

	POLICY Number: 7311-95-006 Title: Confined Space Management
Authorization [] President and CEO [X] Vice President, Finance and Corporate Services	Source: Director, Facilities Management Cross Index: Date Approved: December 5, 2013 Date Revised: Date Effective: December 6, 2013 Date Reaffirmed: Scope: SHR and Affiliates

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DEFINITIONS

All staff means SHR employees, affiliate employees and contractors.

Confined space means an enclosed or partially enclosed space that:

- (i) is not primarily designed or intended for human occupancy, except for the purpose of performing work; and
- (ii) has restricted means of entrance and exit;¹

Emergency response team means a group of persons trained, equipped, and available to respond to confined space emergencies.

Hazardous confined space means a confined space that is or may become hazardous to a worker entering the confined space due to:

- (i) the design, construction or atmosphere of the confined space;
- (ii) the materials or substances in the confined space;
- (iii) the work activities or processes used in the confined space; or
- (iv) any other conditions relating to the confined space.²

Rescue means activities directed toward locating endangered persons in an emergency and removing those persons from harm.

1. PURPOSE

The purpose of this policy is to ensure the health and safety of staff/contractors who must work in a confined space or a hazardous confined space. This policy defines the minimum requirements for entering any confined space on SHR property. All departmental procedures and entry plans are to adhere to this policy.

¹ OH&S Regulations 266

² OH&S Regulations 266

2. PRINCIPLES

- 2.1** SHR is committed to ensuring the safety of all staff entering and working in confined spaces.
- 2.2** SHR's confined space management program must comply with the Saskatchewan Occupational Health & Safety Act & Regulations 1996 Regulations 266-275 and the CSA Z1006-10 Management of Work in Confined Spaces.

3. POLICY

- 3.1** Saskatoon Health Region (SHR) will identify all confined spaces in SHR including hazards and requirements of safe entry and rescue for these spaces.
 - 3.1.1 The location of these spaces and procedures required for entering will be available in the maintenance department and the site Occupational Health and Safety (OH&S) is to be notified of their location.
- 3.2** Staff and/or contractors accessing confined spaces shall be trained on the procedures to enter, work in and exit from the confined space safely.
- 3.3** Where reasonably practicable alternative means to perform work that will not require a worker to enter a hazardous confined space shall be used.

4. ROLES AND RESPONSIBILITIES

4.1 All staff

- 4.1.1 Follow all procedures for the program including but not limited to safe entry and exit, gas monitoring, ventilation and using proper communications.
- 4.1.2 Follow all safe entry work procedures.
- 4.1.3 Attend training appropriate to the degree of responsibility assigned to fulfill any duties required under the confined space program.
- 4.1.4 Report any deficiencies or problems associated with the confined space program including problems with equipment.
- 4.1.5 Wear all required personal protective equipment (PPE).
- 4.1.6 Work safely.

4.2 Maintenance Manager and/or Managers/Supervisors

- 4.2.1 Ensure only trained and qualified employees or contractors enter confined spaces.
- 4.2.2 Ensure the safe work entry plans are followed.
- 4.2.3 Authorize work to be performed in confined spaces in their area of authority.
- 4.2.4 Ensure permits have been completed prior to entry into a hazardous confined space.
- 4.2.5 For hazardous confined spaces ensure an external stand-by emergency response team is in place (see Procedure 3.5 Rescue Plan)
- 4.2.6 Provide service providers/contractors with a copy of the confined space program, hazard assessment, confined space - safe entry procedures and coordination document as required.
- 4.2.7 Ensure changes to the confined space program are communicated to site OHC.

4.3 SHR Occupational Health and Safety Department

4.3.1 Advisory role- if there is a concern that non-compliance exists.

4.4 Facilities Management

4.4.1 Identify confined spaces at all sites.

4.4.2 Conduct hazard assessments.

4.4.3 Establish Confined Space - Safe Entry Procedures (including rescue procedures).

4.4.4 Confined Space Management Program training.

4.4.5 Coordination and placement of signage.

5. POLICY MANAGEMENT

The management of this policy including amendments to the policy is the responsibility of the Director, Facilities Management.

Education, monitoring, and implementation is the responsibility of to whom maintenance reports at that facility.

6. NON-COMPLIANCE/BREACH

Non-compliance with this policy will result in a review of the incident. Repeated non-compliance may result in disciplinary action, up to and including termination of employment and/or privileges with SHR.

7. REFERENCES

- OH&S Regulations 266-274
- CSA Z1006-10 Management of Work in Confined Spaces
- WorkSafe BC: Confined Space Entry Program
- Canadian Centre for Occupational Health & Safety

PROCEDURE

Number: 7311-95-006

Title: Confined Space Management

Authorization

President and CEO

Vice President, Finance and Corporate Services

Source: Director, Facilities Management

Cross Index:

Date Approved: December 5, 2013

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Scope: SHR and Affiliates

1. PURPOSE

The purpose of this procedure is to establish adequate measures for the protection of all staff required to enter confined spaces.

2. PRINCIPLES

The Confined Space Management Program will be implemented in each SHR facility with consultation with the Occupational Health and Safety Committee.

3. PROCEDURE

3.1 Identification of Confined Spaces and Hazard Assessment

3.1.1 Facilities Management assigns/contracts an individual knowledgeable in confined space requirements, to identify confined spaces at each work site (that an individual may be required or permitted to enter).³

3.1.2 This individual conducts a hazard assessment (Appendix A) and establishes a Confined Space Safe Work Procedure (Appendix B) for each space or similar groupings of spaces.

3.1.2.1 The hazard identification process includes, but is not limited to, a consideration of the potential for:

- Oxygen deficiency because of oxygen being consumed (rusting, fermentation); and/or being displaced by inert gases such as carbon dioxide, nitrogen, etc.,
- Oxygen enrichment due to leakage from oxygen supply lines/fittings,
- Flammable gases and vapours from residue of the contents, or from materials to be used,
- Toxic contaminants from contents of the space,
- Mechanical hazards due to equipment in the space,
- Introduction of material from piping/supply lines which is likely to endanger the worker,
- Engulfment hazard
- Energy sources
- Openings for entry and exits

³ OH&S Regulations 267 (a)

- Alternative means to perform work that does not require entry
 - the work activities planned to take place inside near the confined space;
 - Physical hazards, including, but not limited to, temperature extremes, humidity, lighting, noise, and vibration.⁴
- 3.1.2.2 The maintenance department of each facility will have Confined Space - Safe Entry Procedures for spaces identified.

3.2 Job Task Analysis

- 3.2.1 Create a Job Task Analysis for tasks that occur within the confined space using the *Confined Space Hazard Assessment* (Appendix A). Identify the activity(s) being performed within the space and for each hazard identify:
- 3.2.1.1 the severity, frequency, and probability of exposure to the safety risk,
- 3.2.1.2 controls to be in place (eliminate, engineered, administrative or PPE) and,
- 3.2.1.3 overall hazard rating with the identified controls in place
- 3.2.2 The hazards and personal protective equipment required are to be identified in the Safe Entry Work Plan (Appendix B).

3.3 Confined Space Where No Hazards Are Found:

- 3.3.1 A hazard assessment will determine if a confined space involves any atmospheric conditions, hazards or hazard controls that would identify it as a hazardous confined space.
- 3.3.2 Staff will be notified the confined space they are required to enter is not hazardous, and shall be trained on the procedures for safe entry and exit. The procedures will include inside the confined space.⁵ Examples may include: fan plenums, crawl spaces, interstitial spaces, attic and ceiling spaces.
- 3.3.3 Ensure **ventilation** in the confined space is adequate to maintain safe atmospheric conditions.⁶
- 3.3.3.1 To verify this, a competent person properly trained in the use, care and maintenance of air monitoring equipment shall perform a check.
- Some gas monitors automatically save readings and can be downloaded onto an SD card. Document readings outside of the normal range using the log sheet (see Appendix C).
- 3.3.3.2 Perform tests for oxygen content, combustibility/flammability and toxic materials.
- 3.3.3.3. The frequency of testing is determined during the hazard assessment.
- 3.3.3.4 The air monitoring equipment will be bump tested and calibrated based on the manufacturer's instructions and away from the entry to the confined space.
- 3.3.3.5 Atmospheric testing is to be performed by personnel trained on the equipment.
- 3.3.4 **Staff required to enter the space will:**
- 3.3.4.1 Notify manager/supervisor or designate prior to entry,

⁴ CSA Z1006-10 Management of Work in Confined Spaces

⁵ CSA Z1006-10 Management of Work in Confined Spaces

⁶ OH&S Regulations 271 (d)

3.3.4.2 Arrange for a two way method of communication designate on entry to and exit from the confined space and at appropriate intervals (determined by individual entering the confined space) while a worker is in the confined space.

- In the urban acute care sites a Security Officer can be the designate by radio.

3.3.4.3 If contact does not occur within the prearranged time, the supervisor or designate attempts to contact the individual in the confined space. Do not enter the area to execute a rescue. Attempt verbal communication. If all attempts fail, follow the rescue procedure for that space.

3.3.5 Confined Spaces where no hazards are found have the potential to become a "Hazardous Confined Space" depending upon the work activity being carried out in the space.

3.3.5.1 A confined space may become a hazardous confined space because of the work activity taking place within the confined space. For example, welding, painting or work with substances that produce toxic fumes or pose a risk of explosion.

3.3.5.2 A new Job Task Analysis (Appendix A) for the specific work in the space is required.

3.3.5.3 Staff will then follow the procedures developed for the Hazardous Confined Space when the Job Task Analysis changes the designation from a non-hazardous confined space to a Hazardous Confined Space.

3.4 Hazardous Confined Space:

3.4.1 Staff will be notified the space they are required to enter is hazardous, and shall be trained on the written procedures for safe entry and exit.

3.4.2 The hazardous confined space entry plan will be readily available at the entrance to the hazardous confined space.⁷

3.4.3 An entry plan for all hazardous confined spaces includes:

- Tests or measurements to monitor oxygen, combustibles, and airborne toxic hazards such as CO and H₂S.
- Identification of other hazards that may be present in the space
- Means (if any) of isolating and ventilating the space
- Procedures to enter, work in and exit from the space safely
- The availability, location and proper use of personal protective equipment
- The rescue procedures, and the availability, location and proper use of the rescue equipment
- Means to maintain effective communication with a worker within the space
- The availability, location, and proper use of any other equipment that a worker may need to work safely within the space.

3.4.4 Hazardous Confined Space Entry Permit

The purpose of an entry permit is to formalize entry into a hazardous confined space. It identifies the specific work location, purpose and time.

⁷ OH&S Regulations 272 (4)

A permit also informs staff of the hazards and entry procedures and keeps a record of staff who have entered.

The confined space entry permit must be filled out:
prior to entering a hazardous confined space.

- when there is a deviation from the original scope of work / original entry.
- for each entry point, if there is more than one.
- if the point of entry changes from the original.

3.4.1.1 The individual entering the confined space completes the permit and forwards to the supervisor responsible for the work being performed, for authorization.

3.4.4.2 The permit must be posted at the entrance to the confined space, verifying that a review of the requirements has been conducted and be readily available to every person involved in the confined space activity.

3.4.4.3 A copy of the permit must be centrally filed in the Facilities Management office and kept for two years. (Appendix D).

3.4.5 **Precautions for a hazardous confined space where safe atmosphere is not possible:**

3.4.5.1 A competent person continuously monitors the atmosphere in a hazardous confined space.

3.4.5.2 Staff is provided with and required to use a respiratory protective device that meets the OHS requirements including any substances that meet or exceed the permissible contamination limit; oxygen deficiency or enrichment (19.5%-23%).

3.4.5.3 Staff working in a hazardous confined space is attended by and in communication with another worker who:

- has been adequately trained in the rescue procedures
- is stationed and remains at the entrance to the confined space unless replaced by another adequately trained worker; and
- is equipped with a suitable alarm to summon assistance such as a radio.

3.4.5.4 If entrance to a hazardous confined space is from the top:

- a worker uses a full-body harness and, where appropriate, is attached to a lifeline;
- if a lifeline is used, the lifeline is attended by another worker who is adequately trained in the rescue procedures
- where reasonably practicable, a mechanical lifting device is available to assist with a rescue and is located at the entry to the confined space while a worker is in the confined space; or
- an alternate method of rescue is developed and implemented where the use of a full-body harness or lifeline would create an additional hazard.

3.4.5.5 If any flammable or explosive dusts, gases, vapours or liquids are or may be present in a hazardous confined space, all sources of ignition are eliminated or controlled.

- 3.4.5.6 Equipment necessary to rescue staff is readily available at the entrance to the hazardous confined space and used in accordance with the rescue procedures developed.
- 3.4.5.6 the holder of a class A qualification in first aid is available on site to provide immediate first aid.
- 3.4.5.7 Staff who are trained in the rescue procedures developed and who are fully informed of the hazards in the confined space are readily available to assist in a rescue procedure.
Examples may include: softener tanks, boiler drums, boiler furnaces, condensate tanks, deaerators, hot and cold water tanks, fuel storage tanks, salt silo.

3.5 Rescue Plan

- 3.5.1 Confined space: will have a rescue plan for the removal of staff who has become injured or incapacitated while in the confined space⁸. This is to be documented in the safe entry work procedure (Appendix B). In the use of external emergency response team such as a fire department, the organization shall ensure the response team is ready and able to respond to an emergency.⁹ The SHR urban acute care sites rescue plan is to call 321 or radio their switchboard identifying there is a confined space emergency. There are specific questions the 321 switchboard operator will ask and relay that information to the Saskatoon Fire Department (911), (Appendix E). All other SHR facilities shall identify their procedure for their site.
- 3.5.2 Hazardous Confined Spaces must include the rescue procedure to be followed, the number and duties of personnel and the availability, location and proper use of equipment.¹⁰ Where the responders are external to SHR, they are to be consulted in the development of the hazardous confined space rescue plans.

3.6 Training

- 3.6.1 Facilities Management provides specific instruction and training will be given to those who enter a confined space as well as to those contributing to the work activity but not entering the space.
- 3.6.2 For staff entering the space, instruction will take place in a classroom setting and adhere to the requirements in CSA Z1006-10. The trainee will obtain the skills and knowledge needed to identify, evaluate and control the hazards of working in confined spaces and understand the program developed to protect staff. The training portion of the program will include, the hazard assessment for their work site/area spaces, the confined space safe entry plans for their work area and familiarization with equipment required for entry.

⁸ OH&S Regulation 271 (c)

⁹ CSA Z1006-10 6.6.3.1

¹⁰ OH&S Regulation 272-(2) (g)

- 3.6.3 Any individual accompanying an authorized trained worker for inspection purposes does not require formal training. The individual will: review the safe entry plan, hazards and rescue plan and understand how to use the communication system (radio/cell phone).
- 3.6.4 Staff contributing to the work activity but not entering the space as an attendant or dispatcher will be trained on the skills and knowledge needed to summon the emergency response team if an incident occurs, including the ability to operate the applicable communication devices and to use the applicable rescue procedure process (see sample in Appendix F).

3.7 Signage

Facilities Management (or designate) will identify all confined spaces with a sign posted at each external entry point to the confined space. If signage is not practical, other provisions will be carried out to ensure appropriate identification and this will be communicated to others who may try to enter the confined space (see sample in Appendix F).

3.8 Service Providers/Contractors

Service providers performing work within the confined space that is in addition to that identified in the safe entry plan or where an entry plan does not exist, will do a hazard assessment and entry plan prior to entering. The plan shall identify hazards, assess risks, and eliminate or control hazards and risks related to the activities, equipment, and materials used. The plan (verbal or written) is to be reviewed with the site Facilities Management/maintenance supervisor. Facilities Management is not required to maintain a record of the plan after the work is completed.

4. PROCEDURE MANAGEMENT

The management of this procedure including is the responsibility of the Director, Facilities Management. The education, monitoring, and implementation is the responsibility of to whom maintenance reports at that facility.

5. NON-COMPLIANCE/BREACH

Non-compliance with this procedure will require an OHS incident report to 655-0820 (urban, or 1-866-966-0820 (rural) with follow up by the manager or their designate to take action as appropriate.

Repeated non-compliance may result in disciplinary action, up to and including termination of employment and/or privileges with SHR.

6. REFERENCES

- CSA Z1006-10 Management of Work in Confined Spaces
- Occupational Health & Safety Act 1993 & Regulations 1996
- WorkSafe BC: Confined Space Entry Program
- Canadian Centre for Occupational Health & Safety

CONFINED SPACE HAZARD ASSESSMENT FORM					Hazard Rating With Controls :	
Inspection of (location): _____ Site: _____					<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	
Identify the tasks and hazards then identify the controls to eliminate/control the hazards.						
Step 1: Task / Activity Performed	Step 2:(on back of sheet) Hazard Number(s)	Step 3: What safety risk does this hazard create?	Risk Evaluation (matrix at bottom of page)		Step 4: Hazard Controls Eliminate; Engineered, Administrative, PPE	
			Severity +	frequency	probability	Rating
Severity of Exposure		Frequency of Exposure		Exposure Probability		Other Comments
1. First aid or minor property damage		1. Small number of workers rarely exposed		1. Unlikely to occur		
2. Lost time injury or significant property damage		2. Small number of workers frequently exposed or large number of workers infrequently exposed		2. Could occur		
3. Fatality or permanent disability or major property damage		3. large number of workers frequently exposed		3. Will occur if not attended to		
Use Hazard Number table below to complete Step 2 above - Enter additional Hazards into table						
HAZARDOUS MATERIAL		ENVIRONMENTAL HAZARDS		SITE SAFETY		Risks associated to the hazards
01. Asbestos Full/Partial Abatement		30. Dust / Mist / Fume		58. Public Safety		
02. Lead/PCB		31. Extreme Temperature		59. Traffic Control		
03. Mould		32. Noise Exposure		60. Mobile Equipment		
04. Gas, Toxic or Non-Life Threatening		33. Spill potential		61. Water Hazards	slipping or tripping	
05. Chemicals		34. Material Storage - Identify		62. Tripping Hazards	falling	
06. Hazardous Materials - WHMIS		35. Ventilation		63. Eye/Face/Foot/Head Hazards	poke or cut yourself	
07. Dangerous Pressure		36. Exhaust Stacks		64. Other Workers in Area	strained muscles	
08. Radiation Exposure		37. Waste Disposal/Containers Req.		65. Open Trenches/Floor Openings	breath in dust and impurities	
09. Laser/X-Ray Exposure		38. Lighting		66. Walking Conditions	hit your head	
10. Bio Hazards		39.		67. Hoisting/Moving Loads Overhead	falling objects	
11. Animals		FIRE HAZARD		FALL HAZARD		burns
12. Respiratory Hazards		40. Heaters		68. Working From Heights	shock	
13. Flammables - Fire Explosive		41. Gas Cylinders - Identify		69. Parapet less than 42"	eye injury	
14. Oxygen Deficient/Enriched		42. Hot Work Permit - 48 Hours Notice		70. Fall over 1.2m (4 feet) onto	hearing loss	
15.		43. Life Safety Systems		than flat surface	pinch points	
16.		44. Cutting / Burning / Grinding		71. Walking conditions	extreme odour	
17.		45. Welding / Brazing / Soldering		72. into Pits / Sumps		
18.		46.		73. Falling from a ladder		
19.		47.		74.		
ELECTRICAL HAZARDS		ACCESS/EGRESS HAZARDS				
20 Water Hazards Present		48. Emergency Routes/Exits		75.		
21 Electrical Equipment Grounding		49. Emergency Evac. Holding Area		76.		
22.		50. Confined Space (Refer to 13, 14)		77.		
23.		51. Evacuation Plans		OTHER HAZARDS		
24.		52. Controlled Entrance		78. Infection Prevention & Control		
25.		53. Scaffold		79. Awkward positioning		
26.		54.		80.		
27.		55.		81.		
28.		56.		82.		
29.		57.		83.		
				84.		
Please print and sign below. (all members conducting Hazard Assessment)						
Print Name		Print Name		Print Name		Print Name
Signature		Signature		Signature		Signature
Date		Date		Date		Date

Site: _____

Confined Space Safe Entry Procedure

Confined Space	
Location / ID#:	
Description and Purpose of Entry:	
Hazards:	
PPE/Equipment:	
<p>Entry requirements</p> <p>Communicate to a supervisor or designated contact person at predetermined intervals prior to entering the space, and upon exit.</p> <p>Contact person to be familiarized with responsibilities of that role</p> <p>If contact does not occur within the prearranged time, the supervisor or designate is to use the established type of communication (verbal, cell phone) to contact the worker in the confined space. Do not enter the area to execute a rescue. Attempt verbal communication. If all attempts fail, follow the rescue procedure for the facility and space. (example: call 911 and identify there is a confined space emergency).</p> <p>Have the atmospheric monitor on at all times.</p> <p>Document unusual readings and immediately report them to your supervisor and the incident reporting line.</p> <p>Follow Lock-Out / Tag-Out procedure.</p>	
<p>Rescue Procedure</p> <p>Call 911 identifying there is a confined space emergency and you need a rescue team. Identify who you are, the location of the confined space and if it is above or below ground, if there are hazardous materials involved, how many people are trapped and the approximate location of where they are within the space.</p>	

Confined Space Atmospheric Monitoring Log

Atmospheric testing is required just prior to entry and while a worker is in the confined space. Document readings in a Confined Space if they are OUTSIDE of the range identified below, and for all entries into a hazardous space that requires a permit.

Location Name / Identification #: _____

Test Frequency: Continuous 30 min 2 hour

Test results:

Date	Time	O ₂ % 19.5-23%	H ₂ S < 10 ppm	CO < 5ppm	LEL	Initials



CONFINED SPACE ENTRY PERMIT

Prior To Entering a Confined Space:

- √ Complete Hazard Assessment and Permit
- √ Supervisor Authorization
- √ Review Entry Procedure and Post at Entrance

PERMIT NUMBER _____ Valid for 12 Hours

Location of Confined Space:		Yes	No	Hazards
Date/Time Permit Issued:				Oxygen Deficiency/Enrichment
Date /Time Permit Expired:				Flammables/Fire
Nature of Work / Expected Duration				Toxins:
Workers /Contractor Assigned				Hazardous Energy
Stand-by Person				Engulfment/Entrapment
				Falls / Falling Objects
				Lighting / Noise / Heat / Cold
				Hot / Corrosive Material

Precautions

	YES	NO	NA
Entry procedure reviewed			
Ground fault interrupter required			
All valves locked out or blanked			
Electrical switches locked out			
Purging and/or ventilation of area			
Fire Extinguisher?			
Standby person instructed and positioned?			
Rescue equipment checked and positioned?			
Safety Equipment (check off appropriate equipment to be used)			
<input type="checkbox"/> Radio	<input type="checkbox"/> Foot protection	<input type="checkbox"/> Safety Harness and life Lines for Entry and Standby Persons	<input type="checkbox"/> Other _____
<input type="checkbox"/> Cell phone	<input type="checkbox"/> Hand Protection	<input type="checkbox"/> Tripod/Winch	_____
<input type="checkbox"/> Gas monitor	<input type="checkbox"/> Hard Hat		_____
<input type="checkbox"/> Protective clothing	<input type="checkbox"/> Respirator		_____
Other Precautions to be Observed:			

Tests Conducted

Time _____ Performed by: _____
 Oxygen Content: 19.5% - 23.5% Results _____ %
 Carbon Monoxide (CO) _____
 Hydrogen Sulfide (H₂S) _____ Other: _____
 Combustibility: _____ %LEL
 Date Monitoring Equipment was last Tested: _____

Supervisor Signature: _____

Return Permit to supervisor when work is completed. All Confined Space Entry records are to be kept for a minimum of two years.



Confined Space Emergency Rescue Check List	
Worker will call 321 requiring a rescue from the Saskatoon Fire Department.	
Switchboard will:	
1. Ask the questions and write down the answers on this form. Keep the worker on the radio if possible. 2. Call the Fire Department 3. Specify this is a Confined Space and relay the information 4. Call back to the worker on the radio to let them know help is on the way 5. Radio Security to notify there a confined space rescue. 6. Call EP oncall phone	
ASK THE FOLLOWING QUESTIONS:	
What is your name?	
What site are you at?	
What is your exact location at the site?	
What type of structure or space is involved? <i>Examples: Is it a crawl space, fan unit, sump pit....</i>	
Are they any hazardous materials or chemicals involved?	
Do you know the type of confined	<input type="checkbox"/> Hazardous <input type="checkbox"/> Non-Hazardous
Where was the workers last location in the space? <i>Examples: entrance, half way, bottom,</i>	
Is the situation above or below ground?	
How many people are trapped or injured	
Documentation	
Time of call: _____	
Date of call: _____	
Switchboard Operators Name: _____	