

Name (Please print): \_\_\_\_\_

DPW Division: \_\_\_\_\_

I hereby certify that I have received and read the February 15, 2007, Awareness Training Memo from Tom Daley / DPW Director

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

To: All DPW Staff , Managers and Clerical Personnel  
Fr: Tom Daley / DPW Director  
Re: Confined Space Awareness Training  
Date: 2/15/07

Dear Fellow Co-Workers:

For the past several months Paul Anderson and I have been working with the Commonwealth of Massachusetts, Dept. of Labor, Division of Occupational Safety on a "Duxbury D.P.W. Confined Space Policy & Procedures Manual". The first step in implementing the Confined Space Manual is to train all of us, here in the DPW to where our Confined Spaces and/or Permit Required Confined Spaces are located, what hazards they may contain and that we have posted signs (see attachment "A"), which state "DANGER, Permit Required Confined Space, DO NOT ENTER" adjacent to them.

This "DO NOT ENTER" posting is serious and until you are individually trained in regards to Confined Spaces and/or Permit Required Confined Spaces you ARE NOT to enter them. If you feel the need to, you must resist the temptation and immediately contact your supervisor and me.

The attached Sections 3.0 and 4.0 of our manual will inform you where the confined spaces are, what hazards that they may contain and that in most cases the Do Not Enter sign will be present. The only exception to this rule is for drainage catchbasins and any kind of manhole (sewer, drain, access, etc). Because we are not feasibly able to install the sign at every catchbasin and manhole throughout the Town, this document makes you aware that they ALL are either Confined Spaces and/or Permit Required Confined Spaces and until you are individually trained in regards to Confined Spaces and/or Permit Required Confined Spaces you ARE NOT to enter them.

The DPW Supervisors (Operations Manager, Manager of Buildings and Grounds, Cemetery Supt. and Water/Sewer Supt.) are responsible per Section 4.0 of the Manual to make sure that all Confined Space, Do Not Enter signs are installed and maintained in perpetuity at all of the Confined Spaces (other than catchbasins and manholes) listed in the attached Section 3.0. Each Supervisor is responsible for their individual Divisions as listed in Section 3.0.

The Supervisors are also responsible to ensure that each employee under their supervision, receives this memo, receives the time necessary to read this memo, signs that they have received and read the memo and that the signed memo be returned to me as soon as possible.

All employees are required to read this memo, sign that they have received and read the memo and return the signed memo to their supervisor.

In the relatively near future, Confined Space and/or Permit Required Confined Space training will be provided to all staff that may need to enter these spaces as part of their job description.

I sincerely appreciate all of your understanding of this important matter and taking the time to assist me. Our goal is to provide a safe and healthful work environment for all of us. Please let me know if you have any questions and thank you all again.

Cc: Town Manager

## Duxbury Dept. of Public Works Confined Space Policy & Procedures Manual

### 3.0 PERMIT SPACE IDENTIFICATION

#### 3.1

The Operations Manager, Water / Sewer Supt., Manager of Buildings and Grounds and the Cemetery Supt. have evaluated the workplace and determined

(Check appropriate box)

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No Permit-Required Confined Space(s) Exist at the Worksite.

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Permit-Required Confined Space(s) Have Been Determined to Exist.

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✓ *Note: Refer to Appendix C for information to assist in the determination process. As a reminder, a confined space is a space which:*

- *Is large enough and so configured that an employee can bodily enter and perform assigned work; and*
- *Has limited or restricted means for entry or exit (for example, tanks, vessels, silos, storage bins, hoppers, vaults, and pits are spaces that may have limited means of entry.); and*
- *Is not designed for continuous employee occupancy.*

*A permit space is a confined space which has one or more of the following characteristics:*

- *Contains or has a potential to contain a hazardous atmosphere;*
- *Contains a material that has the potential for engulfing an entrant;*
- *Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or*
- *Contains any other recognized serious safety or health hazard. (i.e., electrical, mechanical, etc.).*

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*If no permit spaces are identified, no further action is required.*

#### 3.2

The location(s), options for entry and hazard(s) posed by these permit spaces are listed below:

#### HIGHWAY DEPT.:

- 1) All drain manholes and catchbasins though out the Town of Duxbury.  
Hazards: Hazardous atmospheres  
Option for Entry: Alternate Procedures

#### TRANSFER STATION:

- 2) Under the truck scale at the Transfer Station  
Hazards: Hazardous atmospheres  
Option for Entry: Hire outside contractor or alternate procedures

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### LANDS & NATURAL RESOURCES DIVISION / BUILDINGS:

- 3) Two concrete irrigation vaults at Tarkiln field  
Hazards: Hazardous atmospheres  
Option for Entry: Alternate Procedures
- 4) 10,000 gal. concrete irrigation tank at Keene St. field  
Hazards: Hazardous atmospheres  
Engulfment  
Option for Entry: Employees will not enter until the space is reclassified by draining the tank and then alternate procedures will be used.
- 5) Crawl space under Old Town Hall  
Hazards: Hazardous atmospheres  
Option for Entry: Hire outside contractor or alternate procedures

### CEMETERY DIVISION:

- 6) Cremation chambers at crematory  
Hazards: Hazardous atmospheres  
Extreme temperature  
Entrapment  
Option for Entry: Hire outside contractor or employees will not enter until the space is reclassified by locking the doors in the up position and the gas and electric are locked out and tagged out. Then alternate procedures will be used.  
The "Confined Space" signs may be temporarily moved if there is a public viewing of the cremation.

### WATER DEPARTMENT:

- 7) Depot St. well pump house basement  
Hazards: Hazardous atmospheres  
Option for Entry: Alternate Procedures
- 8) Captain's Hill Tank Crypt  
Hazards: Hazardous atmospheres  
Option for Entry: Alternate Procedures
- 9) Captain's Hill Tank  
Hazards: Hazardous atmospheres  
Engulfment risk (water)  
Option for Entry: Hire outside Contractor

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- 10) Birch St. Tank vault  
Hazards: Hazardous atmospheres  
Option for Entry: Alternate Procedures
- 11) Birch St. Tank  
Hazards: Hazardous atmospheres  
Engulfment risk (water)  
Option for Entry: Hire outside Contractor
- 12) Marshfield Water Meter on Gurnet Rd.  
Hazards: Hazardous atmospheres  
Option for Entry: Alternate procedures
- 13) Evergreen Treatment Plant green sand filter vessels  
Hazards: Hazardous atmospheres  
Engulfment  
Option for Entry: Hire outside contractor or employees will not enter until the space is reclassified by draining the vessel and then alternate procedures will be used.
- 14) Evergreen Treatment Plant water main access trench  
Hazards: Hazardous atmospheres  
Option for Entry: Alternate procedures

### SEWER DEPT.:

#### High School Wastewater Plant:

- 15) Pre-equalization tank  
Hazards: Hazardous atmospheres  
Engulfment (sewer) / drowning  
Wet slick surfaces  
Option for Entry: Full permit required confined space entry
- 16) SBR 1  
Hazards: Hazardous atmospheres  
Engulfment (sewer) / drowning  
Wet slick surfaces  
Rotating parts  
Option for Entry: Full permit required confined space entry

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- 17) SBR2  
Hazards: Hazardous atmospheres  
Engulfment (sewer) / drowning  
Wet slick surfaces  
Rotating parts  
Option for Entry: Full permit required confined space entry
- 18) Sludge Holding tank  
Hazards: Hazardous atmospheres  
Engulfment (sewer) / drowning  
Wet slick surfaces  
Option for Entry: Full permit required confined space entry
- 19) Dosing Tank  
Hazards: Hazardous atmospheres  
Engulfment (sewer)  
Wet slick surfaces  
Option for Entry: Full permit required confined space entry

The Following Sewer Lift Stations off of St. George St.:

- 20) Main lift station adjacent to the collections tank behind the high school  
Hazards: Hazardous atmospheres  
Option for Entry: Alternate procedures
- 21) Collections tank next to the main lift station behind the high school  
Hazards: Hazardous atmospheres  
Engulfment (sewer) / drowning  
Wet slick surfaces  
Option for Entry: Full permit required confined space entry
- 22) Station on the side of the high school  
Hazards: Hazardous atmospheres  
Engulfment (sewer) / drowning  
Wet slick surfaces  
Option for Entry: Employees will not enter or full permit required confined space entry
- 23) Station adjacent to the Performing Arts Center  
Hazards: Hazardous atmospheres  
Engulfment (sewer) / drowning  
Wet slick surfaces  
Option for Entry: Employees will not enter or full permit required confined space entry

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- 24) Vault adjacent to Performing Arts Center  
Hazards: Hazardous atmospheres  
Option for Entry: Alternate Procedures
- 25) Station adjacent to the Middle School  
Hazards: Hazardous atmospheres  
Option for Entry: Alternate procedures
- 26) All open sewer manholes throughout the system  
Hazards: Hazardous atmospheres  
Wet slick surfaces  
Option for Entry: Full permit required confined space entry
- 27) All force main access manholes throughout the system  
Hazards: Hazardous atmospheres  
Option for Entry: Alternate procedures

### **Bluefish Shared Septic System:**

- 28) Washington St. lift station  
Hazards: Hazardous atmospheres  
Engulfment (sewer)  
Wet slick surfaces  
Option for Entry: Employees will not enter or full permit required confined space entry
- 29) St. George St. lift station  
Hazards: Hazardous atmospheres  
Engulfment (sewer)  
Wet slick surfaces  
Option for Entry: Employees will not enter or full permit required confined space entry
- 30) Vault adjacent to St. George St. lift station  
Hazards: Hazardous atmospheres  
Option for Entry: Alternate Procedures
- 31) All open sewer manholes throughout the system  
Hazards: Hazardous atmospheres  
Wet slick surfaces  
Option for Entry: Full permit required confined space entry



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- 32) All force main access manholes throughout the system  
Hazards: Hazardous atmospheres  
Option for Entry: Alternate procedures

### **Snug Harbor Shared Septic System:**

- 33) Lift Station at Mattakeesett Ct. parking lot  
Hazards: Hazardous atmospheres  
Engulfment (sewer)  
Wet slick surfaces  
Option for Entry: Employees will not enter or full permit required confined space entry
- 34) Vault adjacent to lift station at Mattakeesett Ct. parking lot  
Hazards: Hazardous atmospheres  
Option for Entry: Alternate Procedures
- 35) Golf course on Harrison St. lift station  
Hazards: Hazardous atmospheres  
Engulfment (sewer)  
Wet slick surfaces  
Option for Entry: Employees will not enter or full permit required confined space entry
- 36) Vault adjacent to golf course on Harrison St. lift station  
Hazards: Hazardous atmospheres  
Option for Entry: Alternate Procedures
- 37) All open sewer manholes throughout the system  
Hazards: Hazardous atmospheres  
Wet slick surfaces  
Option for Entry: Full permit required confined space entry
- 38) All force main access manholes throughout the system  
Hazards: Hazardous atmospheres  
Option for Entry: Alternate procedures

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### **Bay Rd. Shared Septic System:**

- 39) Wadsworth field lift station  
Hazards: Hazardous atmospheres  
Engulfment (sewer)  
Wet slick surfaces  
Option for Entry: Employees will not enter or full permit required confined space entry
- 40) Vault adjacent to Wadsworth field lift station  
Hazards: Hazardous atmospheres  
Option for Entry: Alternate Procedures
- 41) All open sewer manholes throughout the system  
Hazards: Hazardous atmospheres  
Wet slick surfaces  
Option for Entry: Full permit required confined space entry
- 42) All force main access manholes throughout the system  
Hazards: Hazardous atmospheres  
Option for Entry: Alternate procedures

### **Gurnet Sewer Collection System (to Marshfield):**

- 43) Sewer meter pit at town line  
Hazards: Hazardous atmospheres  
Wet slick surfaces  
Option for Entry: Full permit required confined space entry
- 44) All open sewer manholes throughout the system  
Hazards: Hazardous atmospheres  
Wet slick surfaces  
Option for Entry: Full permit required confined space entry

## Duxbury Dept. of Public Works Confined Space Policy & Procedures Manual

### 4.0 PREVENTION OF UNAUTHORIZED ENTRY

#### 4.1

If permit spaces are identified at our worksite The Operations Manager, Water / Sewer Supt., Manager of Buildings and Grounds and the Cemetery Supt. will inform exposed or potentially exposed employees of their existence and hazards. The method(s) that will be used will be:

(check box(s) for firm's specific policy)

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Posting of danger signs at each permit space reading "Danger--Permit-Required Confined Space-Do Not Enter"

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Other: \_\_\_\_\_