

P-11

Pre-Operational Process Review

I. Purpose

When a new hazard will be introduced into the workplace because of changes in equipment, operations, or processes, the hazards must be assessed, training must be provided, and protective equipment must be assigned as necessary.

II. Responsibilities:

The responsibilities for the hazard review will depend on the situation, but is generally shared by many people in the procurement and installation process. For example:

- ***Personnel responsible for the design*** of a new operation or process shall ensure safety issues such as electrical safety, fire safety, indoor air quality issues, and ergonomics are considered in the design.
- ***Purchasing*** shall ensure that equipment vendors verify that new equipment meets the current design standards; that Material Safety Data Sheets are obtained for all chemicals introduced into the workplace; and that the least toxic chemical is selected for the operation.
- The ***Safety Coordinator or designee*** shall review the new process or operation and assign personnel protective equipment or assess whether other controls must be put into place.
Facilities shall ensure the equipment is installed as required.
- ***Supervisors*** shall ensure employees are trained in the operation of new equipment or operations, and that required guards or safeguards are maintained in place. Equipment vendors generally will train users in new equipment, but the Supervisor will be responsible to ensure that new employees receive appropriate training and personal protective equipment.
- ***Employees*** shall verify that they understand how to use the equipment or perform the operation, that they use the required personal protective equipment, and that all safeguards are in place before using the equipment or performing the operation.

III. New Equipment:

The Supervisor in an area shall be responsible to ensure that a Preoperational Process Review is conducted whenever a new operation or piece of equipment is introduced into the workplace. The PPE hazard assessment, vision conservation assessment, training and so on shall be documented according to department procedures.

The hazard assessments and controls can be documented using the forms in Attachments A, B, and C.

Attachment B Hazard Inventory Checklist

This checklist may be used to identify potentially hazardous conditions that may be present during changes occurring to processes and/or equipment during installation or renovation.

Hazard	Potentially Present	Not Expected
Walking/Working Surfaces		
1. Normal means of egress restricted or blocked		
2. Unprotected openings		
3. Areas not properly drained or with uneven surfaces		
4. Hazardous underground (i.e., tunnels) exposures		
5. Hazardous overhead (i.e., piping, loads, etc) exposures		
6. Signage or demarcation missing		
Machinery Safeguarding		
1. Unprotected point of operation hazards		
2. Unprotected power transmission hazards		
3. Nature of operation change requiring training		
Fire Safety		
1. Fire hazard due to combustible or flammable materials use		
2. Fire hazard due to protection interruption		
3. Fire hazard due to hot work		
4. Explosion hazard		
Chemical Exposures		
1. New chemicals introduced		
2. Nature of chemical use or exposure changed		
3. Chemical protection level reduced		
Heat/Cold Stress		
1. Hot or cold process being introduced/used		
2. Normal cooling/heating process being altered		
3. Activity level resulting in heat/cold stress		
Noise/Vibration		
1. High construction levels		
2. High equipment/process levels		
Fall Protection		
1. Work in man lifts, in booms, other raised equipment		
2. Work on other raised surfaces		
Confined Space Entry		
1. Potential permit-required space entry		

Hazard	Potentially Present	Not Expected
2. Modification of spaces to make them permit-required		
Lockout/Tag-out		
1. Introducing new equipment requiring safeguarding		
2. Reducing protection level during construction		
Ergonomics		
1. Physical demand during change exceeding workers capabilities		
2. Physical demand after change exceeding workers capabilities		
Other Potential Hazards		
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
General Comments:		
Completed by:	Date:	

