



SOP No	1.012
Effective Date	10.01.2013
Revision Date	
Approval Date	08.2013

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## MANHOLE PROCEDURES

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### **1 PURPOSE**

1.01 This procedure establishes guidelines for entering Steam and Chilled Water or Electrical Manholes.

### **2 EXPECTATIONS**

2.01 All entrants into campus manholes shall comply with the Campus Injury and Illness Prevention Plan in the course of performing their work including compliance with the campus Electrical Safety Program and Confined Space Entry Program.

### **3 RESPONSIBILITIES**

3.01 Managers shall assure all employees have received necessary training on Confined Space Awareness including Entrant, Attendant and Supervisor safety training.

3.02 Employees shall be responsible for their personal safety and the safety of peers in the performance of their work on campus and comply with all safety precautions.

3.03 Managers and Bargaining Unit Supervisors shall complete the Confined Space Entry Form and Confined Space Atmosphere Testing Data Sheet and shall submit these forms to the Director.

### **4 PROCEDURES**

4.01 All entrants into a Manhole must be confined space trained/certified, and medically cleared for such tasks.

4.02 Prior to entering a confined space the Supervisor must contact the EH&S Director and gain the appropriate Manhole Entry Permit.

4.03 A minimum of two persons and a Bargaining Unit Supervisor is required prior to entering any manhole. Each MEP trade Bargaining Unit Supervisor and Manager can be a Confined Space Entry Supervisor. The Manager or Bargaining Unit Supervisor shall be responsible for completion and sign off the Confined Space Entry Form. One person shall be the Attendant and will be continuously stationed outside of and adjacent to the manhole to monitor all safety equipment and for communication. One person shall be the Entrant into the Manhole.

4.04 Be aware that asbestos insulation materials may be found in various manholes throughout campus. Do not attempt to disturb or remove such materials without proper training and protection. If in doubt as to the composition of any insulation, contact your Bargaining Unit Supervisor.



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4.05 EQUIPMENT REQUIRED:

- Confined Spaces Atmosphere Testing Data Sheet
- Portable gas monitor
- Portable ventilation blower and flexible duct
- Hard-hats
- Two way radio

4.06 After opening the manhole cover, Attendant will lower the portable gas monitor probe down into the space. Record the date, time and person performing the testing. Check for levels of hazardous gases. If none are present, proceed to the next step. If gases are detected, notify the Entry Supervisor immediately.

4.07 **DO NOT ENTER THE MANHOLE IF HAZARDOUS GASES ARE PRESENT!**

4.08 When practical, set up portable blower, lower outlet hose into manhole and ventilate for at least five minutes while continuing to monitor for gases. If at any point hazardous gases are detected, notify the Entry Supervisor immediately.

4.09 While Entrant persons don hard-hats and enter the manhole, the Attendant will continue to observe for hazardous gases and the percentage of oxygen. Should the Attendant detect hazardous gases, a lack of oxygen, a failure of ventilating equipment or other safety concerns, all Entrants must evacuate the manhole immediately. The Attendant monitoring will be responsible maintaining verbal contact with the Entrants at all times.

4.10 Should the Entrants in the manhole be injured or unable to respond to verbal contact, the Attendant will contact Public Safety via the dispatch center immediately.

4.11 **DO NOT ATTEMPT TO ENTER THE MANHOLE FOR RESCUE.**