TBT 064 | Confined Space Entry Permit

ACTIVITY-BASED SAFETY BRIEFING • FACILITATOR EDITION

SITE / TASK DETAILS	BRIEFING DETAILS
Work area: _____ Planned task: _____ Supervisor: _____	Date / Time: _____ Duration: 10-15 min (adjust to task) Crew / Trade: _____

1. What we are doing today

Today's briefing covers confined space entry permit. We will discuss safe ways to work during tank entry, manhole entry and pit entry. Important dangers include entry without permit and line not isolated. The supervisor should show the real work area, equipment, access route and controls, then ask workers to explain them in simple words.

2. Types of activity or work situations

TYPE / WORK METHOD	EXAMPLE / WHEN USED
Tank entry	This work can involve entry without permit. Verify authorization and gas safety. Show the real place and ask the crew to repeat the safety rule.
Manhole entry	This work can involve line not isolated. Isolate and prove separation. Show the real place and ask the crew to repeat the safety rule.
Pit entry	This work can involve entry without permit. Verify authorization and gas safety. Show the real place and ask the crew to repeat the safety rule.
Cleaning vessel	This work can involve line not isolated. Isolate and prove separation. Show the real place and ask the crew to repeat the safety rule.
Pre-use inspection and safe setup	Check the equipment and work area before access. Determine whether the space meets confined-space criteria.
Changes during work or shift handover	After changes, hold a new briefing and repeat the safety checks. Complete entry risk assessment and permit.

3. Safe sequence - what workers must do

1. Look at the actual task and decide how confined space entry permit will be carried out safely.
2. Review the task risk assessment, permits, work location and other people nearby.
3. Determine whether the space meets confined-space criteria.
4. Complete entry risk assessment and permit.
5. Verify isolation atmosphere testing and ventilation.
6. Provide trained entrants attendants and communication.
7. Stop and reassess if the equipment, people, weather or work method changes.

4. Main hazards, consequences and required controls

HAZARD / UNSAFE CONDITION	WHAT COULD HAPPEN	CONTROL MEASURES TO EXPLAIN TO CREW
Entry without permit	Work without controls	Verify authorization and gas safety.
Line not isolated	Release or injury	Isolate and prove separation.
Hazardous atmosphere.	Ground failure or fall	Complete entry risk assessment and permit.
Restricted escape.	Ground failure or fall	Verify isolation atmosphere testing and ventilation.
Unplanned rescue.	Ground failure or fall	Provide trained entrants attendants and communication.
Poor inspection before tank entry	Unsafe equipment or condition	Determine whether the space meets confined-space criteria.
Task changes during manhole entry	Work proceeds without updated controls	Provide trained entrants attendants and communication.
Worker approaches unprotected opening	Fall or collapse injury	Provide guarded access and recheck ground and edge conditions.

5. Supervisor talk track - practical briefing

Entry without permit: Point to this situation at the work area. Explain: Verify authorization and gas safety.

Line not isolated: Point to this situation at the work area. Explain: Isolate and prove separation.

Pit entry: Point to this situation at the work area. Explain: Verify isolation atmosphere testing and ventilation.

Cleaning vessel: Point to this situation at the work area. Explain: Provide trained entrants attendants and communication.

Stop and report: Point to this situation at the work area. Explain: Any permit test rescue or isolation requirement is missing.

6. Before-start checks

☐ Crew understands today's task, permit and work method: Confined Space Entry Permit.
☐ Verify authorization and gas safety.
☐ Isolate and prove separation.
☐ Complete entry risk assessment and permit.
☐ Verify isolation atmosphere testing and ventilation.
☐ Emergency contact, stop-work signal and safe routes have been explained.

7. Stop work immediately when...

- Entry without permit is not controlled.
- Line not isolated is not controlled.
- Hazardous atmosphere. is reported.
- Any permit test rescue or isolation requirement is missing.

8. Emergency and rescue actions

Stop entry and call the trained emergency team. Never enter a collapsed trench or untested confined space to rescue someone. Secure the perimeter and follow the planned rescue method.

9. Worker questions - ask for answers

1. Name two types of work situations covered by this briefing.

2. What could happen if entry without permit?

3. How can we prevent line not isolated?

4. What must we check before pit entry?

5. When must we stop work and whom do we tell?

10. Attendance and briefing acknowledgment

By signing, attendees acknowledge participation in the briefing. Signing is not proof of competence or authorization to perform the work.

No.	Name / ID	Trade / Role	Signature
1			
2			
3			
4			
5			
6			
7			

Briefing close-out

Questions raised / actions required: _____

Supervisor name / signature: _____ Date: _____