TOOLBOX TALK AWARENESS PACKAGES

HAZ-CSP · Confined Spaces Awareness

Product Overview

Audience: All workers · Duration: 20–30 minutes

Version 1.0 · 8 November 2026

For workers who could come across a tank, pit, silo or vessel: how to recognise a confined space, and why you never enter one without a permit.

Confined spaces kill quickly and often kill more than one person, because the second and third victims go in to help. The air inside can look normal and still lack oxygen or contain toxic or flammable gas, and some spaces can engulf a person in grain, sand or liquid.

This talk teaches workers to recognise a confined space, understand the hazards, and follow the one rule that saves lives: no entry without a permit, testing, a standby person and a rescue plan, and no entry to attempt a rescue. It is awareness, not confined space entry training.

Learning outcomes

By the end of the session participants will be able to:

- Recognise a confined space: enclosed or partly enclosed, not designed for people to work in, and with a risk from its atmosphere, engulfment or contents
- Give examples of confined spaces in their workplace, such as tanks, pits, silos, sewers, vessels and ducts
- Describe the hazards: low or high oxygen, toxic gases, flammable atmospheres, engulfment, and moving parts
- Explain the controls before entry: an entry permit, isolation, atmospheric testing, ventilation, a standby person and a rescue plan
- Explain why nobody enters a confined space to rescue someone unless they are part of the planned rescue
- Recognise confined space signs, and keep out unless authorised and trained

What it covers

Module	Covers
What a confined space is	The legal meaning, in plain terms; Examples from your workplace; Spaces that are not obvious
The hazards	Oxygen deficiency and enrichment; Toxic and flammable gases; Engulfment and moving parts
Controls	Elimination: doing the work from outside; Permits, isolation and testing; The standby person and rescue plan
Your part	Signs and barriers; Never entering without a permit; Never entering to rescue; Raising the alarm

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Activities

- Is it a confined space: workers classify eight spaces (photos or descriptions) from their kind of workplace and explain why
- The second victim: a case discussion of a composite multiple-fatality scenario and what would have prevented it

What is in the package

Item	File
Editable PowerPoint presentation with speaker notes, plus PDF	02_TRAINING_PRESENTATION/Training Presentation.pptx and .pdf
Facilitator guide with a running sheet, discussion prompts and model answers	03_FACILITATOR_GUIDE/Facilitator Guide.docx and .pdf
Participant handout with the key points to take away	04_PARTICIPANT_HANDOUT/Participant Handout.docx and .pdf
Attendance record form, to capture who attended, when, and who facilitated	06_RECORDS/Attendance Record.docx and .pdf
Excel attendance register	06_RECORDS/Attendance Register.xlsx
Multiple-choice theory assessment, to record understanding if your business wants to	05_ASSESSMENT/Theory Assessment.docx and .pdf
Answer key for the assessment	05_ASSESSMENT/Assessment Answer Key.docx and .pdf
Certificate template	06_RECORDS/Certificate Template.docx
Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information	01_START_HERE/ (four PDFs)

What you need to deliver it

- A facilitator such as a supervisor, leading hand or WHS adviser who has read the facilitator guide and knows your site's arrangements for the topic
- A screen or projector, or printed slides or handouts: it works in a crib room, site office or on a video call
- Your own site procedures for the topic, to point to during the session

Questions

Can workers enter confined spaces after this talk? No. Entry needs specific confined space training, a permit system and a rescue plan. This talk helps every worker recognise a confined space and stay out of one unless they are authorised.

Can we add our own site procedures and photos? Yes. The slides, handout and guide are editable, and the facilitator guide marks the places to add your own procedures, contacts and photos of your workplace.

Do we have to use the assessment? No. It is there if your business wants a record that each worker understood the key points. The attendance record on its own shows who attended and when.

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TOOLBOX TALK

Confined Spaces Awareness

How to recognise a confined space, and why you never enter one without a permit

20–30 minutes · All workers

[Company name] · [Date] · [Facilitator name]

CSP

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What this talk is, and is not

This talk covers

- ✓ How to recognise a confined space
- ✓ Why the air inside can kill without warning
- ✓ The controls needed before anyone enters
- ✓ Why you never go in to rescue

This talk is not

- ✕ Confined space entry training
- ✕ Gas testing, permit or standby training
- ✕ Rescue or breathing apparatus training
- ✕ Our procedure: **[Your confined space procedure]**

Awareness only. Entering a confined space needs specific confined space training, an entry permit and a rescue plan. This talk is none of them.

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Why confined spaces matter

Confined spaces kill quickly, and they often kill more than one person.

- The air can look and smell normal and still kill in minutes
- Some gases knock you out before you know anything is wrong
- Grain, sand or liquid can engulf a person and bury or drown them
- The second and third victims are often workmates who went in to help

A composite example

- A maintenance worker climbs into a pump pit to clear a blockage. 'It'll only take a minute.' Nobody tests the air.
- He collapses at the bottom. His workmate climbs down to help him, and collapses too.

If you cannot trust the air, you cannot go in.

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What a confined space is

All of these together

- Enclosed or partly enclosed
- Not designed or meant for people to work in
- At normal air pressure while people are inside
- A risk from the air inside (too little or too much oxygen, toxic or flammable gas) or from engulfment

Examples

- Tanks, vats, vessels, silos and hoppers
- Pits, sumps, wells, sewers and access chambers
- Ducts, pipes, flues and chimneys
- Not always obvious: a tanker barrel, a grease trap, a degreasing pit
- Ours: **[Confined spaces on this site]**

Not sure if it is a confined space? Treat it as one and ask.

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The hazards inside

TOO LITTLE OR TOO MUCH

Oxygen

Rust, rotting material and other gases use up or push out oxygen. Too much oxygen, from a leaking hose, makes things burn fiercely.

OFTEN INVISIBLE

Toxic gas

Hydrogen sulfide, carbon monoxide and carbon dioxide build up from rotting matter, engines and fermentation. Some kill in a few breaths.

FIRE AND EXPLOSION

Flammable air

Fuel, solvent and gas vapours collect in low spaces. One spark from a tool or a light can ignite them.

AND MOVING PARTS

Engulfment

Grain, sand or liquid can flow in and bury or drown a person. Mixers, augers and pumps can start up.

Smell is not a test. Only a gas detector, used properly, is.

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Confined Spaces Awareness

Participant handout · keep this

Confined spaces kill quickly, and often kill more than one person, because others go in to help. Keep this page.

Is it a confined space?

- Enclosed or partly enclosed
- Not designed or meant for people to work in
- A risk from the air inside, or from engulfment
- Tanks, vats, silos, pits, sumps, sewers, ducts, pipes, vessels
- Not sure? Treat it as one and ask

The hazards

- Too little or too much oxygen
- Toxic gas: hydrogen sulfide, carbon monoxide, carbon dioxide
- Flammable vapours and gases
- Engulfment by grain, sand or liquid; moving parts

Before anyone enters

1. Eliminate the entry: do the job from outside
2. An entry permit for this space, these workers, this job
3. Every energy source and inlet isolated, locked and tagged
4. The air tested by a trained person, and monitored
5. A trained standby person outside, and a rescue plan ready

If someone collapses inside

- Do not go in
- Raise the alarm: **[How to raise the alarm here]**
- Call triple zero (000)
- Follow the rescue plan, from outside if possible
- Keep everyone else out

Duties

- The business identifies confined spaces, signs or secures them, and puts the controls in place before entry
- You keep out unless trained and authorised, never remove signs, covers or locks, and report hazards

Stop and report when

- A cover, lid or hatch is open or unguarded
- A sign or barrier is missing
- Someone is about to enter without a permit
- Report to: **[Who to report to here]**

You cannot see, smell or trust the air. No permit, no test, no standby, no entry. Never go in to rescue.

This is awareness training. It is not a licence, a ticket, a permit or a competency. It does not train you to enter a confined space, test the air, issue a permit or act as a standby person.

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