

R.M. of Browning No. 34

**Maintenance and Operation of
Equipment and Tools Policy**

Policy No. 400-14

September 10, 2014

Subject:	Maintenance and Operation of Equipment and Tools Policy
Type:	Transportation
Authority:	Approved by Council: September 10, 2014

Maintenance and Operation of Equipment and Tools Policy

Introduction:

This policy is intended to provide guidelines for employees to meet the requirements of OH&S to ensure the safe operation and maintenance of all equipment and tools. This policy will apply to all individuals who are employed by the Rural Municipality of Browning No. 34, regardless of their position.

Purpose:

The purpose of this policy is to have maintenance records for all tools and equipment owned and operated by the municipality and to have training records for all of the Rural Municipality of Browning No. 34 employees on all equipment, including hand held equipment and power tools, to ensure the employees safety.

Maintenance and Repair of Equipment:

1. An employee shall ensure that all equipment is maintained at intervals that are sufficient to ensure the safe functioning of the equipment and meet manufactures specifications.
2. Where a defect is found in equipment, the Rural Municipality of Browning No. 34 shall ensure that:
 - a) steps are taken immediately to protect the health and safety of any worker who may be at risk until the defect is corrected; and
 - b) the defect is corrected by a competent person as soon as is reasonably practicable; and
 - c) the piece of equipment is properly disposed of if unrepairable to manufacturer's specifications.

3. A worker who knows or has reason to believe that equipment under the worker's control is not in a safe condition shall:
 - a) immediately report the condition of the equipment to the supervisor; and
 - b) repair the equipment if the worker is authorized and competent to do so.
4. All employees have the right to refuse to run or use a piece of equipment or tool if they believe it to be faulty until it is up to manufacturer's specifications. That employee shall inform the supervisor of the faulty equipment immediately.

Training of Workers:

1. The Rural Municipality of Browning No. 34 shall ensure that a worker is trained in all matters that are necessary to protect the health and safety of the worker when the worker:
 - a) begins work at a place of employment;
 - b) is moved from one work activity or worksite to another that differs with respect to hazards, facilities or procedures.
2. The training required by subsection (1) must include:
 - a) procedures to be taken in the event of a fire or other emergency;
 - b) the location of first aid facilities;
 - c) identification of prohibited or restricted areas;
 - d) precautions to be taken for the protection of the worker from physical, chemical or biological hazards;
 - e) any procedures, plans, policies and programs that the Rural Municipality of Browning No. 34 is required to develop pursuant to the Act or any regulations made pursuant to the Act that apply to the worker's work at the place of employment; and
 - f) any other matters that are necessary to ensure the health and safety of the worker while the worker is at work.
3. The Rural Municipality of Browning No. 34 shall ensure that the time spent by a worker in the training required by subsection (1) is credited to the worker as time at work, and that the worker does not lose pay or other benefits with respect to that time.
4. The Rural Municipality of Browning No. 34 shall ensure that no worker is permitted to perform work unless the worker:
 - a) has been trained, and has sufficient experience, to perform the work safely and in compliance with the Act and the regulations; or
 - b) is under close and competent supervision.
5. Every worker shall sign an Inspection Checklist, as attached hereto as Schedule "A", and an Employee Orientation Checklist, as attached hereto as Schedule "B", that certifies that he/she is trained on every piece of equipment and/or tool.

Schedule “A” to Policy 400-14

Inspection Checklists

Inspectors:

Date:

(O)Satisfactory

(X)Requires Action

Training			
Is training provided for each person newly assigned to a job?			
Does initial training include a thorough review of hazards and accidents associated with the job?			
Is adequate instruction in the use of personal protective equipment provided?			
Is training for the use of emergency equipment provided?			
Are workers knowledgeable in the "Right to Refuse" procedures?			
Environment			
Are resources available to deal with very hot or very cold conditions(drinking water, lined gloves, insulated boots)?			
Is the rain/cold weather gear that is provided comfortable, and light enough so as not to constitute a hazard?			
Are work surfaces and grip surfaces safe when wet?			
Do workers know the symptoms of heat cramps/heatstroke, or frost bite/hypothermia?			
Work Process			
Are repetitive motion tasks properly paced and kept to a minimum?			
Are the material safety data sheets placed in locations accessible to all employees?			
Are hazards signalled by signs and tags?			
Have all trucks, forklifts and other equipment been inspected and maintained?			
Are lockout or tagout procedures in place and followed?			
Is ventilation equipment working effectively?			
Is the fume and dust collection hood working effectively?			
Are the safety showers and eye wash stations in the proper locations and in good working condition?			
Fire Emergency Procedures			
Is there a clear fire response plan posted for each work area?			
Do all workers know the plan?			
Are drills held regularly?			
Are fire extinguishers chosen for the type of fire most likely in that area?			

Are there enough extinguishers present to do the job?			
Are extinguisher locations conspicuously marked?			
Are extinguishers properly mounted and easily accessible?			
Are all extinguishers fully charged and operable?			
Are special purpose extinguishers clearly marked?			
Means of Exit			
Are there enough exits to allow prompt escape?			
Do employees have easy access to exits?			
Are exits unlocked to allow egress?			
Are exits clearly marked?			
Are exits and exit routes equipped with emergency lighting?			
Warehouse and Shipping			
Are dock platforms, bumpers, stairs and steps in good condition?			
Are light fixtures in good condition?			
Are all work areas clean and free of debris?			
Are stored materials properly stacked and spaced?			
Are tools kept in their proper place?			
Are there metal containers for oily rags and for rubbish?			
Are floors free of oil spillage or leakage?			
Is absorbent available for immediate clean-up of spills and leaks?			
Are all flammable and combustible products stored appropriately? For example: Are class I (one) flammable products (as per NFPA or local fire code) stored in Class I approved buildings or outside the warehouse?			
Loading /Unloading Racks			
Are steps, railings and retractable ramps on raised platforms in good repair?			
Is piping and in-line equipment in good condition and free of leaks?			
Are loading arms operating satisfactorily?			
Do submerged filling two-stage valves operate properly?			
Are bonding and grounding cables free of breaks or damage?			
Are connections tight and sound?			
Is the general condition of wiring and junction boxes, etc. in good condition (visual inspection)?			
Lighting			
Is the level of light adequate for safe and comfortable performance of work?			

Does lighting produce glare on work surfaces, monitors, screens and keyboards?			
Is emergency lighting adequate and regularly tested?			
Machine Guards			
Are all dangerous machine parts adequately guarded?			
Do machine guards meet standards?			
Are lockout procedures followed when performing maintenance with guards removed?			
Electrical			
Is the Canadian Electrical Code adhered to in operation, use, repair and maintenance?			
Are all machines properly grounded?			
Are portable hand tools grounded or double insulated?			
Are junction boxes closed?			
Are extension cords out of the aisles where they can be abused by heavy traffic?			
Is permanent wiring used instead of extension cords?			
Tools and Machinery			
Are manufacturers' manuals kept for all tools and machinery?			
Do power tools conform to standards?			
Are tools properly designed for use by employees?			
Are defective tools tagged and removed from service as part of a regular maintenance program?			
Are tools and machinery used so as to avoid electrical hazards?			
Is proper training given in the safe use of tools and machinery?			
Confined Spaces			
Are the confined space procedures and training available and followed by all involved?			
Are entry and exit procedures adequate?			
Are emergency and rescue procedures in place(e.g. trained safety watchers)?			
Housekeeping			
Is the work area clean and orderly?			
Are floors free from protruding nails, splinters, holes and loose boards?			
Are aisles and passageways clearly marked?			
Are covers or guardrails in place around open pits, tanks and ditches?			
Floor and Wall Openings			
Are ladder-ways and door openings guarded by a railing?			
Do temporary floor openings have standard railings or someone constantly on guard?			

Stairs, Ladders and Platforms			
Are stairs and handrails in good condition?			
Are ladders free of defects?			
Are ladders set up properly before use?			
Are the elevated platforms properly secured and do they have handrails?			
Elevating Devices			
Are elevated devices used only within capacity?			
Are capacities posted on equipment?			
Are they regularly inspected, tested and maintained?			
Are controls of the “dead man” type?			
Are operators trained?			
Sound Level/Noise			
Are regular noise surveys conducted?			
Is hearing protection available and used properly?			
Temporary Work Structures			
Are temporary work structures used only when it is not reasonably practicable to use permanent ones?			
Are excavations properly stored, free of large objects (rocks, etc.) at the edges?			
Employee Facilities			
Are facilities kept clean and sanitary?			
Are facilities in good repair?			
Are cafeteria facilities provided away from toxic chemicals?			
Are hand washing facilities available?			
Medical and First Aid			
Do all employees know how to get first aid assistance when needed?			
Do the first-aiders know when and to which hospital or clinic an injured person should be taken?			
Are first-aid kits provided as per jurisdiction’s first aid regulations?			
Are first-aid kits supplies replenished as they are used?			
Personal Protective Equipment (PPE)			
Is required equipment provided, maintained and used?			
Does equipment meet requirements?			
Is it reliable?			
Is personal protection utilized only when it is not reasonably practicable to eliminate or control the hazardous substance or process?			
Are the areas requiring PPE usage properly identified by warning signs?			
Materials Handling and Storage			
Is there safe clearance for all equipment through aisles and			

doors?			
Is storage material stable and secure?			
Are storage areas free from tipping hazards?			
Are only trained operators allowed to operate forklifts?			
Is charging of electric batteries performed only in designated areas?			
Are dock boards (bridge plates) used when loading or unloading from dock to truck or dock rail car?			
Are necessary warning devices and signs in use for railway sidings?			
Are specifications posted for maximum loads which are approved for shelving, floors and roofs?			
Are racks and platforms loaded only within the limits of their capacity?			
Are chain hoists, ropes and slings adequate for the loads and marked accordingly?			
Are slings inspected daily before use?			
Are all new, repaired, or reconditioned alloy steel chain slings proof-tested before use?			
Are pallets and skids the correct type and inspected?			
Do personnel use proper lifting techniques?			
Is the size and condition of containers hazardous to workers?			
Are elevators, hoist, conveyors, balers, etc., properly used with appropriate signals and directional warning signs?			

Schedule “B” to Policy 400-14

Orientation Checklists

Date: _____

Areas to be Covered	Description	Completed	
		Yes	No
Company Safety Rules	Explain safety rules that are specific to your company.		
Company Policies	Explain the health, safety and wellness policies of your company.		
Previous Training	Ask the employee if she/he has taken and safety training.		
Training	Provide any necessary safety, environmental, compliance or policy/procedural training.		
Health and Safety	Inform the health and safety specialist that a new employee has joined the company who will need safety training. Arrange for this training and education to occur.		
Potential Hazards	Tour the work areas and facility and discuss associated work area hazards and safe work practices.		
Emergency Procedures	Show and explain how to use emergency eyewashes and showers, first aid kits, fire blankets, fire extinguisher, fire exits and fire alarm pull boxes, as applicable. Demonstrate the evacuation procedures.		
Toxic Products	Identify workspaces which hazardous materials are used, stored or disposed. Provide training as necessary.		
Food and Beverages	Explain that food and beverages are only permitted to be stored in refrigerators clearly labelled “FOOD ONLY”.		
Emergency Notifications Form	Have employee complete the Emergency Notification form. Keep a copy for your files and send a copy to your Emergency Coordinator.		
WHIMIS	Provide education about WHIMIS. Identify the location of the Material Safety Data Sheets (MSDSs). Review the MSDSs for all hazardous material labelling requirements. Conduct job specific training.		
Emergency Evacuation	Review the company’s Emergency Evacuation Plan and explain the evacuation signals and procedures, point out proper exit routes and the designated assembly area for your Branch.		
Personal Protective Equipment (PPE)	Review the PPE program if the employee will be required to wear protective equipment. Issue appropriate personal protective equipment (PPE) that must be worn as required by the work being performed.		
In Case of Injury or Illness	Review the reporting procedures in the event of an injury and/or accident.		
Health and Safety Committee	Supply a copy of the facility telephone list with names of the Health and Safety Committee members’ highlighted. Identify the location of the safety bulletin board. Explain how the employee can participate in the health and safety process (e.g., report hazards)		
General Rights and Responsibilities	Explain worker rights and responsibilities as granted by legislation. (See the section of our OSH Answers on Legislation for more details.		
Emergency Contact	Provide a list of names, addresses, phone numbers and fax numbers of the persons who must be contacted in case of emergency.		
Document	Maintain a record of the orientation.		