

Equipment Standards, Authorization and Use Policy

Effective: September 2000

Reviewed: June 2017

Revised: June 2017

Signature/Position: Vice-President, Finance, Administration and Risk

Applicable Legislation

Occupational Health and Safety Act of Ontario, R.S.O. 1990

O.Reg. 851 R.R.O.1990 (as amended), Industrial Establishments

Applicability

This Policy applies to all University employees (faculty, staff), students, volunteers and visitors who use equipment in University of Guelph workplaces.

Policy Statements

1. Supervisors and employees shall ensure that tools and equipment are maintained and are safe for all conditions of intended use.
2. Employees, students, volunteers and visitors shall be trained in the safe and proper inspection and use of tools, machinery and equipment that he/she are authorized to use.
3. Only those appropriately trained and authorized shall operate equipment. Records of the authorized users' names shall be maintained by the workplace supervisor.
4. Supervisors shall provide personal protective equipment (PPE), as necessary, to protect authorized users from potential hazards encountered in their work area.
5. Manufacturer's instructions for use shall be retained and made available to equipment users.
6. The University shall consider, where practicable, the characteristics of equipment to be obtained including but not limited to vibration, noise, ergonomics and substances used or produced by the equipment for example, emissions.
7. Standard operating procedures (SOP's) shall be written by supervisors for work or use of equipment that has the potential to cause injury and/or occupational illness.
8. Preventative maintenance programs shall be established for equipment as recommended by the manufacturer.
9. Tools, machinery and equipment shall be inspected by authorized users before use to ensure there are no defects.
10. Any moving machine part, function, or process that may cause injury shall be appropriately safeguarded.
11. No person shall remove or render ineffective a machine guard or other safety device without the approval of the workplace supervisor.

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