

EASTERN MICHIGAN UNIVERSITY™

PHYSICAL PLANT OPERATIONAL & MAINTENANCE ADMINISTRATIVE PROCEDURE

Section	Subject	Effective date	Procedure Number
Administration	Tunnel Access	August 2018	A-02B

Purpose

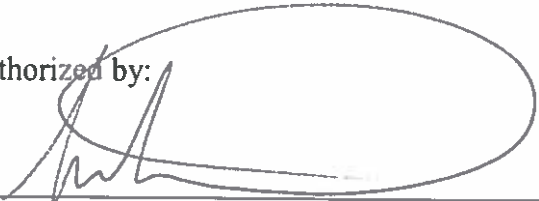
To define the access procedure of Eastern Michigan University's utility tunnels to help minimize the risk to the safety and security of the assets of Eastern Michigan University.

Procedure

1. Tunnel access must be pre-approved and supervised by Physical Plant management. Access to restricted areas shall be limited to authorized personnel only. Keys which will provide tunnel access will not be issued to Contractors or Sub Contractors without approval by Physical Plant Manager, Project Manager or Director.
2. All personnel – Working in the University's utility tunnels must be trained regarding tunnel safety, security protocol, MIOSHA, confined space and hot work procedures. Supervisors will ensure all proper protective equipment (PPE) is utilized while workers are in the tunnel system.
3. Any alteration or project of any type must be pre-approved by Physical Plant Manager, Project Manager or Director.
4. Contractor – Supervisors will ensure they know the locations of their workers and work parties within the tunnels, by point of reference (POR), the names of the workers in the group, the length of time expected to be in the tunnel, tunnel entry and exit locations, and the work to be performed in the tunnel.
5. At the end of an employee's shift, the Contractor Supervisors will get positive confirmation of safe exit from the tunnels from each of their workers working in the tunnels that shift.

6. Contractor Supervisors will ensure permit required confined space and hot work procedures are followed when required.
7. Security – Tunnel entrance points are to be secured at all times. Hatches are to be secured during breaks or at the end of the shift. Immediately report any safety or security issues to Physical Plant Management, medical emergency contact DPS @ (734)-487-1222.

Authorized by:



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