**List of basic documents forming the OHS documentation**

|  |  |  |  |
| --- | --- | --- | --- |
| **Document type** | **Retrieved from** | **Storage/availability in form** | |
| physical | electronic |
| Risk assessment and prevention | University-wide | Secretariat Q | Repository |
| Categorization of works | University-wide | Secretariat Q | Repository |
| Thematic plan and timetable for occupational health and safety training | University-wide | Secretariat Q | Repository |
| PPE | University-wide | Secretariat Q | Repository |
| Employer-issued local operational safety regulations - University-wide | University-wide | Secretariat Q | Repository |
| Local operational safety regulations issued by the employer - for individual facilities | for component/object/activity | part + in the object | --- |
| Operating schedules, records, timetables | for component/object/activity | in the object | --- |
| Evidence of appointment or assignment of staff to OSH activities | for component/object | part of | Repository |
| Documentation of employee training - employees/managers, initial, periodic | University-wide | --- | Edunio |
| Documentation of staff training - special | University-wide | Secretariat Q | Repository |
| Evidence of employee H&S awareness (e.g. safety data sheets for hazardous chemicals, operating instructions for electrical equipment, etc.) | for component/object/activity | in the object | --- |
| Technical documentation (e.g. for electrical equipment, pressure equipment, gas equipment, lifting equipment, etc./ inspection reports | for component/object/activity | in the object | --- |
| Inspection logs (e.g. racking, ladders and handling equipment, machinery, emergency lighting, pressure equipment, PPE for working at height, etc.) | for component/object/activity | in the object | --- |
| Local regulations (e.g. warehouses) | for component/object/activity | in the object | --- |
| Occupational health and safety diary | for component/object/activity | in the object | --- |