

Guidelines for Contractors Working in Confined Spaces

Northwestern Facilities Operations, Capital Projects, Northwestern Information Technology (NUIT), and Project Managers should use these guidelines to ensure all requirements of the Northwestern Confined Space Program and Control of Hazardous Energy Program are met prior to contractors entering and working in permit-required confined spaces, such as vaults, tanks, and elevator pits. Northwestern Facilities Operations, Capital Projects, NUIT, and Project Managers must retain copies of all contractor confined space entry permits and associated documentation for at least 3 years.

Northwestern Requirements		Group Responsible	Complete
1	Inform the contractor that the workplace contains permit-required confined spaces and that entry is allowed only through compliance with the Northwestern Confined Space Program	Facilities Operations, Capital Projects, or NUIT	
2	Provide a Statement of Work (SOW) that indicates the contractor will provide confined space equipment, rescue equipment, and trained employees	Facilities Operations, Capital Projects, or NUIT	
3	Provide the contractor with the Northwestern Confined Space Program, necessary confined space assessment(s), and identify any hazards inside or associated with the confined space(s)	Facilities Operations, Capital Projects, or NUIT	
4	Apprise the contractor of the elements, including the hazards identified and Northwestern's experience with the space, that make the space in question a permit-required confined space	Facilities Operations, Capital Projects, or NUIT	
5	Apprise the contractor of any precautions or procedures that Northwestern has implemented for the protection of employees in or near permit-required confined spaces where contractor personnel will be working	Facilities Operations, Capital Projects, or NUIT	
6	Coordinate entry operations with the contractor when both Northwestern personnel and contractor personnel will be working in or near permit-required confined spaces	Facilities Operations, Capital Projects, or NUIT	
7	Isolate or de-energize all sources of hazardous energy, and communicate isolations to the contractor to allow for group lockout/tagout	Facilities Operations, or NUIT	
8	Review the contractor's confined space entry permit and authorize the entry (sign and date the permit)	Facilities Operations, Capital Projects, or NUIT	
9	Debrief the contractor at the conclusion of the entry operations regarding the permit-required confined space program followed and any hazards confronted or created in permit-required confined spaces during entry operations	Facilities Operations, Capital Projects, or NUIT	
Contractor Requirements		Verified by	Complete
10	Obtain any available information regarding permit-required confined space hazards and entry operations from Northwestern	Facilities Operations, Capital Projects, or NUIT	
11	Coordinate entry operations with Northwestern when both Northwestern and contractor personnel will be working in or near permit-required confined spaces	Facilities Operations, Capital Projects, or NUIT	
12	Inform Northwestern of the permit space program that the contractor will follow and any hazards confronted or created in permit-required confined spaces, either through a debriefing or during the entry operation	Facilities Operations, Capital Projects, or NUIT	
13	Provide written procedures for work to be performed inside the permit-required confined space, including entry and rescue methods and procedures.	Facilities Operations, Capital Projects, or NUIT	
14	Attach lockout/tagout device(s) to all hazardous energy source isolations	Facilities Operations, or NUIT	
15	Provide confined space entry permit(s), and submit all permits to Northwestern for entry authorization	Facilities Operations, Capital Projects, or NUIT	

Program Resources

[Northwestern's Confined Spaces Program](#)

[Northwestern's Control of Hazardous Energy \(Lockout/Tagout\) Program](#)

[Northwestern's Safe Operating Procedure Guide](#)

[Northwestern's Safe Operating Procedure Template](#)