

## Emergency Rescue Services Notification Procedure for Confined Space Entry

**Purpose:** Ensuring the safety of UMaine employees through complying with OSHA permit-required confined space regulations by ascertaining that rescue services are available to UMaine employees while working in permit-required confined spaces.

**Scope:** This procedure applies to all employees at the UMaine Orono campus.

**Reference:** OSHA 29 CFR 1910.146; UMaine Confined Space Program; and, UMPS Permit-Required Confined Space Entry Notification Check List.

### Definitions:

**Attendant** is the person who remains outside of the confined space and in communication with both UMPS and the people inside the confined space to ensure the safety of the employees.

**Confined Space** is any space that is large enough and so configured that an employee can bodily enter and perform assigned work, has limited or restricted means of entry or exit (e.g. tanks, vessels, silos, storage bins, hoppers, vaults, and pits.), and is not designed for continuous employee occupancy.

**Confined Space Entry** means either the passing into a confined space or the ensuing work activities that take place within the confined space.

**Confined Space Entry Request** is relayed to Public Safety when University employees will enter and/ or perform work within a permit-required confined space at the UMaine Orono Campus.

**Penobscot Regional Communications Center (PRCC)** The Dispatch Center used by Orono and Old Town rescue services.

**Permit-Required Confined Space** is a confined space that contains a serious safety or health hazard.

**Public Safety Communication Coordinator (PSCC)** is the UMaine Public Safety employee responsible for answering the 911 calls and communicating on the radio.

**Supervisor** is the person who is responsible for the crew performing the confined space entry.

**University of Maine Public Safety (UMPS)**

**Instructions:** Before an entry can be made into a permit-required confined space, rescue services must be available. UMaine Public Safety plays a vital role communicating the availability of services to the confined space entrants and summoning emergency services as needed. The attendant

stationed at the permit-required confined space entry site also plays a vital role in ensuring the safety of those that enter the confined space.

### **UMaine Public Safety Confined Space Entry Notification Procedure**

- The PSCC will receive information and complete the check list from the supervisor and/or attendant requesting to enter a confined space.
- If two manholes are connected as in a video-cam/video snake task, please indicate on the numbered line on the form and thoroughly discuss this entry procedure with Public Safety.  
**Note: Contact information for the attendant is critical and required in order to activate the Confined Space Permit.**
- The PSCC will then relay that information to the appropriate fire department to determine if rescue services are available. (The determination of the availability and **jurisdiction** will be made by the shift command officer at the respective Fire Department).
- The communicator will then relay the availability information to the person(s) requesting confined space entry.
  - If Rescue Service is unavailable then UMaine employees shall not enter a permit-required confined space.
  - If rescue is available, the PCSS will fax a copy of the form to the appropriate fire department **and Safety and Environmental Management.**
- If the PCSS receives notice that rescue services have become unavailable they must be immediately notify all attendant(s) to terminate all confine space entry(s).
- When the confined space entry is completed the PCSS will be informed and they will communicate this to the appropriate fire department, and if a Facilities Management (FM) entry, fax a copy of the completed form to FM. **SEM will receive copies of completed FM and Non-FM entries.**

#### **Attendant Procedure:**

- Do not allow entry into any confined space until notification by UMaine PS indicates that rescue services are available.
- Maintain communications with both UMPS and the employees performing the confined space entry.
- The attendant ensures the safety of the Employees who enter confined spaces. Upon being notified by UMaine PS that rescue Services are unavailable immediately terminate the confined space entry and ensure that all employees exit the confined space. If an emergency arises immediately inform UMaine PS and only provide rescue services per training from **outside** of the confined space.
- Notify UMaine PS when confined space entry is terminated.

**Training:** All UMPS communicators and confined space supervisors and attendants are required to be trained on their procedures for Emergency/Rescue Services notification.

**Records:** Records of training will be maintained by the department in which the trainees are employed. Records of confined space notifications will be maintained by SEM for a minimum of one year.

**Audits:** Periodically each department shall conduct an audit of this procedure. SEM shall conduct an annual audit of this procedure, completed activity files and other program components.