## SAFETY MEETING TOPIC

This form shall be completed and kept on file

Job Name	Location	Job No
Meeting Leader		Title
Date Held	Place	Time
Subject of Meeting	CONFINED SPACE CHEC	CKLIST
Permits for all confined s	spaces that require a permit.	
The confined space is is	colated (electrical/mechanical loc	kout, lines blanked, etc.)
Ventilation provided to tl	ne confined space.	
Appropriate atmospheric	c tests performed (oxygen, toxic,	explosive atmospheres).
Adequate and proper lig	hting provided.	
Atmosphere inside the o	confined space tested frequently	or continuously during work.
Duties assigned and wo	orkers demonstrated their proficie	ency after complete training.
Attendant Authorized Authorizin	d entrant	
A system for communic	ation established between entra	nts and the attendant.
All workers know the re	scue procedures to be used and	how to summon rescuers.
Equipment is available	and used for safe entry (PPE, te	sting, rescue equipment, etc.).
Potential hazards review	wed and appropriate respirators	made available.
Precautions taken to el	iminate contamination of air from	outside (ex: traffic exhaust).
Additional permits requ	ired for any work that may increa	ase the hazards (ex: hot work).
Electrical equipment gr	ounded and rated for conditions	found in the confined space.
Confined space entry p	programs coordinated between h	ost and contractor.
HOST		
Informed contractor that compliance with a perm	at work place contains permit spa nit program meeting OSHA requi	aces and entry is allowed only through irements.

Apprised contractor of elements, including hazards identified and host's experience with space, that make it a permit space.

Apprised contractor of any precautions or procedures implemented for protection.

Coordinated operations with contractor.

Debriefed contractor at conclusion of entry.

## CONTRACTOR

Obtained any available information regarding permit-space hazards and entry operations from the host.

Coordinated entry operations with the host employer.

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