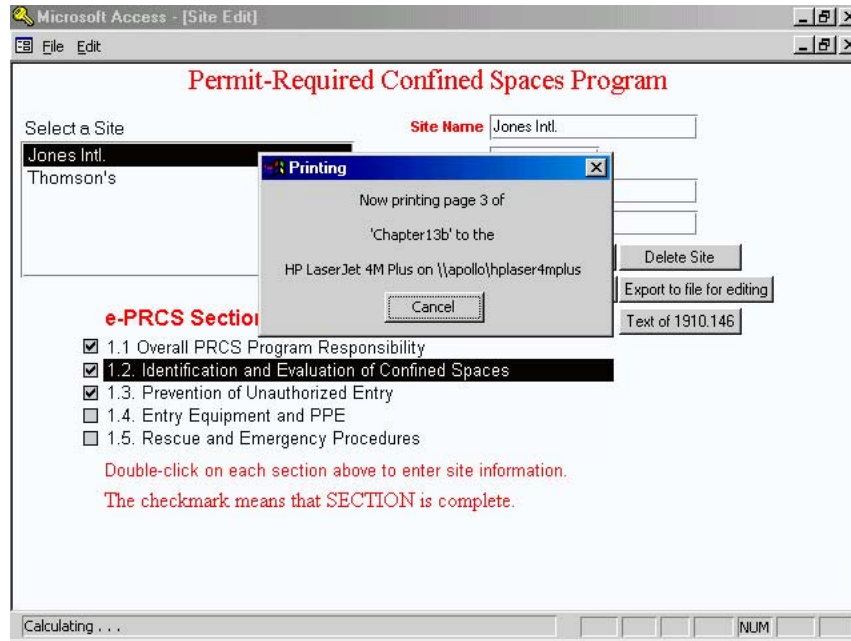
Ready NUM

**Scroll Bars:** Use these to move the pages up/down and left/right.

# Viewing and Printing Your Written Confined Spaces Program

## Printing Your Program

To print your program, select the site you want to print in the "Select a Site" window on the Main Screen. Then, click on the "Print Report" button. When you click this button, you will see a pop-up screen (see below) indicating that the print process is underway and your print job is sent to your printer.



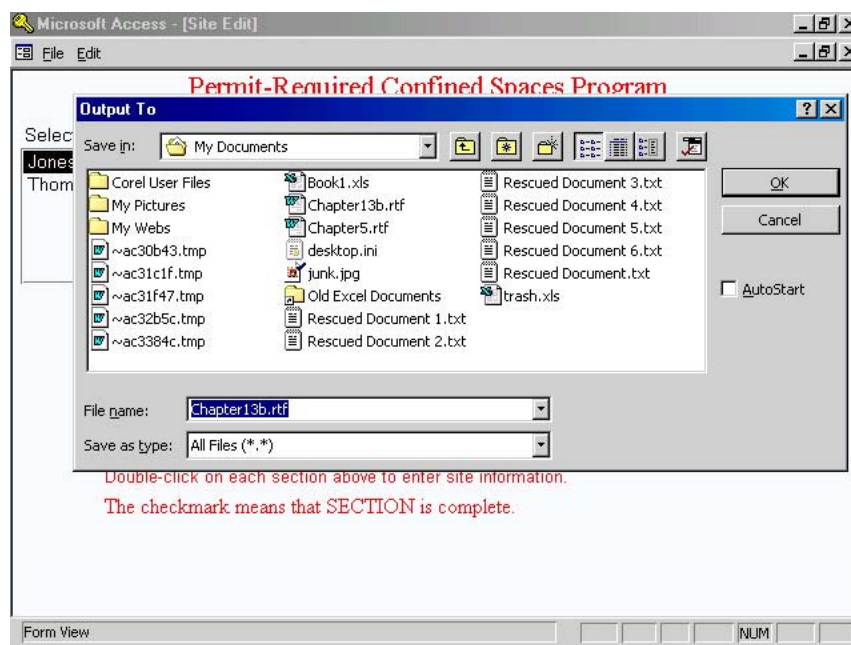
### Section 7— Exporting Your Written Confined Spaces Program

#### Exporting Your Program

e-PRCS enables you to export your written confined spaces program to a word processing file (Rich Text Format). This may be useful to allow you to customize your program. Please note, however, that some of the tables contained in the program lose their formatting when exported to the Rich Text Format. Until we can improve this feature, we suggest that you print a copy of the program before exporting the file so that you can reformat any tables that "fall apart" during file export.

To export your program, select the site you want to export in the "Select a Site" window on the Main Screen. Then, click on the "Export to file for editing" button. When you click this button, a pop-up window will appear (see below). In this window, you can select the location on your PC where you want to save the file and change the name of the file you are exporting.

Once you have selected where you are going to save the exported file, click the "OK" button and your program will be exported. You will see a pop-up window indicating the status of the export (similar to the pop-up window for printing mentioned in the previous section).



#### Opening Your Exported Program

To open your exported program, begin by starting the word processing software you want to use. Use the open command of your word processor as you would for any other word processing file and open the file from the location to which you exported it.

**NOTE:** The word processing software used to open your exported program must support (be able to open and use) rich text files (\*.rtf). If you are using a system with Windows 95 or later, you may use Microsoft WordPad® to open and edit your program.

### Section 8 — Troubleshooting

This section covers problems that you may encounter during installation and use of e-PRCS. If a problem is not mentioned in this section, you should visit the e-PRCS Help Page at <http://www.osha-slc.gov/dts/osta/oshasoft/eprcshelp.html>. The e-PRCS Help Page provides answers and suggestions for handling problems that may not be addressed in this manual. This manual and the e-PRCS Help Page will be periodically updated and maintained to reflect any new problems that are brought to the attention of OSHA.

This section is organized so that each problem is listed first, followed by the suggested solution and/or discussion of the problem(s) you may be experiencing.

#### **Problem — Cannot open e-PRCS using my Microsoft Access application**

Two versions of e-PRCS were developed to accommodate the computer resources of users. One is for users with Microsoft Access and the other is for users without Microsoft Access. To use the e-PRCS version designed for users with Microsoft Access, you must have Microsoft Access 97 or later installed on your PC. If you have an earlier version of Microsoft Access, you must use the Run-time version of e-PRCS or upgrade your Microsoft Access to version 97 or later. See page 5 for more information on installing and starting e-PRCS.

#### **Problem — Run-time error**

This message typically indicates a programming error. We attempted to de-bug the program thoroughly before releasing it. If you see a pop-up screen with the words "Run-time error ####" at the top, you may have uncovered a programming bug that was not identified for correction. OSHA requests that you please note the message in the error pop-up screen and contact the e-PRCS support team via the e-PRCS help page. OSHA will correct these bugs for subsequent releases of e-PRCS.

To close the error pop-up screen, click the "End" button on the pop-up. We encourage you not to attempt debugging e-PRCS yourself. This may create additional errors with e-PRCS. In addition, OSHA will not be made aware of the needed correction. The Agency will correct programming errors and repost the new program file as soon as possible.

#### **Problem — Cannot open e-PRCS Sections 1.3 through 1.5**

Sections 1.3, 1.4, and 1.5, cannot be opened unless you have chosen Option 4 in Section 1.2 (see Page 18) and entered the permit spaces on your site in the *Space Location* field (see Page 21). Sections 1.3 through 1.5 are unnecessary unless Option 4 is applicable to your site.

#### **Problem — Information has disappeared**

Data disappearing is likely the result of changing your selection at one of e-PRCS's option lists. At several points in e-PRCS, you must choose from two or more options that reflect or are consistent with your site's operations. Specifically, these are:

- Section 1.2 (first screen): You must select from four options concerning the existence of confined spaces and permit spaces, and your site's policy concerning entry into those spaces;
- Section 1.2 (third screen--only applicable to Option 4): You must indicate whether there are one or more permit spaces on-site that workers will not be allowed to enter; and



## Troubleshooting

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- Section 1.5: You must select either Option 1 or Option 2 to indicate whether on-site personnel or an outside response organization performs permit-required confined space rescue for the site.

If you have previously entered information based on an option and then change to a different option, you face the risk of losing the previously entered information. When you have changed an option and returned to the main screen, the previously entered data may be deleted from e-PRCS. This is not a problem if you truly intended to change the option. If, however, you did not intend for the change, you must select your original option and reenter the information.