



Internal Budget Project Review

The Environmental Health & Safety (EHS) Department must conduct a hazard assessment of your Project:

29CFR1910.132(d)(2) - The employer shall verify that the required workplace hazard assessment has been performed through a written certification that identifies the workplace evaluated; the person certifying that the evaluation has been performed; the date(s) of the hazard assessment; and, which identifies the document as a certification of hazard assessment.

Note: Hazard assessments are required to identify and address existing conditions that pose actual or potential safety hazards. Once identified, hazards can be eliminated or otherwise addressed by using (1) engineered design changes, (2) procedural/administrative controls (such as lockout/tagout (LOTO)), (3) personal protective equipment (PPE), (4) insulating protective equipment (IPE), or (5) other appropriate means or a combination of methods to protect workers from safety hazards.

The following is needed:

- 1) Summary of the Project (describing the project).
- 2) Names of all Researchers involved.
- 3) Proof of safety training from all Researchers. The below link contains regulatory required training depending upon what the personnel is conducting:

<https://www.fit.edu/media/site-specific/wwwfitedu/environmental-health-and-safety-ehs/documents/EHS-Common-Courses-Per-Regulations.pdf>

- 4) Up to date chemical inventory - if applicable; (inventories must be dated the present year; anything from the prior year will be deemed out-of-date). Template is located on the below webpage under **Plans** with the wording – '**Chemical Inventory format**':

<https://www.fit.edu/office-of-environmental-health-and-safety/chemical-safety/>

- 5) Workplace Inspection must be satisfactory.

Please note additional questions may be asked or additional demands may occur in this process.

Very respectfully,

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