

University of Washington Utility Tunnel Access Agreement

Safety / Personal Protective Equipment (PPE)

- All tunnel entrants shall review the Utility Tunnel Access (UTA) Program prior to entry into the tunnel system. The UTA Program is able for viewing online at <https://facilities.uw.edu/orgrel/safetypractices/tunnel>
- All tunnel entrants must be physically able to climb a ladder for emergency egress.
- Tunnel entrants must have the ability to walk long distances.
- All tunnel entrants shall be trained to recognize the expected hazards.
- Required PPE as identified in pre-task planning, company policy, industry practices, and regulatory requirements shall be worn/used.
- It is recommended to carry temporary lighting.
- All safety concerns shall be reported to the Assistant Director – Campus Utilities via your reporting structure.

Access Control

- At least one (1) person in the work group shall have the tunnel key and Utility Tunnels Access & Phone map in their possession at all times to allow for normal exit and entry into the tunnel system.
- Key(s) shall be returned at the agreed upon time per the checkout form.
- If the tunnel key(s) in your possession is lost, you may be charged for re-keying the entire tunnel system.

Emergency Information

- Emergency phones are located throughout the Utility Tunnel System for summoning emergency services (911), but there may be a locked security door between personnel and the phone. Personnel in the Utility Tunnel System must have a utility tunnel key and Utility Tunnels Access & Phone Map in their possession.
- Note tunnel exit signage.
- Emergency egress is via the surface hatches located in the manholes throughout the tunnel system. Personnel working in the tunnel system must always locate the nearest egress routes from their work area prior to starting work.
- Cell phones will not operate in the majority of the tunnel system.

Identified Hazards

- Work crews need to be aware of the utility distribution systems located in the tunnels, such as high voltage cables, steam piping, condensate (hot water) piping, high-pressure water systems and compressed air piping. Leaks may be present on the steam systems as indicated by loud roaring noise, avoid these areas.
- Work crews need to be aware of the regulated material present in the tunnels, such as asbestos, silica, PCBs and lead paint.
- Confined space and permit-required confined space(s) may be present in some areas or created based on your work activity.
- Some areas of the tunnel can reach upwards of 100°F. Heat stress guidance should be followed.
- Poor lighting may be present. Temporary lighting such as flash light(s), or work lights is suggested.
- Uneven walking surfaces, high door thresholds and obstacles may be present.
- Other unidentified hazards may be present or created by your work.

Working Best Practices

- When performing work in the Utility Tunnel System personnel should use the buddy system. When this is not possible, the employee is to notify their Lead or Supervisor when entering the Utility Tunnel System and expected exit time.
- Tunnel entrants should perform pre-task planning to assure all necessary tools, equipment, written plans and PPE are on site.
- Do not use the piping and electrical cable trays as work platforms.

Security

- Open hatches should never be left unattended and must be closed at the end of the work shift. The exception is, when lockable fencing is erected around the hatch.
- Internal security doors must be closed at the end of the workday.
- Egress hatches and internal tunnel security doors found open with no personnel actively working in the area would be secured by UW personnel.
- Tunnel break-ins do occur; valuable tools and equipment are to be secured.

Housekeeping

- No smoking
- Clean work site must be maintained at all times.
- Report any observed damage to Assistant Director, Campus Utilities via your reporting structure.
- Remove garbage and excess work materials.
- Leave the tunnel cleaner than you found it.

Reporting accidents and incidents

- Notify the Assistant Director, Campus Utilities of all accidents and incidents via your reporting structure.
- UW department supervisors shall report all near misses, accidents, and incidents via the UW Online Accident Reporting System (OARS).

I have read the UTA Program and above material. I understand the requirements for Tunnel Access and hazards that Tunnel entry may pose.

Signature of Agreement Holder

Date

Company / UW Dept.

Key # _____

Map # _____