**Confined Space Policy **

ASC Employees and contractors are expected to observe all requirements pertaining to confined spaces in ASC and SUNY Cortland Areas. There are no Permit-Required Confined Space within ASC Space. **Only trained ASC personnel may enter Non-Permitted Confined Spaces.**

**Definitions**

**Attendant (non-permit)** – The person stationed outside of a confined space that: 1) monitors authorized entrants;

**Authorized Entrant (non-permit)** – The ASC employee trained in non-permit confined space entry.

**Confined Space** – A space that meets all of the following conditions: 1) is large enough and configured so that an entrant can bodily enter and perform assigned work; 2) has limited means of entry or exit (e.g., tanks, storage bins, vaults, pits); and 3) is not designed for continuous occupancy.

**Hazardous Atmosphere** – An atmosphere that may expose employees to the risk of death, incapacitation, impairment of ability to self-rescue, or acute illness from one or more of the following causes:

**Hot Work** – Work capable of providing an ignition source (e.g., welding, cutting, burning, and heating).

**Lockout/Tagout** – The placement of a lock and tag on an energy isolation device to ensure zero energy state.

**Permit-required Confined Space** – A space that is potentially hazardous. Permit- required confined spaces have the following characteristics:

1. Contain or have a potential to contain a hazardous atmosphere;
2. Contain a material that has the potential for engulfing an entrant;
3. Internally configured 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
4. Contain any other recognized or serious safety hazard (e.g., fall hazards; unguarded machinery; extreme heat or cold; steam pipes or chemical lines; electrical hazards; high dust levels).

**Non-Permit-required Confined Space** – A confined space that has been review by the SUNY Cortland EH&S Department and deemed not potentially hazardous.

**Physical Hazards** – Physical hazards include moving mechanical equipment, energized electrical conductors, heat, cold, in-flowing fluids, and finely divided solids.

**IV. Responsibilities**

**Authorized Entrants** – Authorized entrants are responsible for observing all safe work practices involving tasks and entry into confined spaces.

**Attendants** – Attendants are responsible for: 1) keeping track of entrants to confined spaces; 2) monitoring confined space safety; and 3) initiating emergency action plans if problems arise.

**Contractors** – Contractors are responsible for complying with requirements outlined in the OSHA Permit-required Confined Spaces standard and implementing safe work practices while in permit-required confined spaces.

**Facilities Equipment and Planning Director** – responsible for: 1) keeping a copy of the list of trained ASC attendants and authorized entrants; and 2) enforcing the requirements outlined in the program pertaining to department employees.

**Emergency Response Personnel** – Emergency response personnel will assist with or provide rescue services for incidents involving confined spaces.

**Employees** – ASC Employees must not enter confined spaces unless they are approved and have received confined space training. ASC Employees may not enter permit required spaces on the SUNY Cortland Campus.

**General Requirements**

Locations and/or identities of non-permit and permit confined spaces are summarized in Appendix A. Whereas, non-permit confined spaces are posted “Danger Confined Space (non-permit)”, permit-required confined spaces are posted “Danger Confined Space Entry by Permit Only”.

**VI. Non-permit Confined Spaces**

Non-permit confined spaces include areas such as fan rooms, drop ceilings, and certain crawl spaces. Locations and/or identities of non-permit confined spaces are summarized in Appendix A.

Most non-permit confined spaces have been evaluated by the SUNY Cortland EH&S Office and are posted “Danger Confined Space (non-permit)”. If an employee suspects that a non-posted space is potentially hazardous, the EH&S Office should be contacted prior to entry to perform a hazard assessment. Additionally, it is important to note that if the hazard level of a non-permit confined space increases, it might be necessary to reclassify the space to a permit-required confined space. In such instances, the hazard evaluation will be performed by the EH&S Office, and the space will be reclassified, if necessary.

Authorized entrants must not work alone in non-permit confined spaces. A trained ASC employee or trained SUNY Cortland employee should remain outside of a non-permit confined space while work is being performed within the space.

While most of the requirements for permit-required confined spaces do not pertain to non-permit confined spaces, employees must implement safe work practices commensurate with existing hazards (e.g., fall protection, hot work permit, lockout/tagout, personal protective equipment) when working in non-permit spaces.

**Non-permit Authorized Entrants’ Responsibilities**

A list of authorized entrants can be obtained from the Director of Facilities, Equipment and Planning.

Entrants are required to know the hazards that might be encountered during entry, including mode, signs or symptoms, and consequences of exposures. Entrants are also required to use equipment properly. While entrants are within a space, they are to communicate with the attendant in order for the attendant to monitor entry conditions and alert the entrants of the need to evacuate the space. Entrants should also alert the attendant when a sign or symptom of exposure to a dangerous situation is perceived and when a prohibited condition is detected.

Entrants are to evacuate a space immediately under any of the following conditions: 1) an order is issued by the attendant or supervisor; 2) entrants recognize any warning signs or symptoms of exposure to a dangerous situation; 3) entrants detect a prohibited condition; and 4) an evacuation order is issued.

**Non-permit Attendants’ Responsibilities**

Non-permit confined space training and other relevant safety training are required before employees are granted the authority to perform duties as attendants. A list of attendants can be obtained from the EH&S Office or ASC’s Director of Facilities Equipment and Planning.

Prior to entry, the attendant must: 1) assess and coordinate eliminating or controlling hazards that are within a space. Hazards that attendants should be aware of include: 1) electrical hazards; 2) flammable atmospheres; 3) unapproved materials and processes in the space; 4) tangling of hoses, cords and lifelines; and 5) hazardous liquids or gases that might leak into the space.

During entry, attendants must know the hazards that might be encountered, including: 1) mode, signs or symptoms, and consequences of exposure; and 2) behavioral effects of hazardous exposures. Attendants must also keep track of the identity and number of entrants entering and exiting the space.

Attendants are to remain outside of and monitor the space until relief is provided by another attendant. While the space is to be constantly monitored by the attendant during entry, attendants may perform other tasks that do not interfere with their primary duties. For example, an attendant can pass tools and equipment into and out of the space.

Attendants must maintain effective and continuous contact with entrants and alert entrants of the need to evacuate a space.

An order to evacuate a space should be issued under any of the following circumstances: 1) unsafe, hazardous or prohibited conditions are detected; 2) behavioral effects of hazard exposure are detected; 3) a situation outside of the space is detected that can endanger entrants; and 4) the attendants’ ability to effectively and safely perform duties is impaired or can no longer be performed.

For emergencies, attendants will: 1) summon emergency services by calling 911 or 2) perform non-entry rescue by using retrieval equipment, if necessary.

**VII. Signs and symptoms of exposure to a hazard**

If an attendant or entrant has symptoms of:

* Dizziness, Fainting or light headed ness
* Suddenly feeling tired
* Nauseous
* Burning eyes or skin
* Itching or sneezing
* Difficulty breathing
* Cool, clammy skin
* Face feels suddenly flush
* Difficulty focusing
* Difficulty in speaking, slurring words

 If there are signs of:

* smoke or fire
* flood or release of over a gallon of water
* release of a gas or liquid chemical

The entrant should immediately exit the confined space or the attendant should ask to the entrant to exit the confined space. If the entrant is unable to do so, the attendant is to call 911. The attendant is NOT to enter the confined space.

Appendix A – Inventory of Confined Spaces

*Created: October 8, 2013*

*Reviewed: October 8, 2013*

**Appendix A – Inventory of Confined Spaces SUNY CORTLAND(page 1)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Building/Area** | **Location** | **Description** | **Air Monitoring Required?** | **Permit Required?** |
| Alger | Sub-basement, Room B-5 | Back of room, pipe chase near ceiling. | Yes | Yes |
| Bishop | Basement | Door to pipe chase under north stairs. | Yes | Yes |
| Bishop | Basement  | Door to pipe chase under south stairs.  | Yes | Yes |
| Bishop | Basement Mechanical Room  | Crawl space in room to pipe chase. | Yes | Yes |
| Bishop | Basement, Room B20 | Double door to floor plumbing. | Yes | Yes |
| Bowers | Bowers I basement (Fan Room) | Filters across pipes through duct door. |  No | No |
| Bowers | Bowers I basement (Fan Room 12) | Fan #2 (entry within duct door). |  No | No |
| Bowers | Bowers I basement (Fan Room 12) | Condensate pit. |  No | No |
| Bowers | Bowers II, sub-basement | Mechanical Room, through duct door, near electrical vault. |  No | No |
| Brockway | Basement Mechanical Room  | Open pit. | No | No |
| Brockway | Basement Mechanical Room | Sump pit below open pit. | Yes | Yes |
| Cheney | Basement | Wall opening at the end of the hallway. | Yes | Yes |
| Cheney | Basement | Wall opening in the room on the right side of the hallway. | Yes | Yes |
| Cheney | Basement | Wall opening in the room on the left side of the hallway. | Yes | Yes |
| Cheney | Basement Mechanical Room (left of hallway) | Open pit. |  No | No |
| Cheney | Basement Mechanical Room (left of hallway) | Sump within open pit. | Yes | Yes |
| Commissary  | Above the coolers | In CP kitchen and cooler in the hallway with a door into CP  | No | Yes |
| Cooling Towers | Outdoors, south side of Moffett | Both cooling towers. | No | No |
| Cornish | Near break area with vending machines | Half-door left of vending machines. | No | No |
| DeGroat | Basement | Grey door at the end of the hallway. | Yes | Yes |
| DeGroat | Basement | Grey door in the room at the right of the hallway. | Yes | Yes |
| DeGroat | Basement | Grey door in the room at the left of the hallway. | Yes | Yes |
| DeGroat | Basement Mechanical Room | Open pit. | No  | No |
| DeGroat | Basement Mechanical Room | Sump pit within the open pit. | Yes | Yes |
| Dowd | Stage area | Elevator pit. | No  | No |
| Drop Ceilings | Campus-wide | Drop ceilings (Note: these areas are not posted). | No | No |
| Elevator Pits | Campus-wide | All elevator pits. | No | No |
| Fitzgerald | Basement | Access to crawl space from hatch doors. | Yes | Yes |
| Hayes | Basement | Door to the pipe chase under the north stairs.  | Yes | Yes |
| Hayes | Basement | Door to the pipe chase under the south stairs.  | Yes | Yes |
| Hayes | Basement, Room 8 | Double door to floor plumbing. | Yes | Yes |
| Heating Plant | Boilers | All access areas. | Yes | Yes |
| Hendrick | Basement | Door to south hallway. | Yes | Yes |
| Hendrick | Basement | Door to center hallway. | Yes | Yes |
| Hendrick | Basement | Door to north hallway. | Yes | Yes |
| Hendrick | Basement storage room | Door to floor plumbing. | Yes | Yes |
| Library | First floor ladies room | Plumbing behind wall. |  No | No |
| Library | Basement Mechanical Room | Pipe chase near the ceiling. | Yes | Yes |
| Library | Basement (AC access within door marked "staff only") | AC units 2 doors to plumbing. |  No | No |
| Manholes | Campus-wide | All manholes. | Yes | Yes |

**Appendix A – Inventory of Confined Spaces (page 2)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Building/Area** | **Location** | **Description** | **Air Monitoring Required?** | **Permit Required?** |
| Moffett | Across from Room 204 | Ladder to attic and walkway. | No | No |
| Moffett | Basement Mechanical Room | Sump pit. | Yes | Yes |
| Neubig | Basement Mechanical Room | Back of room near the ceiling pipe chase. | Yes | Yes |
| Neubig | 2nd Floor Kitchen | Above the coolers and freezers | No | No |
| Old Main | Sub-basement Mechanical Room | Tunnel. | Yes | Yes |
| Park Center | Mechanical Room | Under ice rink plumbing. | Yes | Yes |
| Park Center | Air handling Mechanical Room | Floor pit. | No | No |
| Park Center | Basement | Around the pool. | No | No |
| Park Center | Basement, northwest end | Sump pit. | Yes | Yes |
| Professional Studies Building | Grass area approximately 40 feet from the west entrance to bldg. | Header pit for glycol system. | Yes | Yes |
| Randall | Basement | Door to south hallway. | Yes | Yes |
| Randall | Basement | Door to center hallway. | Yes | Yes |
| Randall | Basement | Door to north hallway. | Yes | Yes |
| Service Group | Gasoline delivery area | Gasoline sump pit. | Yes | Yes |
| Service Group | Gasoline delivery area | Diesel sump pit. | Yes | Yes |
| Sewers | Campus-wide | All sewers. | Yes | Yes |
| Shea | Basement | Door to south hallway. | Yes | Yes |
| Shea | Basement | Door to center hallway. | Yes | Yes |
| Shea | Basement | Door to north hallway. | Yes | Yes |
| Shea | Basement | Door to floor plumbing. | Yes | Yes |
| Sperry | Basement | Pipe chase near the ceiling. | No  | No |
| Stairwells | Campus-wide | Crawl spaces. | No  | No |
| Studio West | Dock Area | Sump pit. | Yes | Yes |
| Van Hoesen  | Electrical Room near UPD (near electrical vault) | Dirt floor duct/drains.  |  No | No |
| Van Hoesen | Mechanical Room near UPD | Pit with railing. | Yes | Yes |
| Van Hoesen | Basement (adjacent to Room B2SB)  | Dirt floor near the electrical vault. |  No | No |
| Van Hoesen | Stairwell adjacent to UPD parking area | Inside stairwell leading to basement. | No | No |
| West Campus | Center yard within fenced area | Sewer pit. | Yes | Yes |
| West Campus #1 | Crawl space | Center plumbing closet. | Yes | Yes |
| West Campus #2 | Crawl space | Center plumbing closet. | Yes | Yes |
| West Campus #3 | Crawl space | Center plumbing closet. | Yes | Yes |
| West Campus #4 | Crawl space | Center plumbing closet. | Yes | Yes |
| West Campus #5 | Crawl space | Center plumbing closet. | Yes | Yes |
| West Campus #6 | Crawl space | Center plumbing closet. | Yes | Yes |
| West Campus #7 | Crawl space | Center plumbing closet. | Yes | Yes |
| West Campus #8 | Crawl space | Center plumbing closet. | Yes | Yes |
| West Campus #9 | Crawl space | Center plumbing closet. | Yes | Yes |
| West Campus #10 | Crawl space | Center plumbing closet. | Yes | Yes |
| West Campus #11 | Crawl space | Center plumbing closet. | Yes | Yes |
| West Campus #12 | Crawl space | Center plumbing closet. | Yes | Yes |
| West Campus #13 | Crawl space | Center plumbing closet. | Yes | Yes |
| West Campus #14 | Crawl space | Center plumbing closet. | Yes | Yes |
| West Campus #15 | Crawl space | Center plumbing closet. | Yes | Yes |
| Whitaker | Basement | Northeast stairwell to basement plumbing area. | No | No |
| Winchell | Basement Mop Room near ASC area | Condensate pit. | No | No |