

**3359-47-05 Tunnel system policy.**

- (A) All access to the tunnel system is prohibited unless such access is made pursuant to the terms of this policy. For purposes of this policy, the following definitions apply:
- (1) "Confined space entry" shall mean areas not designed to be continually occupied by human beings located either above or below ground, having poor ventilation and other hazards which are potentially dangerous and cause a threat to human life.
  - (2) "Authorized personnel" are persons who have been approved by the director of physical facilities and the director of the department of environmental and occupational health and safety for access to the tunnel system.
  - (3) "Restricted" means authorized personnel only.
  - (4) "Secured" shall mean a facility or confined space entry which shall be locked, off-keyed, and notice posted that it is dangerous and poses a potential risk of harm or threat to human life.
  - (5) "Dispatch" shall mean the physical facilities operation center (PFOC) or the university police on their currently assigned radio frequency.
  - (6) "Outside contractor" shall mean an independent company, corporation, or individual not employed by the university with whom the university enters into an agreement to perform construction or other services on behalf of the university and who has been approved by the university office of contract compliance.
- (B) No person shall enter the tunnel system unless he or she has been authorized. Only authorized personnel shall enter for the purpose of work and inspections. Such authorized personnel shall, prior to entry, meet the following requirements:
- (1) Notify dispatch on both entry and exit from the tunnel system.
  - (2) Have knowledge of the layout of the tunnel system and exits.
    - (a) Such authorized personnel shall have proof of the receipt of the written layout of the tunnel system.
  - (3) Such authorized personnel shall be equipped with a radio capable of transmission from the tunnel system to dispatch.
    - (a) Each pair of employees shall never be more than thirty feet apart to allow for emergency communication.
    - (b) The radio(s) must be checked outside the tunnel system before entrance and then again at the work location before work begins.

- (c) Outside contractors must provide radios for their employees capable of communication with their company dispatch or persons outside of the tunnel system. If outside contractors are not equipped with a radio system, other arrangements must be made with the requesting university department to supply the required communication for their employees.
- (4) All authorized personnel shall be notified of the presence of asbestos, high temperature steam, electrical hazards, and physical hazards. All authorized personnel working in the tunnel system shall be trained in confined space entry and basic operation and maintenance procedures for asbestos.
- (C) All entries and exits from the tunnel system shall be clearly marked and identified. They shall be open and free for immediate use, especially in the area where work is being performed. If work is being performed by a crew of university personnel or outside contractors, an individual specified in the permit shall be responsible for checking emergency entries and exits before work begins and securing the exits after work is completed.
- (D) Outside contractors and their personnel shall be given a copy of this policy. They are responsible for all terms and requirements contained herein  
  
In addition to the terms and requirements set forth herein, each employee of an outside contractor shall provide proof that he or she has received training as mandated by the Ohio industrial commission pursuant to the Ohio Revised Code and the occupational safety and health administration (OSHA).
- (E) Prior to any cutting or welding in the tunnel system, notice shall be given to the director of the department of environmental and occupational health and safety and to the director of physical facilities. Such notice, if possible, shall be given at the time that an individual requests a permit for entry into the tunnel system. Notwithstanding the foregoing, written notice shall be given prior to beginning any cutting or welding in the tunnel system.
  - (1) There shall be full compliance with cutting and welding regulations. Supplemental ventilation shall be provided where necessary.
  - (2) Persons engaged in any cutting and welding operations may be instructed to use additional personal protection equipment and to follow special requirements to preserve the safety and health of workers and environmental conditions of our properties.
- (F) No area of the tunnel system shall be occupied or utilized as an office space or recreation area for employees. There shall be no storage of any kind in the tunnel system.
- (G) Smoking in the tunnel system is prohibited.

- (H) The tunnel system shall be inspected by the department of environmental and occupational health and safety at least once every three months and substantiated by a written report of findings.
- (1) Any person working or inspecting the tunnel system shall immediately report odors, leaks, storage, physical damage, or any hazard or unusual condition discovered or observed to his or her supervisor and the department of environmental and occupational health and safety.
- (2) Any person working in the tunnel who becomes aware of any hazard or condition believed to pose a threat of serious immediate harm or death shall report such hazard to (in addition to his or her immediate supervisor and the department of environmental and occupational health and safety) dispatch and the university police department.
- (a) Each of the entities specified herein shall require all persons to exit the tunnel system and shall take reasonable actions to stop others from entering the tunnel system.
- (I) Any person discovered in the tunnel system without prior approval shall be subject to discipline in accordance with university procedures if such individual is a student or employee. Such discipline may include suspension or dismissal and may include termination in the case of university employees. Any person discovered in the tunnel system without prior approval may be referred for arrest and criminal prosecution.

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Secretary  
Board of Trustees

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