

# 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](#).**