

Pre-Operational Process Review

Purpose and Scope

When a new hazard is 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.

The purpose of this program is to establish responsibilities and procedures for protecting West Chester University employees from hazards associated with changing workplace practices.

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.

- **Personnel responsible for the design and/or Implementation** 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.
 - 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.
 - Equipment is installed as required.
 - Coordinate with EHS, Facilities, Managers/Supervisors, and Equipment Users.
 - [See Attachment A.](#)
- The **Environmental Health and Safety (EHS)** shall review the new process or operation and assign personnel protective equipment or assess whether other controls must be put into place.
 - [See Attachment B.](#)
- **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 for ensuring that new employees receive appropriate training and personal protective equipment in coordination with EHS.
- **Employees/Equipment Users** 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.

Procedures

New Equipment:

The Supervisor in an area shall be responsible for ensuring that a Pre-operational Process Review is conducted whenever a new operation or piece of equipment is introduced into the workplace. The PPE hazard 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.

Reviewed: April 2024

Attachment A: Process Change Worksheet

This document is to be filled out by personnel responsible for the design and/or implementation.

Project Title:	Project Manager:
Description of the project:	
When will it start/stop?	
What operations will it affect?	
Who will it affect?	
Who are likely contractors?	
What are the general hazards expected?	
Signed by:	Date:

Reviewed by: _____ (EHS Management)
 _____ (Facilities Management)
 _____ (Department Supervisor/Manager)

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:	
Reviewed by EHS:	Date:	

Attachment C: Process Hazard Control Plan Worksheet

System: Operation: Rev: Date:		HAZARD ANALYSIS		
Item No.	Equipment Or Function	Hazard Description	Hazard Effect	Hazard Control Measures

Reviewed by EHS: _____

Date: _____