

PROCEDURE

Effective Date: July 12, 2016

Approved By: Director, Environmental Health & Safety

Authority: POL-U5950.02

PRO-U5950.02B CONFINED SPACE – EHS CALL-OUTAction by:Action:Facilities
Management (FM)
Employee1. **Determines** need for a confined space entry permit before entering the confined space.2. **Performs** a call-out to EHS for confined space monitoring and issuance of a confined space permit.2a. If during business hours FM employee **contacts** EHS safety professionals via radio or phone.2b. If after business hours, FM employee **contacts** UPD dispatch to initiate EHS call-out.

UPD Dispatcher

3. Upon receiving a request for an EHS call-out for confined space monitoring, **calls** EHS personnel as per “EHS Emergency Contact Information” document.

EHS Staff

4. **Performs** confined space monitoring and issues permit accordingly.

FM Employee

5. **Follows** standard reporting protocols to Work Control and University Dispatch prior to and upon exiting confined space