COMPANY EQUIPMENT POLICY

At [Organization Name], the use of company-provided equipment is a privilege, and not a right. Employees are expected to treat all company-provided equipment with care. This policy will outline the procedures and guidelines employees who use [Organization Name]’s equipment must adhere to at all times.

Note: this policy refers to company equipment such as (Insert specific types of equipment) and small parts that are kept inside company vehicles but does not cover motor vehicles. For procedures on Safe Driving with company-owned vehicles, please refer to the Safe Driving Policy.

POLICY

The Company Equipment Policy of [Organization Name] has been put into place to ensure that employees understand their responsibilities when it comes to the privilege of using company equipment.

Only employees who have been authorized by management to use company-provided equipment may do so. This privilege may be revoked by management at their discretion.

Sign Out Process

Specific pieces of equipment/machinery are required to be signed out prior to use on they include:

* (Insert specific types of equipment)
* (Insert specific types of equipment)
* (Insert specific types of equipment)
* (Insert specific types of equipment)

Operating Equipment Safely

Employees must understand how to operate each piece of equipment safely, prior to using it. They must also make sure the equipment is in proper working order and that all safety instructions are followed. This includes wearing the proper protective gear, where needed, and only using a piece of equipment for its intended purpose. No horseplay or dangerous use will be tolerated.

If any employee has any concerns about their own ability, or the ability of any other employee, to safely operate any piece of equipment, they must refrain from using it and/or advise the other employee to refrain from operating equipment. If any employee has concerns about the condition of a piece of equipment, they should also refrain from using it until it is deemed safe.

In either case, the employee is required to inform their supervisor as soon as possible so an appropriate training or safety solution can be provided.

Equipment Maintenance and Return

All equipment used for business purposes must be maintained in safe operating order and condition. Employees are required to return all company equipment in the same condition that they received it. If a piece of equipment is damaged during the course of work, employees are required to inform their supervisor as soon as possible of what occurred. Employees who fail to do so will be subject to the progressive discipline process, up to and including termination of employment.

If any employee of [Organization Name] has any concerns whatsoever about the safety of any piece of equipment, they have a responsibility to bring this to the attention of management or a safety representative immediately. The piece of equipment must then be locked out and tagged out so that other employees do not attempt to use it.

Appropriate Use

Employees are to use [Organization Name] equipment to complete their job duties in the course of company work only. Employees are not authorized to use company equipment for any personal reasons whatsoever. This includes their own purposes, or if requested to help others. The equipment that is provided by [Organization Name] is to be used for its intended purpose only and only for completing work for current clients of the company.

[Organization Name] Branded-Equipment

Employees are to remember that they are representatives of the organization at all times, and specifically when they’re on company business. Certain pieces of company-provided equipment show [Organization Name]’s logo on the side. Employees are reminded to be polite, follow the safety rules for operating and using any pieces of equipment, and must not perpetrate any other behaviours that breach policies such as our code of conduct or harassment or violence policies. Our clients trust that [Organization Name] employees will exhibit a level of professionalism. Employees who do not follow these rules, could cause harm to the organization's reputation.

Employee Leave

Employees are required to return all equipment to [Organization Name] in the event that they will be absent from work for a period longer than (Insert # of days). This includes vacation, leaves of absence, or any other extended leave from work.