1.0 Purpose
The Environmental, Health and Safety Equipment Assessment has been implemented to ensure equipment installations, relocations and / or modifications are evaluated for potential hazards and compliance with applicable local, state and federal regulations prior to being placed into service.

The assessment will focus on the following:
- Local, state and federal regulatory compliance.
- Machine guarding, controls and label.
- Electrical.
- Engineering controls, work procedures and / or personal protective equipment.
- Chemical exposures.
- Waste stream generation and disposal.
- Environmental permitting.
- Operator training.

2.0 Scope
Pieces of equipment meeting the requirements outlined below require an Environmental, Health and Safety Equipment Assessment be conducted and approved prior to being placed into service.

- Equipment having hazardous mechanical motions (i.e. rotating members, reciprocating arms, moving belts, meshing gears, cutting teeth, impacting or shearing parts, etc).
- Industrial, woodworking, automotive, construction and maintenance equipment (i.e. shears, drills, mills, lathes, grinding equipment, lifting devices, printing presses, powered industrial lifts, etc).
- Equipment having multiple sources of energy (i.e. electrical, pneumatic, gas, gravitational, hydraulic, thermal, chemical, etc).
- Powered industrial trucks and / or overhead lifting equipment.
- Equipment requiring engineering controls, work procedures and / or personal protective equipment to protect the operator.
- Equipment generating air emissions, regulated hazardous / non hazardous waste, wastewater discharges, etc.
- Equipment that uses hazardous chemicals.
- Equipment or areas that contain a confined space.

3.0 Responsibilities
Environmental, Health and Safety Coordinator will be responsible for the implementation and maintenance of the Environmental, Health and Safety Equipment Assessment, conducting and communicating the results of the assessment and certifying equipment that meets the requirements of the assessment.
Deans, Associate Deans and Department Managers will be responsible for notifying the Environmental, Health and Safety Coordinator when there is a piece of equipment in their department that requires an assessment, overseeing the completion of corrective action items, certifying equipment meets the requirements of the assessment and ensuring their department complies with the requirements of the procedure.

4.0 Environmental Health and Safety Equipment Assessment Process

1. Notify the Environmental, Health and Safety Coordinator (262-691-5226 or Ext. 5226) that there is a piece of equipment in your department that requires an Environmental, Health and Safety Equipment Assessment.

2. The Environmental, Health and Safety Coordinator will schedule a time to conduct the assessment. The Dean, Associate Dean and / or Manager should be present to complete the assessment with the Environmental, Health and Safety Coordinator.

3. The results of the assessment will be documented by the Environmental, Health and Safety Coordinator on the Environmental Health and Safety Equipment Assessment Form (Appendix A) and forwarded to the Dean, Associate Dean and / or Manager.

4. If the piece of equipment meets the requirements of the assessment, the Environmental, Health and Safety Coordinator will recommend that the piece of equipment be certified and released to service.

5. If the piece equipment does not meet the requirements of the assessment, then the Environmental, Health and Safety Coordinator will identify and assign corrective actions that are required to be completed in order for the piece of equipment to be certified. It will be the responsibility of the Dean, Associate Dean and / or Manager to oversee the completion of the corrective actions.

   No piece of equipment shall be released to operation until the required corrective actions have been addressed and approved by the Environmental, Health and Safety Coordinator, Dean, Associate Dean and / or Manager.

6. Once the assessment has been approved by the Environmental, Health and Safety Coordinator, Dean, Associate Dean and / or Manager the piece of equipment may be placed in service and a certification tag will be issued and affixed to the piece of equipment.

5.0 Recordkeeping

The Environmental, Health and Safety Coordinator will be responsible for maintaining the completed Environmental Health and Safety Equipment Assessments in the Environmental, Health and Safety Office (C-210D).
## Appendix A

### Environmental, Health & Safety Equipment Assessment

Installations, Relocations & Modifications

The Environmental, Health & Safety Equipment Assessment has been implemented to ensure equipment installations, relocations and/or modifications have been evaluated for hazards and comply with applicable local, state and federal regulations.

<table>
<thead>
<tr>
<th>Department:</th>
<th>Inspection Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment:</td>
<td>Model Number:</td>
</tr>
<tr>
<td>Serial #:</td>
<td>WCTC I.D. #:</td>
</tr>
</tbody>
</table>

Conducted by:

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>NA</th>
<th>Please use the comment section to expand on those questions requiring additional information.</th>
</tr>
</thead>
</table>

### Machine Guarding, Controls & Labels

- Are point of operation hazards guarded?
- Any unguarded gears, pulleys, sprocket, flywheels?
- Any unguarded set screws, keyways?
- Any exposed belts or chain drives?
- Any thermal hazards (heat or cold) on the equipment that need to be guarded?
- Are barrier guards set at the proper distance?
- Can adjustments be made to the equipment without removing guards?
- Are safety interlocks and light curtains in proper working order?
- Does the equipment have any sharp edges?
- Are guards firmly secured and not easily removed?
- Do guards permit safe operation?
- Is the equipment secured to the foundation?
- Are operating controls easily accessible?
- Is there a working Emergency Stop?
- Are the Emergency Stops (E-Stops) properly labeled (red button / yellow background / written label)?
- Are operating controls labeled?
- Are the appropriate hazards & warning signs posted on the piece of equipment?

### General Safety and Electrical

- Has a LO/TO procedure been implemented for this piece of equipment?
- Are there any confined spaces associated to this piece of equipment?
- Are all the electrical connections proper?
- Are all access doors closed and able to be secured in the shut position?
- Is the equipment electrically grounded?
- Is 36 inches of clearance maintained in front of electrical panels?
- Are extension cords being used in place of permanent wiring?
- Has the location of the breaker panel and circuit breaker # been identified on the equipment?
- Has the circuit breaker for the equipment been identified in the electrical panel?
- Are process pipes and hose fittings properly labeled?
- Are pipe and hose fittings tight?

### Comments:

- Does the piece of equipment or process have Ergonomic hazards?
### Area Inspection

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is good housekeeping being displayed in the area around this piece of equipment?</td>
<td></td>
</tr>
<tr>
<td>Are there any slip, trip and/or fall hazards around the equipment?</td>
<td></td>
</tr>
<tr>
<td>Is there an accessible fire extinguisher within approximately 75 feet of the piece of equipment?</td>
<td></td>
</tr>
<tr>
<td>Are there adequate lighting in the area?</td>
<td></td>
</tr>
<tr>
<td>Is there adequate room around the machine to perform the required tasks?</td>
<td></td>
</tr>
<tr>
<td>Are there any overhead hazards?</td>
<td></td>
</tr>
<tr>
<td>Are eyewash station / shower units accessible?</td>
<td></td>
</tr>
<tr>
<td>Is there a clear path to the exit doors?</td>
<td></td>
</tr>
</tbody>
</table>

### Chemical / Industrial Hygiene Inspection

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does the equipment involve chemicals?</td>
<td></td>
</tr>
<tr>
<td>Is ventilation required for this piece of equipment?</td>
<td></td>
</tr>
<tr>
<td>Does the piece of equipment generate any loud noises (over 85 dBA)?</td>
<td></td>
</tr>
<tr>
<td>Are any fumes, gases, odors, dusts or smoke being generated from this equipment?</td>
<td></td>
</tr>
</tbody>
</table>

### Environmental Compliance

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does the equipment generate any waste streams (oil, metal turnings, scrap material, etc.)?</td>
<td></td>
</tr>
<tr>
<td>Does this equipment generate any air emissions?</td>
<td></td>
</tr>
<tr>
<td>Does the equipment discharge wastewater?</td>
<td></td>
</tr>
<tr>
<td>Are large quantities of hazardous materials required to be stored on site for this piece of equipment?</td>
<td></td>
</tr>
<tr>
<td>Is any piece of the equipment located outside the facility?</td>
<td></td>
</tr>
</tbody>
</table>

### Permits / Inspections

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are any internal EHS inspections required on the piece of equipment?</td>
<td></td>
</tr>
<tr>
<td>Are any external EHS inspections required on the piece of equipment?</td>
<td></td>
</tr>
<tr>
<td>Does the equipment require any environmental permits to operate?</td>
<td></td>
</tr>
</tbody>
</table>

### Engineering Controls / Personal Protective Equipment

Identify any Impact, penetration, laceration, pinch, compression, chemical, thermal, radiation and /or noise hazards that require the use of engineering controls, work procedures and /or personal protective equipment to protect the individual operating the equipment.

<table>
<thead>
<tr>
<th>Impact</th>
<th>Engineering Controls:</th>
<th>Work Procedure:</th>
<th>PPE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Impact</td>
<td>Engineering Controls:</td>
<td>Work Procedure:</td>
<td>PPE:</td>
</tr>
<tr>
<td>Penetration</td>
<td>Engineering Controls:</td>
<td>Work Procedure:</td>
<td>PPE:</td>
</tr>
<tr>
<td>Laceration</td>
<td>Engineering Controls:</td>
<td>Work Procedure:</td>
<td>PPE:</td>
</tr>
<tr>
<td>Pinch</td>
<td>Engineering Controls:</td>
<td>Work Procedure:</td>
<td>PPE:</td>
</tr>
<tr>
<td>Compression</td>
<td>Engineering Controls:</td>
<td>Work Procedure:</td>
<td>PPE:</td>
</tr>
</tbody>
</table>
## Environmental, Health and Safety Equipment Assessment Procedure

**Chemical**
- **Engineering Controls:**
- **Work Procedure:**
- **PPE:**

**Thermal**
- **Engineering Controls:**
- **Work Procedure:**
- **PPE:**

**Radiation**
- **Engineering Controls:**
- **Work Procedure:**
- **PPE:**

**Noise**
- **Engineering Controls:**
- **Work Procedure:**
- **PPE:**

### NOT COMPLIANT

**DATE**
The piece of equipment *does not* comply with the requirements of the Equipment Environmental, Health & Safety Equipment Assessment and shall remain out of operation until the assigned corrective actions have been completed and approved by the Environmental, Health & Safety Coordinator, Dean, Associate Dean and/or Manager.

**Champion**

**Target Date**

### CORRECTIVE ACTIONS

### COMPLIANT

**DATE**
The piece of equipment complies with the requirements of the Environmental, Health & Safety Equipment Assessment and is certified to be placed into operation. This section must be signed off on by the Environmental, Health & Safety Coordinator, Dean, Associate Dean and/or Manager to be valid.

<table>
<thead>
<tr>
<th>EHS Coordinator:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean:</td>
<td>Date:</td>
</tr>
<tr>
<td>Associate Dean:</td>
<td>Date:</td>
</tr>
<tr>
<td>Manager:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

Once a piece of equipment has been certified compliant, the Environmental, Health and Safety Department will issue an EHS Assessment Approval Tag to be affixed to the piece of equipment.

| EHS Tag #: | Date Issued |