

Summary of Key Policies for Utility Work

Note: Italicized sections are for clarification purposes

Physical Plant Service Interruption Notification Procedure –

Purpose:

To ensure notification of all campus constituents effected by any interruption of service related to building utility systems including: electrical, sewer, water, steam, chilled water, and HVAC. Additionally, the isolation of any major building components that may disturb the comfort or performance level of building occupants are included under this procedure. The safe and efficient isolation of systems and major components that effect the operation and comfort of occupants is a primary concern. *Operations performed by a contractor that change overall system configuration also require a Service Interruption Notice e.g., backfeeding/cross connecting system(s).*

Procedure:

1. Service Interruption Notices are submitted through the Design & Construction Management Project Managers and Resident Engineers or Physical Plant Contract Administrators.
2. *Unless otherwise specified in the contract*, Service Interruption Notices shall be submitted a minimum of ten working days prior to the planned shutdown.
3. If the system that is requested to be isolated is
 - a. utility electric (13,800 volt or 2,400 volt),
 - b. utility Steam(steam distribution supply to the building),
 - c. utility water (main water supply to the building), or
 - d. utility sewer (main sewer leaving the building)the requestor must ensure an Individual Isolation Procedure is developed and agreed to by the Utility Electrical Manager or Utility Mechanical Manager prior to submittal of the Service Interruption Notice. *This isolation procedure does not have to be written.*
4. Service Interruption Notification should not be misconstrued as scheduling of the Physical Plant crews needed to support the work. Requestor shall contact Work Management to ensure availability of support staff and equipment before submitting the Service Interruption Notice.

Hazardous Energy Control Policy - Lock-out Tag-out (LOTO)

The UMA policy may be found on the Environmental Health and Safety Website at <https://www.ehs.umass.edu/hazardous-energy-control-policy-lock-outtag-out>

Purpose:

This policy establishes the minimum requirements for the control of hazardous energy source when maintaining or servicing equipment and machinery that could cause injury to personnel working at UMass Amherst. This policy provides for personal protection from injury due to unexpected energization, startup or release of stored energy for persons working in, on or around equipment or machinery when it is being maintained, operated, repaired or serviced.

1. Outside Contractors shall follow their own Lock-Out/Tag-out Policy which conforms to or exceeds the requirements of that required by OSHA in 29 CFR 1910.147. If work that is being done by the outside contractor requires the assistance of University personnel, then said contractor shall follow any additional requirements set forth in the University Policy.
2. Physical Plant Utilities and Zones shall be notified through *submission of a Service Interruption Notice* if their support is needed.
3. The Physical Plant Mechanical Utility Group is responsible for mechanical systems up to and including the first valve inside the building. *The Electrical Utility Group is responsible for electrical utility systems up to and including the line side of the main circuit breaker, disconnect switch, or similar control for the building.* Mechanical and electrical components located beyond these points/within the buildings are the responsibility of the Physical Plant Building Maintenance Zones.
4. *Locks and tags may be required to be placed by the applicable Utility prior to those placed by the contractor.*

Confined Space Program

The UMA policy may be found on the Environmental Health and Safety Website at <https://www.ehs.umass.edu/confined-space-standard-operating-guidelines>

Purpose:

This policy provides the minimum safety requirements to be followed while entering, exiting and working in confined spaces at the University of Massachusetts at Amherst .

1. Outside Contractors are responsible to have their own confined space program that meets or exceeds the OSHA requirements of OSHA per *29 CFR 1910.146 and 1926 subpart AA*
2. Entry into Permit Required Confined spaces is only allowed through compliance with a program that complies with *29 CFR 1926 subpart AA*
3. Examples of Permit Required Confined Spaces at the University of Massachusetts include:
 - a. Sewers, storm and sanitary
 - b. Underground tunnels and pits, including steam and electrical pits
 - c. Elevator Hoistways and limited access pits
 - d. Sump pump pits, crawl spaces, penthouses and attics
 - e. Exhaust systems and HVAC equipment
 - f. Underground water conveyances
 - g. Tanks
4. The University department administrating the contract is responsible to:
 - a. Notify contractors of the hazards that make the space a permit required confined space.

- b. Inform them of any particular precautions or procedures that the department has implemented for the space
 - c. Debrief the contractor at the conclusion of the entry operations with regard to previously unidentified hazards confronted or created in the space during entry operations. The University Personnel will then communicate that to an EHS Safety officer.
5. When both University and Contractor personnel will be working in or near a permit required confined space, entry operations shall be coordinated.
 6. *Some confined spaces require specialized training to enter, e.g. electrical manholes*
 7. *No entry shall be made into utility manholes without first coordinating with the applicable UMA Utility Department. This coordination is initiated through the University department administering the contract.*
 8. *The Physical Plant Service Desk must be notified prior to entering and after exiting a Utility Manhole or tunnel.*
 9. Emergency Response/ rescue
 - a. *All emergencies are to be reported to the UMass Police at 413-545-3111*
 - b. *UMass Police will then notify Amherst Fire Department, Environmental Health and Safety and F&CS Solution Center*
 - c. *Work control will notify Utility departments if appropriate.*
 - d. *Contractor will notify the University Department administering the contract.*
 - e. *If 911 is contacted instead of the UMass Police, it is essential that the caller identify that they are working at UMass Amherst and that they provide accurate information for their location.*