CONFINED SPACE POLICY

POLICY NUMBER: RESERVED FOR FUTURE USE
RESPONSIBLE OFFICIAL TITLE: DIRECTOR OF HUMAN RESOURCES
RESPONSIBLE OFFICE: OFFICE OF HUMAN RESOURCES

I. POLICY STATEMENT

To protect employees from the hazards inherent to entry into and work within confined spaces and to ensure that all activities in a confined space are conducted in a manner that does not jeopardize employee health and safety, the University will comply with the Occupational Safety and Health Administration (OSHA) Standard for Confined Space Entry, 29 CFR 1910. Permit Spaces will be identified and permit-entry procedures will be provided in training for employees.

II. ENTITIES AFFECTED

Faculty and Staff

IV. DEFINITIONS

Qualified Employee: The employee is authorized by the University through documented Confined Space training to recognize hazards and perform work activities in confined spaces.

Confined Space: A space that includes the following:
- is large enough and so configured that an employee can bodily enter and perform assigned work; and
- has limited or restricted means for entry or exit; and
- is not designed for continuous employee occupancy.

Confined spaces at the University include, but are not limited to: manholes, electrical vaults, boilers, wells, vessels that can be bodily entered and tanks. Generally, areas that can be entered through a door and have the same atmospheric conditions as occupied spaces, would not be classified as confined spaces.

Permit-required Confined Space (permit space): A confined space that has one or more of the following characteristics:
- Contains or has the potential to contain a hazardous atmosphere;
- Contains a material that has the potential for engulfing an entrant;
- Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or
- Contains any other serious safety or health hazard such as, but not limited to,
moving machinery or steam that must be secured for safe entry.

V. RESPONSIBILITIES

Departments shall ensure that entrants, attendants and individuals who are authorized for entry receive that appropriate training to perform their assigned duties.

The primary department that will be affected by this policy for implementing all Confined
Space Program requirements is Facilities Management. This department is routinely responsible for performing facility repairs, service and maintenance functions.

Other departments at the University with responsibility for the operation and/or maintenance of facilities, such as Housing, and IT, etc., are responsible for adhering to all Confined Space Program requirements as well.

Research departments need to be aware that work inside of vessels, tanks or other similar structures have inherent hazards and must contact Safety and Environmental Compliance to identify research work procedures.

Departments that do not have qualified employees buy have reason to believe that spaces within their facility may be a confined space and an employee needs to perform a work task within such a space must stop and desist such activity and notify Safety and Environmental Compliance. Safety and Environmental Compliance will evaluate spaces identified by departments to determine whether confined spaces require a permit for entry. Safety and Environmental Compliance will assist Facilities Management in identifying, developing and maintaining a database of locations designated as permit spaces.

**VII. PROCEDURES**

All supervisors affected by this policy shall assure compliance with the University’s Confined Space Entry Program. This includes completing and posting the “Confined Space Entry Permit” for any permit required space.

Atmospheric testing must be completed prior to any permit entry. Departments who send qualified employees into permit spaces shall designate by name or title any individual who will be authorized to document that the Procedures for Atmospheric Testing in Confined Spaces have been followed.

After completion of the Confined Space Entry Permit, the qualified individual may proceed, but special attention must be paid to changes in conditions that may increase hazards. If the testing results at any time indicate unacceptable atmospheric conditions, or the entry changes in any other way, the entry shall be delayed until the job supervisor contacts Safety and Environmental Compliance and the space is re-evaluated for appropriate entry procedures.

Spaces around the University will continue to be evaluated an identified as permitrequired confined spaces; such spaces include sewer manholes and chemical exhaust systems.

The departments with qualified employees who may enter a confined space shall purchase or otherwise make available all equipment and supplies necessary for compliance with the Confined Space Entry Program. The department shall maintain and calibrate equipment in accordance with the manufacturer’s specifications.

Absolutely no one shall enter a confined space for rescue purposes, but will call 911 and ask for Fire Services Rescue for confined space rescue services. Safety and Environmental Compliance will make available to the rescue service information on all permit-required confined spaces and the hazards likely to be encountered in those spaces.

When the department arranges for outside contractors/employers who plan to send their employees into a confined space, the contractor/employer shall be responsible for:
Utilizing any available information from Northern Kentucky University regarding the permit-required confined space hazards and entry operations prior to entry; and
informing Northern Kentucky University of the permit-required confined space program to be followed by the contractor.

REVISION HISTORY

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