

Antelope Valley Community College District

Confined Space Entry Program

Document field	Information
District	Antelope Valley Community College District
Covered worksites	Lancaster Campus; Palmdale Center; Fox Field Site; covered off-site work
Executive authority	Jennifer Zellet, Ph.D., Superintendent/President
Program Administrator	Christian Hootman, Interim Director, Benefits and Risk Management
Program owner	Office of People, Culture & Talent - Risk Management
Regulatory authority	8 CCR §§5157, 5158, and 3203
Scope	Facilities-controlled confined spaces and contractor entry; limited authorized AVCCD entry as specified
Status	Signed Final

Document Control and Approval

Version	Date	Owner	Approval
20260726.1	Jul 26, 2026	PCT - Risk Management	Signed

This program becomes effective upon approval by the Superintendent/President and will be reviewed at least annually and when regulations, operations, hazards, or responsibilities materially change.

Approver	Signature / Date
Jennifer Zellet, Ph.D., Superintendent/President	Signature: 
Effective upon approval	Date: Jul 26, 2026

1. Contractor-First Policy

Permit-required confined-space entry will be performed by a qualified contractor unless AVCCD later establishes and documents a fully trained, equipped, and supported internal entry program. AVCCD employees will not serve as a confined-space rescue team.

Roles and Responsibilities

Role	Responsibility
Facilities	Inventory and secure spaces; coordinate classification and contractors; provide known hazard information; prevent unauthorized entry.
Risk Management	Assist with classification, program review, contractor coordination, and incident evaluation.
Supervisors	Prevent unauthorized entry and verify authorization before any non-permit entry.
Contractor	Provide compliant entry, permit, monitoring, attendant, communication, isolation, and rescue arrangements.
Employees	Obey signs and barriers; do not enter or attempt rescue beyond training and assignment.

2. Inventory and Classification

- Facilities and Risk Management maintain an inventory of vaults, pits, tanks, sumps, crawl spaces, tunnels, boilers, manholes, and other potential confined spaces.
- Each space is evaluated and documented as permit-required, non-permit, or an operation governed by another applicable confined-space standard.
- Permit spaces are posted or otherwise controlled against unauthorized entry.
- Reclassification or alternate procedures may be used only when regulatory conditions are met and the basis is documented by a qualified person.

3. Entry Requirements

- AVCCD employee entry into a permit space is prohibited until AVCCD has documented the permit system, trained entrants, attendants and supervisors, calibrated monitoring, isolation, ventilation, communication, PPE, and effective rescue capability.
- Non-permit entry requires documented classification, trained authorization, hazard control, communication, and reassessment if conditions change.
- Before contractor entry, Facilities provides known hazards and precautions, coordinates simultaneous work, and debriefs the contractor after entry.
- No employee enters for rescue. Employees call Campus Security/911 and use only prearranged qualified rescue resources.

Training

- Awareness training for employees who work near confined spaces.
- Task-specific training before any authorized non-permit entry.
- If an internal permit program is later approved, entrants, attendants, supervisors, and rescue personnel receive role-specific initial and refresher training before entry.

Training must be understandable to employees and documented. Online training may supplement, but does not replace, task-specific instruction, demonstrations, or interactive opportunities required by an applicable standard.

Records, Review, and Access

- Risk Management maintains the controlled program and Districtwide compliance records; departments maintain task, inspection, authorization, and equipment records assigned to them.
- Medical records are confidential, kept separately from personnel files, and retained as required by 8 CCR section 3204 and the applicable program standard.
- The program is reviewed at least annually and after exposure incidents, significant changes, identified deficiencies, or regulatory revisions.
- Employees may obtain the program from the Risk Management webpage or by contacting Risk Management by email, telephone, or in person. Accessible and translated formats will be provided when needed.

Reporting and Contact Information

Purpose	Contact
Risk Management / PCT	risk.management@avc.edu 661-722-6300, extension 6311
Campus emergency	AVC Campus Security/Sheriff: 661-722-6399 or extension 4444
Off-site emergency or when campus response cannot be reached without delay	Call 911
After-hours District incident	After Hours Administrator and/or Campus Security
Facilities request	https://www.avc.edu/facilities-services/facilities-work-request
Employee injury triage	Company Nurse: 877-518-6702

Implementation Forms and Checklists

A. Confined Space Inventory

Field	Entry
Space ID/location	
Description	
Entry points	
Hazards	
Classification	
Access control	
Evaluation date/evaluator	

B. Contractor Entry Coordination

Field	Entry
Contractor	
Space	
Known hazards provided	
Contractor program/permit reviewed	
Rescue arrangement	
Simultaneous work	
Debrief	

C. Non-Permit Entry Authorization

Field	Entry
Space	
Basis for classification	
Entrants	
Hazard controls	
Monitoring	
Communication	
Supervisor/date	