

Pacific Lutheran University
Environmental, Health & Safety – Checklist
INTRODUCTION OF NEW / REPLACEMENT EQUIPMENT

The purpose of this checklist is to assist PLU in identifying health, safety and environmental concerns early in the planning process. Some of the checklist items are for notification only, while others will require significant lead time to resolve (e.g. if a permit is required).

Circle: Yes, No, Maybe or Not Applicable (NA) for each question. More explanation can be provided at the end or on a separate attachment.

At least 2 weeks prior to initiating the project forward completed checklist to: Director EHS&EP at bellje@plu.edu or mail hardcopy to: Human Resources: Garfield Station

Name of Person Completing Checklist:	Date Checklist Completed:
Project Name:	Anticipated Project Start Date:
Where/What Space:	
Brief Description of Project: Include Infrastructure Requirements(i.e. Electrical/Plumbing/Data & Communication)	
Other Issues and Comments:	
EHS Comments:	

1. Complete Hazard Assessment, noting:

- | | |
|---|-----------------|
| ◆ Chemical Hazards (including vapor exposure) | Yes No Maybe NA |
| ◆ Physical Hazards | Yes No Maybe NA |
| ◆ Electrical Hazards | Yes No Maybe NA |
| ◆ Ergonomic Hazards | Yes No Maybe NA |
| ◆ Noise Exposure Hazards | Yes No Maybe NA |

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|----|---|--|-----|----|----------|
| 2. | Identify Industrial Hygiene exposure, if warranted (contact EHS Manager): | | | | |
| | ◆ Hazardous vapors | | Yes | No | Maybe NA |
| | ◆ Noise | | Yes | No | Maybe NA |
| 3. | Apply engineering controls to reduce hazards: | | | | |
| | ◆ Replace hazardous chemicals or install modifications to prevent operator contact. | | Yes | No | Maybe NA |
| | ◆ Install guarding or introduce hand tools to reduce exposure to physical hazards.
* Ensure that all original manufacturer-installed panels and guards are in place. | | Yes | No | Maybe NA |
| | ◆ Modify equipment to reduce electrical hazards. | | Yes | No | Maybe NA |
| | ◆ Install noise suppression materials or rearrange equipment positioning to reduce operator noise exposure. | | Yes | No | Maybe NA |
| | ◆ Upgrade HVAC system if necessary to handle heat or vapor output. | | Yes | No | Maybe NA |
| 4. | Introduce administrative controls to reduce hazards: | | | | |
| | ◆ Change work procedures to minimize exposure. | | Yes | No | Maybe NA |
| | ◆ Reduce exposure duration by rescheduling work. | | Yes | No | Maybe NA |
| 5. | If engineering or administrative controls cannot reduce hazards to acceptable levels, introduce and mandate the use of protective equipment: | | | | |
| | ◆ Personal Protective Equipment | | Yes | No | Maybe NA |
| | ◆ Hearing Protection Equipment (with a Hearing Conservation Program) | | Yes | No | Maybe NA |
| 6. | Review written programs as needed: | | | | |
| | ◆ Chemical Hazard Communication Program | | Yes | No | Maybe NA |
| | ◆ List of Hazardous Chemicals and MSDS | | Yes | No | Maybe NA |
| | ◆ Workplace Hazard Assessment | | Yes | No | Maybe NA |
| | ◆ Fire Prevention Plan | | Yes | No | Maybe NA |
| | ◆ Emergency Action Plan | | Yes | No | Maybe NA |
| | ◆ Chemical Spill Response Plan | | Yes | No | Maybe NA |
| | ◆ Fall Protection Plan | | Yes | No | Maybe NA |

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Review written programs as needed (continued):

- | | | | | | |
|--|--|-----|----|-------|----|
| ◆ | Characterization of Waste Streams | Yes | No | Maybe | NA |
| ◆ | Spill Prevention, Control, and Countermeasures Plan | Yes | No | Maybe | NA |
| ◆ | Lockout/Tagout Program | Yes | No | Maybe | NA |
| ◆ | Noise Level Screening Evaluation | Yes | No | Maybe | NA |
| 7. Retrain employees as needed: | | | | | |
| ◆ | Hazard Communication | Yes | No | Maybe | NA |
| ◆ | Personal Protective Equipment | Yes | No | Maybe | NA |
| ◆ | Fire Prevention, Emergency Actions, Chemical Spill Response | Yes | No | Maybe | NA |
| ◆ | Hazardous Waste Procedures | Yes | No | Maybe | NA |
| ◆ | Waste Water Procedure Changes | Yes | No | Maybe | NA |
| ◆ | Electrical Safety: Lockout/Tagout | Yes | No | Maybe | NA |
| ◆ | Machinery & Equipment Safety | Yes | No | Maybe | NA |
| 8. Review and amend permits, if necessary: | | | | | |
| ◆ | Hazardous Material Storage | Yes | No | Maybe | NA |
| ◆ | Wastewater Discharge | Yes | No | Maybe | NA |
| ◆ | Occupancy | Yes | No | Maybe | NA |
| ◆ | Air Emissions | Yes | No | Maybe | NA |
| 9. | Does old equipment need to be deactivated / disposed of? | Yes | No | Maybe | NA |
| 10. | Check new electrical equipment for manufacturer's label bearing electrical specifications. | Yes | No | Maybe | NA |
| 11. | Review content description and flow labels on tanks and pipes. | Yes | No | Maybe | NA |
| 12. | Update Facility / Grounds Blueprints and Date | Yes | No | Maybe | NA |