**Event:** Technical Meeting

**Time required:** 1 – 1.5 hours

**Materials:** 5 Envelopes; 30 large index cards; pens; Envelopes Best Practices Sharing Activity PPT presentation

**Learning Objectives:**
After participating in the ANSI / ASSE Z117.1-2016 Principles to Practice Post-It Activity, attendees will be able to:

- Demonstrate a basic understanding of the standard.
- Articulate 5 types of hazards that may make confined spaces unsafe.
- Identify options for addressing a confined space emergency response to real world situations.
- Draw upon a network of experienced safety professionals for further development.

**Facilitation:**

**Introduction:** 10-15 minutes

1. Provide a brief overview of the ANSI/ASSE Z117.1-2016 Confined Space standard for attendees, either at the beginning or in advance of the meeting. Options for this overview may include one or more of the following:
   - Guest speaker to provide a summary and respond to questions following the activity
   - ANSI/ASSE Z117.1-2016 brochure
   - The recording of this Confined Space webinar

2. Share that the purpose of Z117.1 is to provide minimum requirements for protecting the safety and health of individuals working in or in connection with confined spaces [Slide 2]. Inform attendees that despite everyone’s best efforts and knowledge, fatalities continue to occur each year. Rescue operations represent a particularly difficult area where these fatalities occur – when a worker goes in to help a trapped or injured colleague and become compromised themselves. Today we will learn about the five types of hazards that may make a confined space unsafe and discuss options for responses to emergencies involving each of those hazards.

3. Introduce attendees to the five types of hazards that may be found in confined spaces using Slide 3 of the PPT presentation. Invite attendees to provide specific information of each type of hazard, particularly those that they have seen in current or former workplaces.

**Activity:** 35-40 minutes

4. Break attendees into 5 teams. Let each team know that they will need a scribe for this activity – they can have the same scribe for every round or assign a new scribe for each round. They will also need to choose a speaker to report on their group’s work at the end.

Envelopes activity adapted from Sivasailam “Thiagi” Thiagarajan [www.thiagi.com](http://www.thiagi.com)
5. While the teams are determining who their scribe and speaker will be, provide each team with 6 blank index cards and one envelope with one of the following topics on it (one topic per envelope):

   a. Atmospheric contamination by toxic or flammable vapors, or oxygen deficiency or excess
   b. Physical hazard
   c. Liquids, gases or solids introduced to the space during occupancy
   d. Isolation of occupants from rescue personnel
   e. Present of radiation source

6. Ask teams to imagine they have come upon a confined space emergency requiring rescue resulting from the hazard on their envelopes. Let teams know they will have 5 minutes to discuss the steps that you would take to perform the rescue in such a situation and record these steps on one – and only one – of the index cards at the table. Invite teams to begin. [Note: if you are short on time, you can make each round 3 minutes each.]

7. After 5 minutes, ask teams to place their index card into the envelope and pass the envelope to the neighboring team in a clockwise direction. Without looking at the index card in the envelope, teams should begin discussing and recording the steps to perform a rescue resulting from the hazard on their new envelope, again with 5 minutes to do so. Repeat this process until each team is left with their original envelope.

8. Once teams have their original envelopes, invite attendees to open the envelopes. As a team, they should review the ideas on each index card, discuss the merits of the approaches on the index cards, and pull the best ideas together into a single set of response recommendations on the last index card on their table. Let teams know they will have 7 minutes to do this.

9. After seven minutes, invite each team to report out to the larger group on their final response recommendations.

Debrief: 20 – 35 minutes

10. Gather the group back together for a debrief using the following questions to guide conversation [Slide 5]:
   - What did you notice during this activity?
   - Was there anything that surprised you as you went through this activity?
   - Were there any examples that were difficult to assign to the appropriate response?
   - What made it difficult and how did you ultimately decide?
• What are some ways to prepare your team at work to respond quickly and responsibly to situations like these? [Note: this question can be discussed time permitting]

11. Share the tips provided by Gary Lopez, CSP, a member of the Z117 Committee, and invite attendees to share additional tips. [Note: Share as a handout if there is limited time for discussion]

12. Thank attendees for their time and contributions.

13. Following the meeting, transfer the information from the index cards to a shareable format and send to meeting attendees as a resource for them moving forward.