



# Environmental Health & Safety Policy & Procedure #5

**TITLE**

**UNIVERSITY CONFINED SPACE ENTRY POLICY**

**OBJECTIVE AND PURPOSE**

To establish personnel responsibilities and standard operating procedures, applicable to all employees who enter confined spaces.

**RESPONSIBILITY**

**ACTION**

**ENVIRONMENTAL HEALTH AND SAFETY**

- ◆ Develop and implement a comprehensive confined space program.
- ◆ Conduct confined space training to familiarize employees with the hazards associated with confined space entry and the use of safety equipment.
- ◆ Perform the initial atmospheric testing of all confined spaces.
- ◆ Provide rescue equipment to the department and monitor their use periodically.
- ◆ Evaluate and update program as needed.
- ◆ Must pre-approve entry into a permit required space and review all activities at the conclusion of the entry.
- ◆ Have a representative present on the site if the space is permit required.

**DEPARTMENTS**

- ◆ Inform EH&S when there is a need to work in a confined space.
- ◆ Assess the scope to determine whether there is a need to enter the confined space.
- ◆ Determine whether entry requirements are met and equipment is readily available.
- ◆ Ensure any hazard detected during entry into confined space shall be eliminated or protected from causing any injury or exposure.
- ◆ Ensure employees are trained for confined space hazards and associated emergency response.
- ◆ Provide appropriate personal protective equipment and accessories at no cost to all affected employees.
- ◆ Ensure employees comply with FAU confined space program, keep records of cancelled permits and forward copies to EH&S.
- ◆ Ensure employees are evacuated from the confined space, if at any time changes in the atmospheric condition are observed.
- ◆ Ensure no employee enters a confined space until all entry requirements have been completed, approved and signed by EH&S.
- ◆ If the space is permit required space, submit the entry permit to EH&S for approval.
- ◆ If the space is a permit required space, the approved entry permit shall be posted at the entrance to permit required space.

**EMPLOYEES**

- ◆ Attend awareness training on the hazards of confined space, hazard report system, duties of personnel working in the space, and emergency procedures.
- ◆ Comply with confined space procedures in addition to departmental rules.

**REFERENCE**

- ◆ 29 CFR 1910.146

|                       |                       |                        |                          |
|-----------------------|-----------------------|------------------------|--------------------------|
| Issued By: Hutchinson | Date Issued: 04/01/01 | Date Revised: 05/31/13 | Effective Date: 04/01/01 |
|                       |                       |                        |                          |
|                       |                       |                        |                          |
| APPROVED:             | Vice President        | Associate V.P.         | Director                 |