	<b>Prairie Rose School Division No. 8</b> Health and Safety	<b>CODE:</b> HS 205
	<b>Tools, Equipment, Machinery</b>	<b>ISSUED:</b>  <b>REVIEW DATE:</b>
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Alberta Occupational Health & Safety Regulations state that:

- 12(1) An employer must ensure that all equipment used at a work site
- (a) is maintained in a condition that will not compromise the health or safety of workers using or transporting it,
  - (b) will safely perform the function for which it is intended or was designed,
  - (c) is of adequate strength for its purpose, and
  - (d) is free from obvious defects.
- (2) If a worker is required under the Act to use or wear specific equipment, the employer must ensure that the worker uses or wears the equipment at the work site.
- 15(1) An employer must ensure that a worker is trained in the safe operation of the equipment the worker is required to operate.
- (2) An employer must ensure that the training referred to in subsection (1) includes the following:
- (a) the selection of the appropriate equipment;
  - (b) the limitations of the equipment;
  - (c) an operator's pre- use inspection;
  - (d) the use of the equipment;
  - (e) the operator skills required by the manufacturer's specifications for the equipment;
  - (f) the basic mechanical and maintenance requirements of the equipment;
  - (g) loading and unloading the equipment if doing so is a job requirement;
  - (h) the hazards specific to the operation of the equipment at the work site.

**Duties of workers**

- 14(1) A worker who is not competent to perform work that may endanger the worker or others must not perform the work except under the direct supervision of a worker who is competent to perform the work.
- (2) A worker must immediately report to the employer equipment that
- (a) is in a condition that will compromise the health or safety of workers using or transporting it,
  - (b) will not perform the function for which it is intended or was designed,
  - (c) is not strong enough for its purpose, or
  - (d) has an obvious defect.

**1.0 Purpose**

The intent of this document is to outline the general requirements for equipment standards, authorization, and use.

**2.0 Scope**

The scope of this standard applies to all tools, equipment and machinery capable of causing injury to the user from simple hand tools to complex machines/vehicles including furniture, IT equipment and disposable items.


**3.0 Responsibility**

All employees are responsible to ensure that tools and equipment utilized in the workplace, project, or in any facilities are safe for all conditions of intended use.

**Management** in so far as is reasonably practicable, is responsible to ensure that:

- All equipment meets CSA (or equivalent) standards
- Manufacturer's safety manuals and instructions are retained and made available to equipment users.

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- Employees and students are not permitted to use tools, equipment, or machinery unless they have been authorized to do so by the workplace supervisor/teacher and are wearing the protective equipment specified by the supervisor.
- The use of appropriate personal protective equipment (PPE) is enforced in the shop area. A notice concerning requirements for wearing PPE in the shop shall be conspicuously posted near the entrance to the work shop area.
- Emergency stop controls on power-driven machines are conspicuously identified and located within easy reach of the operator.
- Establish lock-out / tagout procedures that meet or exceed Division and Alberta OH&S standards.
- Tools, equipment, and machinery are inspected at regular intervals and maintained in safe working condition as specified by the manufacturer.


**Employees** are responsible to:

- Inspect the condition of all tools, equipment and machinery prior to use and in conformance with established procedures and manufacturer's instructions
- Cooperate in obtaining any authorization, certification or training required to use the tools, equipment and machinery.
- Use only the tools, equipment and machinery that you have been trained and authorized to use.
- Ensure that loose clothing, long hair, dangling accessories and jewelry that are likely to be hazardous to safety are not worn around equipment unless tied, covered, or otherwise secured to prevent entrapment.
- Wear/use the prescribed personal protective equipment.
- Never remove or render ineffective a machine guard or other safety device without the approval of the workplace supervisor.
- When it is necessary to remove a machine guard from a machine for repair or maintenance purposes, ensure that the machine is locked out. Where it is not practicable to lock out a machine, perform the repair or maintenance in accordance with an established safety procedure in the presence of and under the direct supervision of the workplace supervisor and/or a qualified person.

**4.0 Procedure**

- 1) Do not use a tool or machine if you are unfamiliar with its use or if you feel that you need additional instruction in order to use the equipment safely and correctly
- 2) Tools and equipment should be kept in an orderly fashion so that they may be easily found when needed. All tools should be cleaned after every use.
- 3) All tools and equipment should be inspected regularly. Defective and unsafe tools or equipment must be reported promptly to the supervisor, and repaired or replaced at once. Report any concerns as soon as possible. Do not use or operate defective or unguarded equipment.
- 4) Ensure all required PPE is available, appropriate and in good condition prior to use.
- 5) Ensure the work area is properly prepared and ensure the safety of any persons nearby prior to the commencement of work

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- 6) Use all tools for their intended purpose only. Tools and equipment should always be used for their intended purpose and never be mishandled or used in a manner for which they were not designed.
- 7) Follow all equipment-specific safe work practices and procedures. Never force a hand or power tool to strain beyond its obvious capacity.
- 8) Cutting tools are safer and more efficient when their blades are kept sharp. Avoid using dull cutting tools.
- 9) Never perform any adjusting, cleaning, oiling or repairing of equipment and/or machinery while in motion. Starter switches must be locked-out whenever maintenance work, manual cleaning, repairing or adjusting of machinery is conducted on electrically powered equipment.
- 10) Machinery guards must be kept in place at all times when equipment is being used. Guards should only be removed after a machine is shut down for repairs. Guards should be replaced as soon as repairs are completed.
- 11) All valves and relief valves must be inspected for leaks periodically. Ball valves must be replaced if a leak-by is evident. Relief valves must be replaced or refurbished and reset to the proper pressure relief.
- 12) Compressed air must never be used to clean clothing, yourself, or other personnel.
- 13) Always clean work area and put tools and equipment back in the correct storage location after each use

### 5.0 Communication

Prairie Rose School Division No. 8 will ensure that affected workers are competent in the use, maintenance and inspection of tools, equipment and machinery and informed of safety procedures prior to assigning responsibility and may require workers to take additional and/or specific training.

### 6.0 Evaluation

This procedure will be reviewed subsequent to any incidents, accidents or identified deficiencies. Recommendations will be developed and implemented to ensure continual improvement.

### 7.0 References

Alberta Occupational Health & Safety Code 2006  
 Inspections Procedure  
 Quarterly Tool & Equipment Area Checklists  
 Lockout Procedure

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