



STANDARD OPERATING GUIDELINE SOP-CS-0001 OUTSIDE CONTRACTOR'S RESPONSIBILITY RELATED TO CONFINED SPACES

PURPOSE & APPLICABILITY

The purpose of this Standard Operation Guideline (SOG) is to establish a uniform procedure for outside contractor has to provide accurate and timely submittals to the University of Vermont related to confined space entry. In addition, this SOG establishes the procedure for the University Vermont (UVM), as the “host employer”, to share information about the confined space to be entered with the “controlling contractor”, pursuant with the OSHA Standard 1926 Subpart AA (Confined Spaces in Construction). In order to access the confined space information on the UVM Training & Compliance Office (TCO) website, UVM Project Managers must first complete the “Confined Space Awareness Training” offered by TCO.

It should be noted that the following guidelines do not relieve outside contractors of their duty to comply with any OSHA regulations or the health and safety expectations outlined in the UVM Contractor Safety Handbook. **It should also be noted that the UVM Confined Space Rescue Team may not be listed as the designated rescue/emergency service provider.** The designated rescue/emergency provider must be notified prior to entry and agree to provide rescue/emergency services pursuant to the OSHA standard 1926 Subpart AA Section 1926.1211 (Rescue and Emergency Services).

PROCEDURE

1. At the time of project award (or at a minimum of seven days prior to entry) the outside contractor must provide the UVM Project Manager with a list of confined spaces that are anticipated to be entered.
2. Upon receiving the list of confined spaces to be entered by the outside contractor, the UVM Project Manager shall provide (via electronic mail, with a copy of the email going to tco@uvm.edu) the outside contractor with available UVM information on the specific confined space(s) to be entered. The outside contractor shall provide 7 day's notice prior to entry into a confined space. The available confined space information can be found on the TCO website.
3. One hour prior to the confined space entry, the outside contractor shall contact UVM Service Operations Support (SOS) at 656-2560 and notify SOS of the confined space number and location that will be entered.
4. Upon completion of the confined space entry, the outside contractor shall contact UVM Service Operations Support at 656-2560 and notify SOS that the entry has been completed.