**TO:**

**FROM:**

**DATE:**

**RE: Confined Space Entry Permit**

Before work is completed in a confined space, employers must ensure that a confined space entry permit is issued. The permit must be issued before any work is completed in a confined space and before any worker enters the confined space.

Remember, a separate entry permit is required every time work is done in a confined space! The permit must be easily available to every single person involved in the confined space activity. Each participant must be aware of the permit’s location.

What happens if there are multiple entries into a confined space for a limited duration of time for one job? In this case, the permit requirements and duration of time in which the permit is valid for are based on hazard assessment conducted and the plan developed.

For more information, visit the [Ontario Ministry of Labour Working at Entry Permit, Confined Spaces Guideline](https://www.labour.gov.on.ca/english/hs/pubs/confined/cs_10.php)  page.

 