

P-11
**Pre-Operational
Process Review**

A. 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.

B. 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 potential hazards such as electrical safety, fire safety, indoor air quality, and ergonomics are considered in the design.
- ***Purchasing*** shall ensure equipment vendors verify new equipment meets the current design standards; that 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 personal protective equipment (PPE) or assess whether other controls must be put into place.
- ***Facilities Service Manager*** 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 new employees receive appropriate training and PPE.
- ***Employees*** shall verify they understand how to use the equipment or perform the operation, that they use the required PPE, and that all safeguards are in place before using the equipment or performing the operation.

C. New Equipment:

The Supervisor 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. Applicable hazard assessments and training shall be conducted as appropriate.

Attachments A can be utilized to document new equipment assessment.

