

University of Alaska Anchorage	Section EHS/RMS
ADMINISTRATIVE SERVICES MANUAL	Statement 17
Policies and Procedures	Page 1 of 3
Title <i>CONFINED SPACE</i>	Effective Date 10/26/2017

Introduction

This policy applies to all UAA employees. UAA's general policy is that no employees enter permit required confined spaces. UAA employees at all UAA facilities must not perform tasks requiring confined space entry procedures and UAA management will hire contractors for this work. All contractors working in confined space must be qualified and have their own confined space entry safety policy. This information is included for your information.

Authority and Responsibilities

Managers and supervisors are responsible for implementing this policy within their work areas and for answering employee questions about confined spaces. Employees are responsible for understanding and following the requirements of this policy and for asking questions when direction is unclear. Employees are also responsible for only performing tasks which they were trained in and can perform safely.

*Authority and Responsibilities
("A&R") –
EHS/RMS*

University of Alaska Anchorage	Section EHS/RMS
ADMINISTRATIVE SERVICES MANUAL	Statement 17
Policies and Procedures	Page 2 of 3
Title <i>CONFINED SPACE</i>	Effective Date 10/26/2017

Taking training seriously and paying attention;
 Understanding the risks and hazards surrounding confined spaces;
 Following company policies surrounding confined spaces in the workplace;
 Not entering permit required confined spaces; and
 Using safe work practices.

*Confined Space
 Recognition and
 Work ("CSRW") -
 Definitions*

Key terms related to confined spaces are included below:

Authorized Entrant – A qualified contractor who is authorized by the employer to enter a permit required confined space.

Confined Space - A space that:

- 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 (for example, tanks, vessels, silos, storage bins, hoppers, vaults, and pits); and
- Is not designed for continuous employee occupancy.

Emergency - Any occurrence (including any failure of hazard control or monitoring equipment) or event internal or external to the permit space that could endanger entrants.

University of Alaska Anchorage	Section EHS/RMS
ADMINISTRATIVE SERVICES MANUAL	Statement 17
Policies and Procedures	Page 3 of 3
Title <i>CONFINED SPACE</i>	Effective Date 10/26/2017

Prior to entry, the qualified contractor shall complete the Permit Required Confined Space Entry Permit.

CSRW - Training Employees will be trained to:
 Identify and recognize confined spaces and associated hazards;
 Recognize confined space signage; and
 Understand why UAA employees do not enter confined spaces.

CSRW - Documentation Maintain the following documents for at least one year:
 Employee training records.

CSRW -