



Utility Tunnel Entry Safety Briefing

A. To enter the University of Oregon Utility Tunnel System the following requirements must be met:

1. Minimum of two people entering & working together. No smoking or eating (water/hydration drink recommended).
2. Notify Central Power Station (CPS) Control Room prior to entering & provide them with the following information:
 - a. Full name of Entrants.
 - b. UO Department or Outside Employer name.
 - c. UO Department or Outside Employer telephone number.
 - d. Radio number, as the communication device Entrants are carrying.
 - e. Time of entry.
 - f. Estimated time of exit.
 - g. Point of entry.
 - h. Area of work.
 - i. Reason for entry.
3. Have appropriate & required Personal Protective Equipment (PPE).
4. Understand that you **must** notify CPS Control Room when exiting the Tunnel System.
5. Received approved Tunnel Safety Training.
6. Upon exiting, return Tunnel Key to the CPS Control Room.

B. Potential Tunnel Hazards

- Asbestos – Some pipes are covered with asbestos insulation & must not be disturbed. If friable asbestos is observed, or asbestos encapsulation is in disrepair; report this to CPS Control Room upon exiting Tunnel.
- Compressed Air – Do not disturb lines.
- Electrical Distribution Lines – 12,470 volt lines run through the Tunnel System. Do not disturb. Report all cases of visible damage to these electrical distribution lines.
- E-Vaults – Do not enter unless approved by CPS Control Room & appropriately trained on high voltage.
- Flooding – Areas of the Tunnel have been known to flood. In times of high water or leaks, consult with CPS Control Room during your entry check-in.
- Heat – In some areas the Tunnel temperature is over 100 degree F. Dress accordingly and, if an extended period of time is expected in the Tunnel System, drink plenty of water & take frequent breaks out of the heat.
- Natural Gas Lines – Be aware that natural gas lines may run in some sections of the Tunnel. Should you smell the “rotten egg” odor of natural gas, immediately exit the Tunnel & IMMEDIATELY notify the CPS Control Room.
- Potential Hazardous Atmosphere – When conducting any welding, cutting or brazing, your Supervisor must specifically sign off that the work does not require a Confined Space Entry Permit process & you must at a minimum provide ventilation with fan or blower to mitigate the hazard.
- Sanitation Issues – On occasion, the Tunnel System may have rodent or insect infestations. In addition, sewage leaks may leak into the Tunnel System. If you observe these problems, it is important to report your observations to CPS Control Room. It is also important to wash your hands & face upon exiting the Tunnel System.
- Steam Lines – 60 Pounds per Square Inch Steam lines at 300 degree F run through the Tunnel System. Do not disturb. Take care not to touch hot steam line pipes. Report any degradation or damage to the insulation around these steam lines.
- Tight Spaces – Pipes and other obstacles cross the floor & hang low overhead. Be prepared for trip hazards, crawling over pipes & ducking under pipes.



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C. Confined Spaces

The Tunnel System is considered a Confined Space. While it is specifically NOT a Permit-Required Confined Space entry, when work in the Tunnel System could create:

- Any potential atmospheric hazards,
- Potential for entrapment,
- A safety or health hazard & the hazard(s) cannot be declassified in an attempt to make the space safe,

Then the work area will then be reclassified as a Permit-Required Confined Space & Permit-Required Confined Space Safety Program procedure must be followed. If the hazards can be mitigated then the Confined Space can be reclassified as a non-Permit-Required Confined Space & general Utility Tunnel Safety Program procedures must be followed.

In addition, should the scope of work change such that environmental and safety hazards COULD be adversely impacted, once in the Tunnel, the Entrant must stop work, exit the space & have the work evaluated by the Employee’s Supervisor for University Employees prior to beginning the task. Should the Entrant be an Outside Contractor, they must do this through their own company’s Confined Space Safety Program. Should the Contractor’s work meet the criteria for a Permit-Required Confined Space as noted above, then Permit-Required Confined Space entry procedures must be followed.

*Will your work create a Permit-Required Confined Space requiring a permit? **YES / NO** (circle one)

D. Required Tunnel Entry Equipment

The following PPE and other equipment are required for tunnel entry:

1. Head Protection (e.g. hard hat).
2. Emergency light (e.g. flash light).
3. Appropriate clothing for the work that will be performed which must include long pants, long-sleeved shirts, & shoes appropriate for area transiting & work being performed. No opened-toed shoes are allowed.
4. A radio compatible with UO system.
5. Other appropriate equipment related to safety (e.g. Lockout/Tagout locks, etc.).

E. Compliance Issues

- Failure to check out of the Utility Tunnel System may warrant a search to be conducted.
- Failure to comply with Utility Tunnel entry safety issues, including returning the key upon exiting, failing to check in or out of the Utility Tunnel System, or failing to use required Tunnel entry equipment, could lead to the following:
 - Charges to my index/company for expenses due to search activities
 - Disciplinary action
 - Revocation of my authorization for future tunnel entry

I have read the above material & understand the requirements for tunnel entry & the hazards that Tunnel entry may pose. I understand the Compliance Issues related to Utility Tunnel entry.

_____	_____	_____
Print Trainee Name	Department/Employer	Date

_____	_____	_____
<i>Signature of Trainee</i>		

_____	_____	_____
Print Trainer Name	<i>Signature of Trainer</i>	Date