VCSU SAFE OPERATING PROCEDURES:  
Confined Spaces

Some VCSU employees are required to perform work duties in areas restricted of size, limited entry/exit room and other less than ideal conditions. Working in confined spaces can be a major safety hazard if the employee is not educated on the safety procedures of this working condition.

Facilities Services Supervisors and other related supervisors should educate their employees of these safe operating procedures.

Procedures:

Definitions

- **Confined Spaces**: areas on campus with these limitations:
  - Large enough for and employee to bodily enter and perform the necessary work.
  - Has restricted means for entry/exit - includes the following areas:
    - Tanks, vessels, steam tunnels, hoppers, storage bins, vaults, silos and pits.
  - Are not intended for extended employee occupancy.
- There are also confined spaces that may contain hazardous air quality or other similar characteristics. These spaces should be treated with caution and Personal Protective Equipment (PPE) may be required.

Training

Employees who are to work in confined spaces should be trained on the following:

- Procedures in the use and maintenance of the monitoring equipment.
- Use and application of respiratory equipment.
- Use and application of ventilation systems, fans or blowers.
- Use and application of fall protection.
- Lockout/Tag out procedures.

Authorized Entrant

Authorized entrants are the employees who will be entering the confined space and performing the necessary job tasks. These employees are responsible for:

- Knowing the hazards that they may encounter while performing the job task.
- Knowing the proper use of required equipment, including PPE, lighting equipment, ventilation, safety equipment and rescue/emergency equipment.

Attendants

Attendants are the employees who are stationed outside of the work space and who monitor the employee who is inside the confined space. These employees are responsible for:

- Knowing the hazards that may be encounter while performing the job task.
- Remaining outside the space until the entrant has safely exited the confined space.
- Communicating with the entrants throughout the task.
- Monitoring activities both inside and out of the space.
- Summoning rescue services, if needed.