


POLICY: RESTRICTED SPACE ACCESS POLICY			NUMBER: S-30
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PREPARED BY: Facilities Management (FM)	AUTHORIZED BY  Lynn Logan	CLASSIFICATION: Safety Policy	EFFECTIVE: July 1, 2015
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Certain areas of the University require additional work planning due to potential health & safety risks; these may be remote or with limited egress. This document sets out the policy for the application of a procedural permit to Work in Restricted Access areas within the University.

DEFINITIONS

1. Restricted Space – may be a mechanical, electrical, telecommunications, elevator, or custodial room, ceiling space, roof, chase/riser area, utility tunnel, or other area assessed to be a restricted access area due to the nature of its location, design, or limited egress.
2. Authorized Personnel - University personnel who have been trained on applicable workplace hazards and who have direct involvement with the installation, construction, operation and maintenance of the equipment and systems and/or use of the materials contained within restricted areas. Such personnel include individuals from FM Operations, Facilities Development & Engineering, Information Technology Services, Campus Community Police Services, and individuals designated by other departments under the provisions of this policy.

PURPOSE

The purpose of this policy is to ensure that employees working in Restricted Areas identify the hazards to which they may be exposed.

POLICY

1. Access to restricted areas shall be limited to authorized personnel.
2. Unauthorized personnel may not access or use any restricted area for any purpose unless such entry / usage is approved by supervisor, and coordinated, implemented, and maintained by authorized personnel.

PROCEDURE

1. Prior to performing any work in Restricted Spaces, two workers, one Entrant, and one Attendant, must review Restricted Space work plan with their supervisor.
2. A Restricted Access Record form must be completed by the workers and approved by the supervisor.
3. The Attendant will monitor the health and safety of the Entrant, and will remain at the Restricted Access Space for the duration of the work and until the Entrant exits the space.
4. On completion, return equipment and Restricted Space Access Form to the Tool Crib.