



**HARVARD**

Campus Services

ENVIRONMENTAL HEALTH & SAFETY

Date: 10/6/08

Toolbox Talk #6

# CONFINED SPACE



Training– Employees entering a permit required space need to receive Entry Training



Signage- Ensure all confined spaces are affixed with proper Harvard confined space sign

**Environmental Health, Safety & Emergency Management**

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In today's Toolbox Talk we will be looking at how to identify confined spaces in your buildings.

**A confined space must meet all of the following criteria:**

- Have limited means of egress
  - Manholes
  - Removable Plates/Hatches
  - Ladder as an Entrance/Exit
  - Hole/Pit/Excavation Site with a depth of 5 ft
- The space must be large enough to enter
- The space is not designed for continuous human occupancy

**If you answer Yes to all of these questions, it is a confined space:**

- Does the space have a sign from the Harvard University Confined Space Standard?
  - If it does not and you think it could meet the criteria of a confined space, please contact EHSEM for further assistance.

**When is a Confined Space Entry Permit Needed?**

- If a confined space has any recognized hazards such as an atmospheric hazard, an engulfment hazard or an entrapment hazard then a permit is required for entry. Remember that certain work activities in a Confined Space can make a permit necessary.
- Only workers that have attended the Confined Space Entry training or annual refresher training are allowed to enter a permit-required space.

**Group Discussion Topics:**

- Talk about entry procedures and any events that relate to your facility's confined spaces.
- Ask the group if they have any questions or any stories about confined spaces.
- Identify how someone could be injured in the confined spaces in your facility, how can this be prevented?
- Determine if any of your personnel are in need of confined space training and contact EHSEM for scheduling information.