[Insert Company Logo]

**Emergency Procedure – Confined Space**

Template for SafetyCheck Users

**1. Immediate Response**

If a worker is injured, becomes unresponsive, or is in distress inside a confined space:

**1.1 Do Not Enter Without Authorisation**

* **Do NOT enter the confined space to perform a rescue** unless you are trained and equipped to do so
* Confined spaces may contain **atmospheric hazards** (e.g. lack of oxygen, toxic gases) that can affect rescuers

**1.2 Raise the Alarm and Call Emergency Services**

* Dial **111 (NZ)** or **000 (AUS)**

Provide:

* Worksite address
* Description of the space and nature of the emergency
* Number of persons involved
* Your name and contact details
* Notify:
  + Site Manager: [Insert Name & Number]
  + Company Owner/Director: [Insert Name & Number]

**2. Secure the Area**

* Stop all work and **isolate the space** (lockout/tagout if applicable)
* Prevent further access to the area
* Maintain contact (visual/verbal/radio) with the worker if possible
* Ventilate the space if safe and part of the entry plan

**3. Confined Space Rescue (Trained Personnel Only)**

Only authorised **confined space rescue personnel** may attempt entry.

**3.1 If You Are a Trained Rescuer**

* Wear **approved PPE**, including respiratory protection (as required)
* Use a **safety line and standby person** outside the space
* Follow the **site-specific rescue plan** and confined space permit conditions
* Retrieve the person using tripod/winch system or retrieval gear if installed

**Note**: Attempting unplanned rescue without training is a common cause of multiple fatalities

**4. First Aid & Medical Response**

* Once the person is removed:
  + Assess responsiveness
  + Administer **first aid** and monitor for shock or breathing issues
  + Use oxygen if available and trained
  + Remain with the person until emergency services arrive

**5. Communication, Reporting & Investigation**

**5.1 Use SafetyCheck to Report the Incident**

* Log the incident in the **SafetyCheck Incident/Accident Register Tool**
* Include:
  + Type of emergency (e.g. unresponsive worker, gas exposure, collapse)
  + Time of entry, nature of task, atmosphere testing data (if applicable)
  + Rescue actions and who was involved

**5.2 Post-Incident Investigation in SafetyCheck**

* Complete a formal investigation using SafetyCheck
* Review:
  + Confined space permit conditions
  + Atmospheric testing and ventilation
  + PPE use and emergency readiness
  + Competency and rescue plan adequacy

**6. Review & Training**

* This procedure will be reviewed **annually** or after any confined space emergency
* **Rescue drills** for confined spaces must be conducted every: [Insert Frequency]
* Supervisors & workers must:
  + Be trained in confined space entry and rescue requirements
  + Upload and review site-specific rescue plans regularly

**Company Details**

Company Name: [Insert Company/Trading Name]

Site Address: [Insert Site or Project Address]

Date of Last Review: [Insert Date]

Next Review Date: [Insert Date]

Signed: [Insert Signature or Name]