



## Confined Spaces

A confined space is any enclosed or partially enclosed space large enough to enter and perform work, with restricted means of entry or exit, that is not designed or intended for continuous occupancy. Some examples of confined spaces at Northwestern include manholes, tunnels, tanks, boilers, vaults, attics, crawl spaces, and ventilation ducts. Additionally, many confined spaces can have limited ventilation, toxic atmospheres or other hazards such as pressurized steam, water, electricity etc., that require additional isolation or de-energization measures prior to entering a confined space.

The Office of Risk Management has Confined Space and Control of Hazardous Energy (Lockout Tagout) Programs to provide guidance on how you, your colleagues and contractors can remain safe while working in confined spaces. Below are certain highlights to the programs:

### Confined Space Program Highlights

- Provide definitions of permit and non-permit required confined spaces.
- List responsibilities of entrants, supervisors and attendants.
- Written Safe Operating Procedures (SOPs) are required for all permit-required confined space entries.
- A confined space checklist to ensure Northwestern and contractor requirements are met when contractors are performing work in confined spaces.
- References to the Control of Hazardous Energy (LOTO) Program when isolating or de-energizing hazards (such as steam, water, electricity) in confined spaces.
- Provide guidance on requirements when working on or near live utilities.
- Confined space assessment form – section F: Other Hazards include pressurized steam/condensate and section L: informs confined space entrants that energy isolation may be required prior to entry if any of sections C - F are checked.

### Control of Hazardous Energy Highlights

- Lists responsibilities of authorized employees.
- Lists the steps and requirements of LOTO, including removing locks and tags, group LOTO requirements and periodic inspections.
- Recordkeeping requirements.

### Other information and how it affects you?

In addition to our programs and to ensure compliance with, the Office of Risk Management and Facilities employees will:

- Re-assess all of our confined spaces on the Chicago and Evanston Campuses, starting with Evanston steam vaults.
- Further develop written lockout tagout procedures specific for all equipment and machinery, starting with steam vaults.
- All Facilities team members that perform work in confined spaces will re-attend confined space re-training.
- As you are aware, non-compliance with this program or any safety procedure is subject to disciplinary action per Northwestern's [Staff Handbook](#) and [Environmental Health and Safety Policy](#)

### If we prepare for the unexpected, we're all protected!

Prior to entering any confined space follow the steps below: