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.