Tampa Electric Safety Management System

CONFINED AND ENCLOSED SPACE PROGRAM

Developed by:

TEC Safety

Approved by:

VP, Safety and Security

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1. Purpose

The purpose of this program is to establish requirements that protect personnel who enter and perform work in confined and enclosed spaces.

2. Introduction

This program applies to Tampa Electric Company (TEC) employees and contractors who perform work in spaces that meet TEC definitions for permit-required confined spaces (PRCS), non-permit confined spaces, or enclosed spaces.

A. All confined spaces at TEC are treated as permit-required confined spaces unless formally reclassified in accordance with Section 9 and Appendix D.

B. Specific to Electric Delivery: Manholes and vaults are classified as enclosed spaces and shall follow Appendix C, unless one or more permit-required confined space (PRCS) characteristics are present or develop. Substation transformers are excluded from this classification and shall always be treated as permit-required confined spaces and follow this program.

Enclosed spaces are not classified as permit-required confined spaces; however, TEC applies enhanced safety controls to enclosed spaces that may exceed OSHA minimum requirements. The use of additional monitoring, rescue readiness, or protective equipment in an enclosed space does not, by itself, reclassify the space as PRCS unless permit-required characteristics are present.

This program establishes governing requirements for:

A. Identification and classification of confined spaces, permit-required confined spaces, and enclosed spaces

B. Roles, responsibilities, and authority for confined and enclosed space entry, including stop-work authority

C. Hazard identification, evaluation, and control associated with confined and enclosed spaces

D. Permit systems and entry authorization for permit-required confined spaces

E. Atmospheric testing, monitoring, and acceptable entry conditions

F. Selection and implementation of engineering, administrative, and work-practice controls

G. Training requirements for entry supervisors, authorized entrants, attendants, and rescue personnel

H. Rescue planning, readiness, and coordination, including non-entry and entry rescue

I. Required equipment for entry operations, including monitoring, ventilation, communications, and retrieval systems

J. Documentation, permits, certifications, and recordkeeping associated with confined and enclosed space entry

3. References and Applicable Regulations

This program implements permit-required confined space requirements under OSHA 29 CFR 1910.146, including reclassification provisions under 29 CFR 1910.146(c)(7), and specifies additional controls for enclosed spaces consistent with OSHA 29 CFR 1910.269 (a) and (e).

NOTE: Any deviation from this program requires completion and approval of a Deviation Report in accordance with the Safe Work Practices Manual.

4. Responsibility

All roles described below have the authority and responsibility to stop work and require evacuation when a prohibited condition exists or when safe entry conditions cannot be maintained.

4.1 Program Ownership and Administration

A. Each Business Unit Director is responsible for implementing and maintaining this program. Duties may be delegated to designated Safety Professionals or other qualified personnel serving as Program Administrators.

B. The Energy Supply and Energy Delivery Safety Programs Joint Departmental Committee (JDC) reviews, maintains, and revises this program as necessary.

4.2 Contractor Interface

A. Contractor employers shall train their employees and ensure compliance with confined and enclosed space requirements. Contractor employers shall provide an Entry Supervisor for any PRCS entries they perform.

B. The TEC Contractor Supervisor (or designee) shall:

1. Review the Confined Space Entry Permit before the first contractor entry into a TEC permit space to verify completeness, accuracy, and that the contractor understands TEC requirements, hazards, and controls.
2. Verify that the personnel involved in the entry have received the appropriate training for the role to be performed.

4.3 Entry Supervisor (Permit Space Entry Supervisor)

The Entry Supervisor determines whether acceptable entry conditions are present, authorizes entry, oversees entry operations, and terminates entry as required by this program.

A. Maintain an accurate written log of all authorized entrants for the duration of the entry.

B. Know space hazards (mode of exposure; signs, symptoms, and consequences). Before authorizing entry, verify that the permit is complete and accurate, atmospheric testing has been performed and acceptable conditions exist, required equipment and procedures are in place and functioning, and hazardous energy controls/ Lockout/Tagout (LOTO) are complete and verified, where applicable.

C. Authorize entry and ensure operations remain consistent with the permit and acceptable entry conditions are maintained throughout the entry.

D. Notify the Confined Space Rescue Team (or designated rescue service) prior to entry and confirm availability and capability to respond within a time frame appropriate to the identified hazards.

E. Terminate entry and cancel the permit when work is complete or a prohibited condition/new or changed condition exists.

F. Remove unauthorized personnel who enter or attempt to enter the permit space, and coordinate actions with the attendant and entrants.

G. The entry supervisor shall NOT leave the premises or site until permit is canceled.

4.4 TEC Entry Supervisor (Reclassification Approval)

The TEC Entry Supervisor approves reclassification of a PRCS to a non-permit confined space.

A. Sign and date the written certification documenting the basis for determining that all hazards have been eliminated (include date, location, and signature).

B. Verify the space poses no actual or potential atmospheric hazards and that hazards have been eliminated (not merely controlled). If entry is required to eliminate hazards, treat the space as PRCS until testing/inspection demonstrates hazards are eliminated.

C. If hazards arise during entry after reclassification, require immediate exit and ensure the space is reevaluated and reclassified as necessary.

4.5 Authorized Entrant

A. Know the hazards that may be faced during entry, including mode of exposure and signs, symptoms, and consequences of exposure.

B. Comply with hazardous energy control/ LOTO and all controls and procedures identified on the permit.

C. Properly use required equipment, including personal protective equipment (PPE) and any communications and retrieval equipment specified for the entry.

D. Maintain communication with the attendant so the attendant can monitor status and alert entrants to evacuate.

E. Immediately alert the attendant when recognizing a warning sign/symptom of exposure or detecting a prohibited condition.

F. Exit the space as quickly as possible when ordered to evacuate, when warning signs/symptoms occur, when a prohibited condition is detected, or when an evacuation alarm is activated.

4.6 Attendant

The Attendant remains outside the space and monitors authorized entrants and conditions to protect entrants and coordinate response.

A. Know space hazards (mode of exposure; signs, symptoms, consequences; behavioral effects of exposure).

B. Remain outside the space until relieved and maintain effective communication with entrants.

C. Maintain an accurate count of entrants and monitor activities in and around the space.

D. Order evacuation immediately when a prohibited condition exists, an entrant shows signs/symptoms of exposure, an external emergency could endanger entrants, or the attendant cannot safely perform duties.

E. Summon rescue and emergency services when needed and initiate site emergency notification procedures.

F. Prevent unauthorized entry (warn and order exit) and inform entrants and the entry supervisor if unauthorized entry occurs or is attempted.

G. Perform non-entry rescue only when feasible and safe and summon rescue services as required.

H. Perform no other duties that interfere with monitoring and protection of entrants.

I. Ensure precautions are in place when the space is left unattended to prevent unauthorized entry (secure covers/doors; barricades/tape; signage).

4.7 Confined Space Rescue Team

Rescue Team members shall be trained, equipped, and capable of performing permit space rescue consistent with hazards present and the rescue plan.

A. Confirm space hazards and the rescue approach (prioritize non-entry rescue when feasible).

B. Verify that hazardous energy/material releases are isolated or controlled via LOTO, as applicable.

C. Verify atmospheric conditions; test the atmosphere as needed to determine hazards, identify conditions Immediately Dangerous to Life or Health (IDLH), and identify the respiratory protection requirements.

D. Wear and properly use required rescue PPE and equipment (respiratory protection; fall protection/retrieval; patient packaging/retrieval equipment).

E. Maintain proficiency through training and practice drills in representative spaces and critique performance to correct deficiencies.

F. Participate in periodic rescue training and practice drills in representative spaces and critiquing performance to correct deficiencies, as required by the rescue program.

5. Employee Training

All TEC employees and contractors assigned duties involving PRCS entry operations (Entry Supervisors, authorized entrants, attendants, and designated rescue personnel) shall receive training appropriate to their roles.

5.1 Frequency

A. Training shall be provided to each affected employee: Before the employee is first assigned duties under this program.

B. Before there is a change in assigned duties.

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

D. Whenever TEC has reason to believe there are deviations from entry procedures or inadequacies in an employee's knowledge or use of procedures.

5.2 Methods

Training may be delivered through Computer-Based Training (CBT), classroom instruction (e.g., PowerPoint and video), hands-on demonstration, or other methods determined adequate by the Safety Department. Training shall be role-specific and include site- and task-specific hazards and procedures as applicable. The objective of training is to ensure employees acquire the understanding, knowledge, and skills necessary to safely perform their assigned duties, and to establish proficiency in those duties.

At a minimum, the content of the training shall include:

- Purpose and application of program.
- Monitoring and Documentation requirements.
- Emergency Management and Notification procedures.
- Rescue procedures.

5.3 Documentation

All employee training will be documented in TEC's electronic database. Classroom training will require the attendees to sign a roster and that information will later be transferred into the electronic database. When Computer Based Training (CBT) is used, the training may be documented in the separate CBT program database or transferred into TEC's digital database of choice, wherever practical.

5.4 Rescue Team Training and Medical Qualification

Confined Space Rescue Team - Members shall be trained in rescue prior to being assigned as a Confined Space Rescue Team member, and upon changes in existing spaces, or at least annually thereafter.

Employees designated as Confined Space Rescue Team members shall be trained and demonstrate proficiency in assigned rescue duties prior to performing rescue functions and whenever changes in permit spaces or rescue procedures necessitate additional training or at least annually thereafter. Unless the team has successfully performed an actual permit-space rescue within that period.

At least one member of the rescue team or rescue service with a current certification in First Aid and CPR shall be available.

TEC may contract with a designated Emergency Response Team to provide permit space rescue. When using an external rescue service, TEC shall ensure the service is informed of site hazards and provided access to permit spaces so that the service can develop appropriate rescue plans and practice rescue operations and will follow OSHA regulations 1910.146 & 1926.1211.

A designated Emergency Response Team serving confined space rescue functions shall be considered the Confined Space Rescue Team for purposes of this program.

6. Identification of Confined Spaces

Each management team shall ensure that all confined spaces are identified and classified as either Permit-Required Confined Spaces (permit spaces) or non-permit confined spaces using the definitions provided in this program. The generating facilities management team shall ensure that employees and contractors who may be exposed are informed of the existence, location, and danger posed by permit spaces. This may be accomplished by posting danger signs or by any other equally effective means.

As new facilities are constructed, or as new spaces are identified, those spaces will be identified with signage.

Permit-Required Confined Spaces signage will contain a message reading DANGER -- PERMIT-REQUIRED CONFINED SPACE, DO NOT ENTER or using other similar language.

7. Prevention of Unauthorized Entry to a Permit-Required Confined Space

A. The attendant(s) shall prevent unauthorized personnel from entering the permit space during entry operations.

B. The employer shall inform exposed employees of the existence, location, and danger of permit spaces by posting danger signs or by other equally effective means.

C. Whenever an entrance cover is removed, the opening shall be promptly guarded by a railing, temporary cover, or other temporary barrier that will:

1. prevent an accidental fall through the opening; and
2. protect employees working in the space from foreign objects entering the opening.

8. Confined/Enclosed Space Equipment

TEC shall provide all equipment required for TEC employee confined space and enclosed space entry operations. Contractors shall provide all equipment required for their employees, unless otherwise specified by contract. In all cases, the Entry Supervisor shall verify that required equipment is present, serviceable, and used as required before and during entry. Equipment shall be inspected prior to use and maintained, serviced, and (when applicable) calibrated in accordance with the manufacturer's instructions and TEC requirements. Defective or out-of-service equipment shall be removed from use until repaired or replaced.

Where enclosed space rescue/retrieval equipment is required and feasible, it shall be set up at the opening and ready for prompt rescue.

9. Permit System and Entry Procedures

9.1 General Requirements

A. Permit Required: Entry into a Permit-Required Confined Space (permit space) shall be conducted under TEC's written permit space program and requires a completed Confined Space Entry Permit (Appendix B) prior to entry.

B. Permit Availability: The completed permit shall be posted or otherwise made available at the entry location for the duration of entry operations.

C. Authorization: The permit shall be authorized (signed) by a TEC Entry Supervisor or designated TEC Operations representative acting as the entry supervisor, who determines acceptable entry conditions are present and who oversees and terminates entry as required.

D. Pre-Entry Requirements: Prior to entry, the entry supervisor shall verify that:

1. Hazards have been identified and required controls are in place.
2. Required atmospheric testing/monitoring has been completed and documented; and

3. Required equipment is present and serviceable (monitoring, ventilation, communications, PPE, and retrieval/rescue equipment as applicable).

E. Additional Work Permits (TEC Requirement): All additional required work permits (e.g., Hazardous Energy Control/LOTO, Hot Work, Line Breaking) shall be completed and approved prior to entry.

F. Rescue Readiness: Prior to entry, the Confined Space Rescue Team (or designated rescue service) shall be notified and confirmed available and capable of responding within a time frame appropriate to the identified hazards.

G. Substation Transformer Entry (TEC Requirement): Prior to entry into a substation transformer confined space, a designated/trained rescuer shall be present.

H. Equipment Selection: The hazards of the space and scope of work shall determine required tools and personal protective equipment (PPE).

I. Permit Duration (TEC Requirement): The Confined Space Entry Permit is valid until the assigned work is completed, but no longer than one shift. If work extends beyond the authorized shift, the permit expires and a new permit shall be issued and authorized before continued entry.

9.2 Reclassification Limitation

A permit-required confined space may be reclassified as a non-permit confined space only when all hazards have been eliminated. Control of hazards through ventilation, monitoring, PPE, administrative controls, or other procedural safeguards does not constitute elimination and shall not be used to justify reclassification. [9.3 Completion of Permit-Required Confined Space Entry Permit

9.3 Identify Space and the Work

A. Identify the permit space (location/ID) and clearly describe the scope of work to be performed.

B. Identify all employers involved (TEC and contractors) and any interface hazards created by simultaneous operations.

9.4 Hazard Identification (Document on the Permit)

Identify, evaluate, and document all actual and potential hazards, including, at a minimum:

A. Hazardous energy sources (electrical, mechanical, hydraulic, pneumatic, thermal, chemical).

B. Hazardous material inflows/outflows (steam, water, chemical lines, process piping).

C. Inherent space hazards (residues, corrosion, decomposition, poor lighting, heat stress, engulfment).

D. Hazards created by the work (hot work fumes, vapors, ignition sources, falls, coatings/solvents).

E. Hazards created by other employers and adjacent operations.

9.5 Hazard Controls (Document on the Permit)

Specify and implement controls necessary to achieve and maintain acceptable entry conditions, including:

A. Hazardous Energy Control and verification of isolation, where applicable.

B. Isolation/control of inflows/outflows (blanking, blinding, disconnecting, draining, double block/bleed as applicable).

C. Engineering controls for inherent hazards (cleaning, purging, ventilation, lighting, guarding, barriers).

D. Work-practice controls for task hazards (hot work permit, ignition control, PPE, local exhaust/ventilation).

E. Ventilation: Where feasible, use forced ventilation to prevent development of a hazardous atmosphere; ensure the air supply is from a clean source and does not introduce additional hazards.

9.6 Safety Data Sheets (SDS)

SDS for materials or chemicals involved in the job or present in/near space shall be readily available for emergency/rescue use (electronic access is acceptable).

9.7 Atmospheric Monitoring (Pre-Entry and as Required During Entry)

A. Timing (TEC Requirement): Test the atmosphere no more than 30 minutes prior to initial entry, and re-test if the space has been unoccupied for 30 minutes or longer.

B. Instrumentation: Use a properly calibrated direct-reading monitor.

C. Testing order: Test for oxygen content first, then flammables/combustibles, then toxic contaminants, in that order.

D. Acceptable entry conditions (TEC limits):

1. Oxygen: 19.5% to 23.5%
2. Flammables/combustibles: <10% LEL
3. Toxics (common values):
   - NH3 <10 ppm
   - SO2 <2 ppm
   - H2S <10 ppm
   - CO <25 ppm
4. For other toxics: consult TEC Safety.

E. Sampling method: Conduct initial tests from outside the space and sample top/middle/bottom and the entrant breathing zone.

F. Stratified atmospheres: When descending into potentially stratified atmospheres, test approximately 4 feet (1.22 m) ahead in the direction of travel and to each side; slow progress as needed to allow sensor response.

G. Entry prohibition: Do not enter until acceptable entry conditions are achieved and documented on the permit.

H. If readings are not acceptable: document the readings, stop entry, and implement corrective actions. Once acceptable, document the corrected readings and the actions taken.

9.8 Non-Routine Conditions / IDLH

If acceptable atmospheric conditions are not met, entry shall not proceed unless approved by TEC Safety and additional protective measures are implemented (e.g., supplied air, enhanced ventilation, continuous monitoring, modified work practices). Entry into IDLH atmospheres is prohibited unless supplied air is used and approved by TEC Safety.

9.9 Temperature and Other Environmental Conditions

Assess temperature extremes and other environmental factors (e.g., heat stress) and implement controls to prevent adverse effects to authorized entrants.

9.10 Job Risk Briefing

Before entry, conduct a briefing with all personnel involved (entry supervisor, authorized entrants, attendant, and rescue interface as applicable) covering:

A. Scope of work and sequence of tasks.

B. Identified hazards and required controls.

C. Atmospheric testing results and monitoring plan.

D. Communications plan (entrant↔attendant; attendant↔rescue/operations as applicable).

E. Emergency actions, evacuation triggers, and notification procedures.

9.11 Rescue Requirements

A. Non-entry rescue: Use retrieval systems/methods whenever an authorized entrant enters a permit space unless the equipment increases overall risk or would not contribute to rescue.

B. Exceptions: If a harness or wristlets/anklets are not used, the entry supervisor shall document the justification on the permit and sign the applicable permit section.

C. Rescue readiness: Prior to entry, confirm the Confined Space Rescue Team (or designated rescue service) is notified, available, and capable of responding within a time frame appropriate to the hazards.

10. Enclosed Spaces (Electric Delivery)

Spaces designated as Enclosed Spaces do not require the PRCS permit; follow Enclosed Space requirements (Appendix C). Prior to entry, monitor atmospheric conditions to verify acceptable entry conditions, and conduct continuous monitoring while occupied. If hazards remain that could endanger life or interfere with escape, apply PRCS requirements.

11. Entering and Working in a Permit-Required Confined Space

A. Continuous Atmospheric Monitoring: Real-time monitoring of the permit space atmosphere using a calibrated direct-reading instrument for the duration of occupancy.

B. Acceptable Atmospheric Conditions: All acceptable entry conditions specified on the Confined Space Entry Permit shall be met and continuously maintained. Any deviation from an acceptable entry condition is a prohibited condition and requires immediate evacuation and revaluation of the space.

C. Attendant Requirement: An attendant shall be stationed at the point of entry for all permit space entries and shall maintain effective communication with authorized entrants for the duration of entry operations.

D. Monitoring Location and Documentation: The atmosphere shall be continuously monitored in the entrant breathing zone while the space is occupied. Monitoring results shall be recorded on the permit at least once per hour and more frequently if conditions change. If the space becomes unoccupied for 30 minutes or longer, the atmosphere shall be retested and documented prior to re-entry.

E. Response to Hazardous Atmosphere / Prohibited Condition:

1. Evacuate: Authorized entrants shall exit the permit space immediately upon:
    - an order to evacuate from the attendant or entry supervisor,
    - recognition of warning signs/symptoms of exposure,
    - detection of a prohibited condition, or
    - activation of an evacuation alarm.
2. Re-entry is prohibited until:
    - acceptable entry conditions are restored and verified, and
        - a valid permit authorizing entry is in effect (a new permit is required if the prior permit has expired).
3. Ventilation: Ventilate as necessary to restore and maintain acceptable entry conditions.
4. If conditions cannot be maintained: If the atmosphere cannot be maintained at acceptable levels, entry shall not continue unless the entry is re-evaluated and additional protective measures are implemented in accordance with the permit space program (including respiratory protection requirements, if applicable).

F. Permit Duration. If the Confined Space Entry Permit expiration date/time is exceeded, entry shall stop and a new permit shall be issued and authorized prior to continued entry.

G. If additional space is needed for atmospheric monitoring logs or entrant logs, attach additional permit pages/records to the original permit and maintain them at the entry location during the entry. An attendant is required for all confined space entries.

12. Emergency and Rescue

12.1 Rescue Readiness (Required)

Rescue and emergency services shall be identified on the permit, including how to summon rescue/EMS and what rescue equipment will be used. Rescue procedures shall prioritize non-entry rescue when feasible and prevent unauthorized rescue attempts.

12.2 Initial Response (Attendant / Entry Supervisor)

Upon recognition of an emergency, hazardous atmosphere, prohibited conditions, or any condition requiring evacuation:

A. Order evacuation and account for entrants.

B. Summon the designated rescue service/team and initiate EMS response per the permit/site procedure; and

C. Do not allow unauthorized personnel to enter or attempt rescue.

12.3 Non-entry Rescue (Preferred When Feasible)

If the entrant is attached to a retrieval line and non-entry rescue can be performed safely, the attendant shall initiate non-entry retrieval in accordance with the rescue procedure and equipment limitations.

12.4 Entry Rescue (Trained Rescuers Only)

Only trained and properly equipped rescue personnel are authorized to enter a permit space for rescue. The Rescue Team Leader (or designated rescue service lead) shall direct entry rescue operations.

12.5 Rescue Team Leader – Rescue Plan Elements

When the rescue team/service is activated, the Rescue Team Leader shall implement and/or establish a rescue plan appropriate to the space and hazards, including:

A. verification of hazardous energy control/isolation status.

B. evaluation of space-specific hazards (atmospheric and physical).

C. methods to control hazards during rescue (ventilation, monitoring, isolation, PPE/respiratory protection).

D. identification and staging of required rescue equipment; and

E. method for activating and coordinating EMS response.

12.6 Hazard Information / SDS

Safety Data Sheets (SDS) for chemicals involved in the job or present in or near the space shall be readily available to the entry team and rescue personnel (electronic access is acceptable). If not already available at the entry location, obtain the SDS information from the approved SDS database as soon as practicable without delaying life-saving actions.

12.7 Site Communications (TEC Procedure)

A. Power Stations: Use a radio on Plant Ops (Channel 1).

B. Electric Delivery: Use the established emergency “mayday” procedure on the emergency channel.

C. Solar sites: Use the established emergency procedure or call 911.

12.8 Resource Management During Rescue (TEC Procedure)

If on-duty confined space rescue personnel are engaged in an emergency response:

A. suspend all other confined space entries; and

B. the Incident Commander will authorize resumption of confined space work based on the availability of rescue personnel and rescue equipment.

13. Completion of Permit-Required Confined Space Activities

A. Closeout: Upon completion of work, the Entry Supervisor shall ensure the Post-Entry/Permit Closeout section is completed on the field copy of the Confined Space Entry Permit and the permit is canceled/closed.

B. Power Station Submittal (TEC Procedure): The completed permit shall be submitted to Station Operations. Face-to-face communication shall occur between the Entry Supervisor and the SPO or designee.

C. Record Retention. Canceled/closed Confined Space Entry Permits (including any attached log sheets) shall be retained for at least one (1) year by the responsible facility.

14. Emergency Rescue Equipment

A. Inspection/Readiness: Emergency rescue equipment shall be maintained in serviceable condition and inspected at least annually (and in accordance with the manufacturer's instructions) by a qualified TEC employee or qualified vendor. Inspection records shall be retained per TEC recordkeeping requirements.

B. Availability for Rescue: Rescue equipment required for the entry shall be available and ready for prompt rescue in accordance with the permit space rescue procedure. For enclosed space work where retrieval equipment is required and feasible, it shall be set up at the opening and connected/ready for prompt rescue.

C. Use of TEC Owned Equipment: TEC owned rescue equipment shall be used only by trained and authorized TEC employees, unless otherwise approved in writing by TEC Safety. Contractor employers shall provide their own rescue equipment for their employees unless otherwise specified by contract.

15. Record of Revisions

Summary of Revisions	Authorized By	Date of Authorization
Initial implementation This program supersedes Tampa Electric Permit-Required Confined and Enclosed Space Program.	VP Safety and Security, Heidi Whidden	June 5, 2026

16. Appendices

Appendix A – Definition

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Attendant – An individual who is stationed outside the Permit-Required confined spaces to monitor the authorized entrants and to perform all duties assigned in this program.

Authorized Entrant – An employee who is authorized by the employer to enter a Permit-Required Confined Space.

Breathing Zone – A worker's breathing zone as a hemisphere in front of the shoulders with a radius of 6 to 9 inches.

Competent Person – An individual designated by TEC who has received documented training, possesses demonstrated knowledge of confined space hazards, and is authorized to evaluate confined spaces for hazard elimination and reclassification under this program. The Competent Person may be the TEC Entry Supervisor provided they meet the training and authorization requirements for both roles. Final authorization for reclassification rests with the TEC Entry Supervisor.

Confined Space – An enclosure or space that has all of the following characteristics:

a. has adequate size and configuration for a person to bodily enter and perform assigned work; and
b. has a limited or restricted means for entry or exit (tanks, vessels, silos, storage bins, transformers, hoppers, pits with walls 4 feet or more); and
c. is not designed for continuous employee occupancy.

Enclosed Space – A working space, such as a manhole, tunnel, or shaft, that has a limited means of egress or entry, that is designed for periodic employee entry under normal operating conditions, and that under normal conditions does not contain a hazardous atmosphere, but that may contain a hazardous atmosphere under abnormal conditions.

Entry – Entry occurs whenever any part of the body breaks the plane of an opening into a Permit- Required Confined Space and Enclosed Space.

Entry Suspension – A temporary halt of activities due to changing conditions or hazards. Entry may resume only after conditions are corrected and verified by the Entry Supervisor. Entry suspension does not extend the original permit expiration date or time. In the case of Permit-Required Confined Space, entry can resume under the same permit.

Appendix A – Definition

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Entry Supervisor – a person (such as a supervisor or equivalent, crew leader, contractor foreman) responsible for:

a. determining if acceptable entry conditions are present at a Permit-Required Confined Space where entry is planned,
b. authorizing the entry,
c. overseeing entry operations,
d. terminating entry in the event of an emergency or hazardous condition; and
e. ensuring that all aspects for rescue are in place, including planning, equipment, communications and trained manpower.

Non-Permit Required Confined Space: A confined space that does not contain or, with respect to atmospheric hazards, have the potential to contain any hazard capable of causing death or serious physical harm.

NOTE: All confined spaces within Energy Supply are considered permit-required confined spaces unless reclassified to a non-permit required confined space.

Permit Cancellation – formal termination of the permit when work is completed or conditions render the permit invalid.

Permit Expiration – occurs when the permit reaches its stated expiration date and time. Work must cease and a new permit must be issued prior to re-entry.

Permit-required Confined Space – a confined space that has one or more of the following characteristics:

a. contains or has the potential to contain a hazardous atmosphere;
b. contains a material that has the potential for engulfing an entrant;
c. has converging walls, a floor that slopes downward, or an internal configuration that could trap or asphyxiate an entrant, or
d. contains any other recognized serious safety or health hazard.

NOTE: All confined spaces within Energy Supply are considered permit-required confined spaces unless reclassified.

Appendix A – Definition

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Rescue Personnel – TEC or Contract Personnel designated to perform rescue of employees from Permit-Required Confined Spaces. These personnel shall be trained, equipped, and capable of performing rescue operations, and able to respond in a timely manner consistent with the hazards of space.

Retrieval System – The Equipment used for non-entry rescue of personnel from Permit-Required Confined Spaces, which may include, but not limited to:

NOTE: Retrieval system equipment is not to be loaned to contractors.

a. retrieval line
b. full-body harness
c. wristlets/anklets
d. a lifting device or anchor

Appendix B – Sample Confined Space Entry Permit

(Page 1 of 3)

TECO TAMPA ELECTRIC

No 00000000000

WO #: _____

CONFINED SPACE ENTRY PERMIT

Date Issued _____ Time Issued _____ Expiration Date _____ Time _____

Space to be Entered _____ Company _____

Purpose of Entry _____

POTENTIAL HAZARDS *(check all that apply)*

☐	Oxygen Rich/Deficient	☐	Chemical	☐	Pneumatic	☐	Engulfment	☐	Falling Debris
☐	Toxic Gas	☐	Hydraulic	☐	Mechanical	☐	Entrapment	☐	Temperature Extreme
☐	Flammable Atmosphere	☐	Electrical	☐	Combustible Dust	☐	Fall	☐	Other:

CONTROL MEASURES & SPECIAL CIRCUMSTANCES TAKEN FOR HAZARDS INDICATED ABOVE:

ATMOSPHERIC TESTING *(Pre-entry & each time the space is vacant for more than 30 mins)*

Air Monitoring Instrument – Model/Serial # _____ Calibration Current? Yes

Test For	Permissible Entry Level	Pre-entry Conc / Time		Test 2 Conc / Time		Test 3 Conc / Time		Test 4 Conc / Time	
1. % Oxygen	19.5% to 23.5%								
2. Explosive (%LEL)	< 10% LEL								
3. Carbon Monoxide (CO)	< 25 PPM								
4. Toxic Gas/Vapor _____	<_____ppm								
5. Tester's Initials									

IF ALTERNATIVE ENTRY IS USED, STOP FILLING OUT ENTRY PERMIT HERE

RECLASSIFICATION:

NOTE: Where local regulations do not permit reclassification, skip this section and complete the rest of permit

ALL INFORMATION REQUIRED ABOVE THIS SECTION MUST BE COMPLETED BEFORE REVIEWING A PERMIT SPACE FOR RE-CLASSIFICATION

CAN HAZARDS BE ELIMINATED FROM OUTSIDE THE SPACE?	☐ YES ☐ NO	IF YES, CONTINUE TO NEXT QUESTION. IF NO, MOVE TO PRE-ENTRY CHECKLIST SECTION
HAVE ALL HAZARDS BEEN ELIMINATED?	☐ YES ☐ NO	IF YES, CONTINUE TO NEXT QUESTION. IF NO, MOVE TO PRE-ENTRY CHECKLIST SECTION
IS FORCED AIR VENTILATION NEEDED TO MITIGATE HAZARDOUS ATMOSPHERE?	☐ YES ☐ NO	IF YES, **SPACE IS PERMIT REQUIRED.** COMPLETE PERMIT REQUIRED CONFINED SPACE REQUIREMENTS BELOW. IF NO, TEC ENTRY APPROVAL SIGNS BELOW AND SPACE IS NON-PERMIT REQUIRED.

BY SIGNING BELOW, I UNDERSTAND THE REQUIREMENTS FOR A RECLASSIFICATION OF A PERMIT SPACE AND HAVE VERIFIED THEY HAVE BEEN ACHIEVED. I ALSO UNDERSTAND THAT NO ATTENDANT OR OTHER CONTROLS ARE REQUIRED FOR THIS SPACE AND ALL INFORMATION LISTED ON THIS ENTRY PERMIT HAS BEEN REVIEWED WITH THE ENTRANT(S).

SIGNATURE OF TEC SUPERVISOR ENTRY APPROVAL: _____

IF RECLASSIFICATION IS USED, STOP FILLING OUT ENTRY PERMIT HERE

Appendix B – Sample Confined Space Entry Permit

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PRE-ENTRY CHECKLIST

Yes	No	N/A	
			Pre-Entry atmospheric tests performed.
			Pre-Entry Meeting held with all participants.
			Confirm personnel are trained for their assigned roles.
			HEC (Lockout) Procedure completed
			Ventilation system operational *(Specify Method)*: _____
			PPE provided and used according to hazards in the space
			Full Body Harness **If "NO" full body harness,** then ☐ Wristlets/Anklets or ☐ other_____
			Mechanical retrieval device at space for vertical entry of 5 feet or more.
			Low voltage lighting and tools required and provided.
			Hot Work Permit Required.

EMERGENCY AND RESCUE

Has Rescue Team been notified? ☐ Yes Radio Equipment # _____

Method of Communication between: Entrant and Attendant _____

Energy Supply Communication Between Attendant & Rescue Team via Radio Channel #1.

TEC/CONTRACTOR ENTRY SUPERVISOR: _____ *Print* _____ *Signature*

TEC ENTRY APPROVAL: _____ *Print* _____ *Signature*

ATTENDANTS *(Print Name)*

ENTRANTS LOG

All entrants must be signed in and time recorded when they enter and exit the space.
Log is to be completed with or without attendant.

ENTRANT *(Print Name)*	Time in	Time out	Time in	Time out	Time in	Time out	Time in	Time out	Time in	Time out

Appendix B – Sample Confined Space Entry Permit

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ADDITIONAL ATMOSPHERIC TESTING *(Pre-entry & each time the space is vacant for more than 30 mins)*

Test For	Permissible Entry Level	Test 5 Conc / Time	Test 6 Conc / Time	Test 7 Conc / Time	Test 8 Conc / Time
1. % Oxygen	19.5% to 23.5%				
2. Explosive (%LEL)	< 10% LEL				
3. Carbon Monoxide (CO)	< 25 PPM				
4. Toxic Gas/Vapor _____	<_____ppm				
5. Tester's Initials					

POST ENTRY PROCEDURE

Yes	No	N/A	
			1. Tools, equipment, personnel and other gear removed from space.
			2. Manholes, hatches, plates, doors replaced and/or secured with Danger Barricade Tape & Danger Tag.
			3. Present Shift's work has been completed and inspection of the confined space has been performed.
			4. Turn in station issued radio.
			5. Return completed permit to operations, face to face communication must occur between the Entry Supervisor and the SPO/TL or designee.

Comments: _____

_____

This Confined Space Entry Permit is closed.

Entry Supervisor's Signature:_____ Date: _____ Time: _____

Permits will be maintained for at least 1 year.

Appendix C – Enclosed Spaces

(Page 1 of 1)

Purpose

The purpose of this appendix is to provide information and guidance for personnel to safely enter and conduct work in Enclosed Spaces in Electric Delivery.

TEC has classified all manholes and vaults as enclosed spaces provided that hazards other than those inherent to energized electrical equipment and for which employees are trained have been evaluated and controlled to acceptable levels in accordance with this program.

General Requirements

Prior to entry into an enclosed space, the following conditions shall be met:

A. That it has been determined by testing with a gas monitor so that the lid can be removed safely.

B. That the atmospheric conditions are safe for entry by testing the air quality at various levels all the way to the bottom with a gas monitor.

C. After testing the atmosphere with a gas monitor, the only hazards remaining are energized cables which employees have received training on hazards and how to perform the work safely.

Responsibilities

Anytime a TEC employee or contractor enters an enclosed space, manhole or vault, rescue personnel shall be notified and confirmed available on site and capable of responding within a time frame appropriate to the identified hazards of the space. When the space is occupied there shall be at least two continuous gas monitors in the space and a Supplied Air Respirator System (SARS) on site for the rescuer, including a five-minute escape bottle. If the monitor is in alarm and cannot be cleared the rescuer trained for the SARS shall don the SARS unit before entering the space for rescue.

This requirement applies to Enclosed Spaces only and does not alter continuous monitoring requirements for Permit-Required Confined Spaces.

Appendix D – Permit-Required Confined Space Reclassification

Purpose:

To establish procedures for evaluating and reclassifying permit-required confined spaces to non-permit required confined spaces.

Scope:

This policy applies to all employees, contractors, and personnel involved in confined space entry operations at TEC.

Policy Statement:

A Permit-Required Confined Space may be reclassified as a Non-Permit Required Confined Space only when all hazards have been eliminated. If entry is required to eliminate hazards, the space shall be treated as a Permit-Required

Confined Space until reclassification is complete. Hazards controlled through ventilation, PPE, or administrative measures do not qualify for reclassification.

Reclassification of a Permit Required Confined Space will be documented on the Confined Space Entry form and be signed by the TEC Entry Supervisor, prior to entry.

OSHA allows the reclassification a Permit-Required Confined Space (PRCS) to a non-permit space if all hazards (atmospheric and physical) are permanently eliminated without entry or eliminated via entry under full permit procedures with testing proving hazards are gone.

Reclassification Procedure:

A. Hazard Identification:
    1. Conduct a thorough hazard evaluation of the confined space.
    2. Identify all potential atmospheric, physical, mechanical, electrical and engulfment, and noise hazards.

B. Hazard Elimination:
    1. Eliminate all identified hazards using engineering controls or administrative procedures.

Appendix D – Permit-Required Confined Space Reclassification

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2. Examples include:
    - LOTO of energy sources.
    - Removal of hazardous materials.
    - Installation of secure temporary flooring to eliminate fall hazards.
    - Cooling of heated surfaces.

C. Verification and Documentation:
1. Verify hazard elimination through testing and inspection.
2. Complete a **Confined Space Reclassification** section of the permit, including:
    - Date and time of evaluation.
    - Location and description of the space.
    - Hazards identified and methods of elimination.
    - Atmospheric testing results.
    - Signature of the competent person authorizing reclassification.

D. Entry Conditions:
1. Entry may proceed once the space has been reclassified only if:
    - All hazards remain eliminated.
    - No atmospheric hazards exist or are likely to develop.
2. If entry is required to eliminate hazards, the space must be treated as a permit-required confined space until hazards are removed.

E. Monitoring and Re-evaluation:
1. Continuously monitor the space during entry to ensure hazards do not reappear.
2. If any hazard arises during entry, evacuate immediately and reclassify the space as a permit-required confined space.

F. Recordkeeping:
1. Maintain reclassification documentation for a minimum of one year.
2. Submit records to the Site Safety Professional for review and archiving.

Appendix D – Permit-Required Confined Space Reclassification

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G. Recordkeeping:

1. Maintain reclassification documentation for a minimum of one year.
2. Submit records to the Site Safety Professional for review and archiving.

H. Responsibilities:

1. **TEC Supervisors:** Ensure compliance with this policy and verify hazard have been eliminated.
2. **Training Department:** Provide training.
3. **Business Unit**: Maintain confined space inventory and audit reclassification records.
4. **Employees:** Follow procedures and report any changes in space conditions.