WEST VIRGINIA UNIVERSITY
OFFICE OF ENVIRONMENTAL HEALTH AND SAFETY
UTILITY TUNNEL ENTRY PERMIT

The West Virginia University Utility Tunnel System presents a unique situation in regards to confined space entry procedures. It is difficult to define the entire system as a confined space and it is equally difficult to identify specific areas or passages as confined spaces. In addition, normal confined space entry procedures are both impractical and do little to protect the health and safety of employees entering the University's utility tunnel system. However, authorization and procedures must be established for the safety of those employees who must enter these types of spaces.

SCOPE:

University Employees

- This Utility Tunnel Entry Permit must be followed by any WVU employee who will enter the Utility Tunnel System for any purpose.

- WVU employees must follow the elements of the Permit Required Confined Space program if outside hazards are introduced or if existing hazards warrant additional safety precautions.

Outside Entities

- To gain entry approval, outside entities shall contact the appropriate Project Manager or the Facilities Management Plumbing Shop (304-293-8125).

- The entry of any outside entity/contractor shall adhere to or exceed the requirements of the *WVU Utility Tunnel Entry Permit.*

- A Permit Required Confined Space Program is required if outside hazards are introduced or if existing hazards warrant additional safety precautions.

Environmental Health and Safety
PO Box 6551
One Waterfront Place
Morgantown, WV 26506-6551

TUNNEL ENTRY PERMIT INFORMATION

The employee's immediate supervisor shall be notified prior to any entry.

The employees and their supervisor shall discuss the nature and sequence of task(s) to be performed and the types of hazards that may be encountered.

Each group (2 or more entrants) must carry, at a minimum, a four-gas personal oxygen monitor. The monitor must operate at all times while inside the tunnel.

The attendant shall have in their possession the emergency number for the Morgantown Fire Department **(9-911 WVU Internal Phone or 911 from cell phone or external phone).**

Environmental Health & Safety **(304-293-3795)** will be contacted prior to and at the completion of tunnel entries.

A copy of the completed tunnel permit shall be forwarded to EH&S for tracking purposes.

Reason for Entry:	
Location:	
Supervisor:	
Potential Hazards	
Entrants: (Minimum of 2 entrants required)	
Attendant: (Shall monitor entry and progress of activities)	
Lighting Provided: (Sufficient Lighting shall be provided and utilized for entry and work)	
Communications Provided: (Viable communications between the attendant and the entrants shall be maintained)	

Date:		Time In:		Time Out:	