

**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.



- (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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Certification:

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Secretary  
Board of Trustees

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