

# County of Aroostook



## NON-PERMIT REQUIRED CONFINED SPACE WRITTEN PROCEDURE

*Reviewed and Updated April 9, 2015*  
*Reviewed and Updated February 26, 2016*  
*Reviewed March 1, 2017*  
*Reviewed February 9, 2018*  
*Reviewed and Updated April 10, 2019*  
*Reviewed and Updated March 4, 2020*  
*Reviewed No Changes, March 17, 2021*

Christina Theriault  
Human Resources Director

Bryan V. Jandreau  
Facilities & IT Director

Dan Bouchard  
Maintenance Supervisor

County of Aroostook  
NON-PERMIT REQUIRED  
CONFINED SPACE  
WRITTEN PROCEDURE

## STEPS FOR ENTRY INTO NON-PERMIT REQUIRED SPACE

- Space will be entered by maintenance staff.
- Before entry, maintenance personnel shall inform other on-site personnel where they are going to be.
  - Two (2) maintenance staff shall be present. One (1) to enter the space and one (1) to stay outside of the space.
- Maintenance staff entering a confined space shall use fall protection; e.g. maintenance staff shall be tied off.
- Persons who enter the space shall wear the appropriate personnel protective equipment, e.g. goggles, etc.
- In the event that maintenance staff enters the space without supervision, due to extreme uncontrollable circumstance:
  - Maintenance staff shall inform other on-site personnel where they are going to be and that they do not have an immediate spotter.
  - Maintenance staff shall carry with them two-way radio communication and or a cellular telephone. (Connectivity shall be determined in advance of entering the space.)

All non-permit required spaces shall be marked with a sign that states:  
“WARNING- Confined Space Follow Entry Procedure.”

This entry procedure can also be found in the Building Superintendent’s office located in the basement of the Superior Court Building in Houlton and on file with the Human Resource Department.

### Updates

All document	Page numbers added	April 10, 2019
Title change	Page 2	March 4, 2020
Posters	Confirmed posted	March 4, 2020
Review	No Changes	March 17, 2021

Poster for posting:

**“WARNING”**

**CONFINED**

**SPACE**

**Follow Entry**

**Procedure.**