

# Equipment Purchase Safety and Facilities Review Request Form

EOSMS301-1

EffectiveDate:04/26/2022

FORM\_EHS20

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## Instructions

This form is to be completed by the department requesting equipment review. Some equipment has inherent safety hazards that require special controls, facilities, and or regulatory compliance actions. Departments purchasing such equipment should factor and budget for these requirements before the equipment is purchased. This form should be completed and sent to EHS in advance of procurement to facilitate the appropriate hazard assessment and approvals. Completed form should be sent to [EHSat@kennesaw.edu](mailto:EHSat@kennesaw.edu)

## Requester Information

EmployeeName		Supervisor	
Department		Tel #	
Email			

## Equipment Information

Equipment

Approval

EHS has conducted a preliminary review of your request and approves the purchase of this equipment. EHS will conduct a formal hazard assessment in collaboration with the Facilities Management to ensure that the equipment is installed in accordance with the manufacturer's specifications and industry best practices, and that all the required safety measures are in place prior to operation of the equipment.

EHS Personnel Name \_\_\_\_\_ EHS Personnel Signature \_\_\_\_\_ Date \_\_\_\_\_