





## 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.

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.campuservices.harvard.edu/ehsapps/confspace/cs\\_main.jsp](https://apps.campuservices.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  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](http://www.ehs.harvard.edu). For additional information please contact EH&S at 617-495-2060.