

**Safety, Security & Emergency Management  
Contractor Safety Procedures**
**CONFINED SPACE ENTRY PERMIT**
**ALLOW FIVE BUSINESS DAYS FOR VERIFICATION BY SSEM PROJECTS**
**Project Information**

<b>Project Name:</b>	<b>Start Date:</b>	<b>End Date:</b>
<b>BCIT Liaison:</b>	<b>Office:</b>	
	<b>Cell:</b>	
<b>Company Name:</b>	<b>Office:</b>	
<b>Site Supervisor:</b>	<b>Cell:</b>	

- NOTES:**
- This form shall be initiated by the SUBCONTRACTOR or CONTRACTOR requesting entry.
  - This form shall be sent to the BCIT Liaison for review prior to being sent to SSEM Projects ([SSEM\\_Projects@bcit.ca](mailto:SSEM_Projects@bcit.ca)) for verification.
  - Upon verification, SSEM OH&S will sign and approve this form. SSEM Projects will then provide email notification of approval by sending the signed form to the BCIT Liaison.

**PLEASE CONTACT YOUR BCIT CONTRACTOR LIAISON FOR ADDITIONAL INFORMATION**
**Request Information**

Location of Entry Point:
Description/ID of Confined Space:
Brief Scope of Work ( <i>Full scope within Hazard Assessment and Entry Procedures</i> ):
Date and Time of Entry:
Name of Entry Supervisor:
Name of Entrant(s):
Name of Attendant(s):

**PLEASE ATTACH THE FOLLOWING DOCUMENTS IN ADDITION TO THIS FORM**
**Confined Space Hazard Assessment**

- Written document completed and signed by a qualified individual, as per WorkSafeBC OHSR Part 9.
- Must consider conditions that may exist prior to entry due to the confined space's design, location or use.
- Must consider conditions that may develop during work activity inside the space.
- Must indicate an atmospheric hazard level based on the conditions above as low, moderate, or high.

**Confined Space Entry Procedures**

- Written document completed and signed by a qualified individual, as per WorkSafeBC OHSR Part 9.
- Must specify the means to eliminate or minimize all hazards identified during the hazard assessment.
- Includes, but is not limited to:
  - lockout and isolation procedures,
  - verification and testing,
  - cleaning, purging, ventilation, and/or inerting,
  - standby persons,
  - rescue procedures and equipment (lifelines, harnesses, lifting equipment, etc.),
  - personal protective equipment.

**Requestors**

<b>Contractor Signature:</b>	<b>Date:</b>
<b>BCIT Liaison Signature:</b>	<b>Date:</b>

**Verification and Entry Approval (Completed by SSEM)**

<b>Occupational Health and Safety Signature:</b>	<b>Date:</b>
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