



**CONFINED SPACES ACCESS POLICY**

**Responsible Official:** Chief Operations  
Officer

**Responsible Office:** Environmental Health and  
Safety

**Policy Purpose**

This policy specifies the safety requirements, practices, and procedures developed by East Tennessee State University (ETSU or University) to implement the Tennessee Occupational Safety and Health Administration (TOSHA) Confined Spaces standard safeguarding ETSU employees, contractors, and students from the hazards of working in or entering into Confined Spaces on campus.

**Policy Statement**

ETSU is committed to providing a safe and healthy work environment for all members of the campus community by systematically identifying, evaluating, and classifying Confined Spaces on University premises, and by governing and controlling access to them.

I. Identification and Assessment:

- A. The Office of Environmental Health and Safety (EHS) will regularly conduct surveys to identify all Confined Spaces within the university premises.
- B. Entry supervisors will collaborate with EHS to ensure risk assessments of each Confined Space are conducted and hazards are well-understood.

II. Access Control:

- A. Before entry into an area known or suspected to be a Confined Space the entry supervisor shall contact EHS and complete the Confined Space entry permit.
- B. EHS is responsible for implementing lockout and tagout systems, when necessary, and ensuring that Confined Spaces are adequately secured against unauthorized access.
- C. Entry supervisors will ensure that only trained and authorized individuals access Confined Spaces under their watch.

III. Training:

- A. EHS will develop and implement the Confined Spaces training curriculum and ensure its continual update to comply with TOSHA standards and reflect best practices.
- B. Entry supervisors will coordinate with EHS to ensure all staff entrants under their domain

- have undergone the necessary training before accessing Confined Spaces.
- C. Certified outside contractors are responsible for implementing their own training regimen in compliance with TOSHA standards.

IV. Equipment:

- A. Facilities Management will procure and provide essential safety equipment. They are also tasked with scheduling equipment inspections and maintenance.
- B. Authorized entrants must always use provided equipment and required monitoring instruments and report any malfunction to Facilities Management promptly.
- C. All electrical tools and lighting used in Confined Spaces must be of low voltage design (battery operated) or used with a ground fault circuit interrupter, and may be subject to additional safety requirements.

V. Emergency Procedures:

- A. EHS will develop overarching emergency procedures prior to Confined Space entry and communicate these protocols to all departments.
- B. Entry supervisors will ensure that emergency procedures are followed strictly.

VI. Documentation and Record Keeping:

- A. EHS is responsible for maintaining a centralized system of logs for all Confined Space entries and equipment checks.
- B. Entry supervisors will ensure incident reports from their areas, including accidents or near-misses, are promptly documented and submitted to the EHS for review.

EHS will spearhead regular reviews of this policy to ensure optimal performance and adherence.

Authority: TCA § 49-8-203; OSHA/TOSHA Confined Space Standard 29 CFR 1910.146.

Previous Policy: 700.3 Confined Spaces

### **Defined Terms**

*A defined term has a special meaning within the context of this policy.*

Terms should be listed in alphabetical order.

**CONFINED SPACE(S):** Any space that is large enough for a worker to enter and perform work, has limited means of entry or exit, and is not designed for continuous occupancy. Confined spaces can include tanks, silos, vaults, pipelines, and more.

## Policy History

### Effective Date

- a. Initial: 11/13/23
- b. Revised:

## Procedure

[Procedural requirements, Confined Space Entry Permit \(CSEP\), and comprehensive technical information.](#)

Anyone having questions may contact the Office of Environmental Health and Safety (423) 439-7784.

## Procedure History

### Effective Date

- a. Initial: 2005
- b. Revised: 11/13/23

## Related Form(s)/Policies

[Hazardous Energy \(Lockout/Tagout\)](#)

## Scope and Applicability

Primary: INSERT CATEGORY

Secondary: INSERT CATEGORY