



EAST TENNESSEE STATE
U N I V E R S I T Y

Confined Spaces Access Policy

Policy Name: Security Camera Policy

Policy Purpose

This policy specifies the safety requirements, practices, and procedures developed by East Tennessee State University (ETSU or University) to implement the Tennessee Occupational Safety and Health Administration (TOSHA) Confined Spaces standard safeguarding ETSU employees, contractors, and students from the hazards of working in or entering into Confined Spaces on campus.

Applicability

This policy applies to all ETSU employees, students, visitors, and third-party vendors.

Responsible Official, Office, and Interpretation

The Director of Environmental Health and Safety is responsible for the review and revision of this policy. For questions about this policy, please contact the ETSU Office of Environmental Health and Safety. The Chief Operations Officer in consultation with the Office of University Counsel, has the final authority to interpret this policy.

Defined Terms

A defined term has a specific meaning within the context of this policy.

Confined Space(s)

Any space that is large enough for a worker to enter into and perform work, has limited means of entry or exit, and is not designed for continuous occupancy. Confined Spaces can include tanks, silos, vaults, pipelines, and more.

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ETSU is committed to providing a safe and healthy work environment for all members of the campus community by systematically identifying, evaluating, and classifying Confined Spaces on University premises, and by governing and controlling access to them. The Office of Environmental Health and Safety will spearhead regular reviews of this policy to ensure optimal performance and adherence.

1. Identification and Assessment

- 1.1. The Office of Environmental Health and Safety (EHS) will regularly conduct surveys to identify all Confined Spaces within the university premises.
- 1.2. Entry supervisors will collaborate with EHS to ensure risk assessments of each Confined Space are conducted and hazards are well-understood. The safety and security of individuals, equipment, and facilities.

2. Access Control

Security camera use on campus for non-instructional purposes is considered inappropriate when:

- 2.1. Before entry into an area known or suspected to be a Confined Space the entry supervisor shall contact EHS and complete the Confined Space entry permit.
- 2.2. EHS is responsible for implementing lockout and tagout systems, when necessary, and ensuring that Confined Spaces are adequately secured against unauthorized access.
- 2.3. Entry supervisors will ensure that only trained and authorized individuals access Confined Spaces under their watch.

3. Training

- 3.1. EHS will develop and implement the Confined Spaces training curriculum and ensure its continual update to comply with TOSHA standards and reflect best practices.
- 3.2. Entry supervisors will coordinate with EHS to ensure all staff entrants under their domain have undergone the necessary training before accessing Confined Spaces.
- 3.3. Certified outside contractors are responsible for implementing their own training regimen in compliance with TOSHA standards.

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4. Equipment

- 4.1. Facilities Management will procure and provide essential safety equipment. They are also tasked with scheduling equipment inspections and maintenance.
- 4.2. Authorized entrants must always use provided equipment and required monitoring instruments and report any malfunction to Facilities Management promptly.
- 4.3. All electrical tools and lighting used in Confined Spaces must be of low voltage design (battery operated) or used with a ground fault circuit interrupter, and may be subject to additional safety requirements.

5. Emergency Procedures

- 5.1. EHS will develop overarching emergency procedures prior to Confined Space entry and communicate these protocols to all departments.
- 5.2. Entry supervisors will ensure that emergency procedures are followed strictly.

6. Documentation and Record Keeping

- 6.1. EHS Is responsible for maintaining a centralized system of logs for all Confined Space entries and equipment checks.
- 6.2. Entry supervisors will ensure incident reports from their areas, including accidents or near-misses, are promptly documented and submitted to the EHS for review.

Procedures

[Procedural requirements, Confined Space Entry Permit \(CSEP\), and comprehensive technical information.](#)

Applicable Forms and Websites

Anyone having questions may contact the Office of Environmental Health and Safety (423) 439- 7784.

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Authority and Revisions

Authority: TCA § 49-8-203, et seq; OSHA/TOSHA Confined Space Standard 29 CFR 1910.146.

Previous Policy: 700.3 Confined Spaces

The ETSU Board of Trustees is charged with policy making pursuant to TCA § 49-8-203, et seq. On March 24, 2017, the Board delegated its authority to ETSU's President to establish certain policies and procedures for educational program and other operations of the University, including this policy. The delegation of authority and required process for revision to this policy can be found on the [Policy Development and Rule Making Policy webpage](#).

To suggest a revision to this policy, please contact the responsible official indicated in this policy. Before a substantive change to the policy section may take effect, the requested changes must be: (1) approved by the responsible office; (2) reviewed by the Office of University Counsel for legal sufficiency; (3) posted for public comment; (4) approved by either Academic Council or University Council; and (5) approved by ETSU's President.