Facility Managers Confined Space Annual Assessment Checklist

Please complete the following six checklist items annually for your confined spaces. Additional information for each of the items is available in the instructions section below. You must notify EH&S when these tasks have been completed in order to receive credit for the assessment. Emails can be sent to:

occupationalfacilitiessafety@harvard.edu

1. Log onto the Confined Space Database and review your confined space inventory
2. Review and Update the hazard assessment for each confined space and verify that the information is current
3. Report any changes that need to be made to the hazard assessments by email
4. Ensure that each of the confined spaces is labeled with a “Danger Sign”
5. Identify and report any new confined spaces in your facility

Instructions

1. The confined space database is located at:
   https://apps.campusservices.harvard.edu/ehsapps/confspace/cs_main.jsp

2. Review each confined space hazard assessment by clicking on the Confined Space ID number in the left hand column. Information in the hazard assessment can change when alterations are made to the space that create new hazards or eliminate existing ones. Additional information to review: entry frequency and duration, location information and ownership/supervisor of the space. If all of the information is correct, click on the [Update] button at the base of the page. If you do not see the update button please contact EH&S. Do this for each space on your list.

3. If a sign is missing, print a new sign by clicking on the icon for each space.

4. Use the “Complete a Blank Hazard Assessment Form Online” link to report new confined spaces in your facility.

5. Verify that Harvard employees and contractors are trained in confined space entry.

6. Report any changes that need to be made to the hazard assessments in your email. Be sure to include the confined space I.D. number followed by a description of what changes need to be made.

These and other resources are available online at www.ehs.harvard.edu. For additional information please contact EH&S at 617) 495-2060.