

UNIVERSITY OF NOTRE DAME SAFETY ASSESSMENT PRE-CHECKLIST

Department Appropriate Documents to be reviewed at the time of the Safety Assessment

These documents may be electronic or hard copies as appropriate.

Training

- [Training Needs Assessment](#) with list of all personnel working in the department
- Training records required for all department personnel
 - Injury Reporting and Access to Medical Records
 - Emergency Action Plan
 - Fire Extinguisher Training
- Other training documentation required is based on hazards personnel are exposed to.
 - Refer to [Training Needs Assessment](#) as to whether or not they are applicable to your personnel.

Forms, Inspection Logs, Inventories

- [PPE Assessment Form](#) and signed Certification
- Eyewash monthly inspections
- Fire Extinguisher monthly inspections
- Chemical Inventory
- Safety Data Sheets
- Pre-Use inspection forms for the following (as appropriate):
 - [Aerial Lifts](#)
 - [Powered Industrial Trucks](#) (forklifts & powered pallet jacks)
 - Cranes/Hoists
 - Motor Vehicles/DOT
- Permits for the following (as appropriate):
 - [Hot Work](#)
 - [Confined Space Entry](#)
- Lock, Tag, Try [Energy control procedures](#)
- Respirator [Voluntary Use forms](#) (as appropriate)

For a comprehensive list of questions included in the safety assessment process, please click [here](#).