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.