POWER TOOLS AND EQUIPMENT POLICY

<Organization Name> values the health and safety of its employees and has implemented this policy to provide employees with important information and procedures to safely operate power tools and equipment in the workplace. <Organization Name> will ensure that all employees adhere to the guidelines set forth by this policy, the New Brunswick *Occupational Health and Safety Act and General Regulations* and other applicable legislation.

SCOPE

This policy is applicable to all employees who operate power tools and equipment for the purposes of job duties such as, but not limited to: [insert tools/equipment].

DEFINITIONS

Hand Tool - A tool that is non-powered or operates only through physical exertion by hand.

Portable Power Tool - A portable tool that requires a power source to operate, such as electric, pneumatic, liquid fuel, hydraulic, and powder-actuated device or power supply.

POLICY

This policy has been developed in accordance with the New Brunswick [*Occupational Health and Safety Act and General Regulations*](https://www.canlii.org/en/nb/laws/regu/nb-reg-91-191/latest/nb-reg-91-191.html?searchUrlHash=AAAAAQAEZmFjZQAAAAAB&offset=21670&highlightEdited=true)[*.*](https://novascotia.ca/just/regulations/regs/ohsgensf.htm#TOC1_9:~:text=Space%20heating%20equipment-,Part%209%20%2D%20Tools,-General%20provisions)

Employer Responsibilities

<Organization Name> (the “Employer”) will ensure that:

* All tools, equipment, accessories, and supplies are:
* made of good quality material adequate for the work for which they are intended to be used;
* inspected before being used, and, if not in an adequate condition, repaired or replaced before use;
* used only for their intended purpose;
* equipped with a device to ensure a secure hand grip where necessary; and
* installed, assembled, operated, used, handled, stored, inspected, serviced, tested, cleaned, adjusted, maintained, repaired and/or dismantled in accordance with the manufacturer’s specifications.
* Where powered by electricity, power tools are double insulated or grounded, except when battery operated. Additionally, where lines or hoses are connected to the tool, has a shut-off mechanism installed on the tool so as to be immediately accessible to the operator;
* Any tool or equipment that is found to be defective or have a defect that may render it unsafe is marked or tagged to indicate that it is unsafe and that tool or equipment is removed from service (lockout tagout).
* Every employee shall be instructed and trained by a competent person in the safe and proper inspection, maintenance, and use of all power tools and machinery.
* All records of training and instruction provided to employees or operators shall be maintained for at least [two years.](https://novascotia.ca/just/regulations/regs/ohsgensf.htm#TOC1_9:~:text=representative%2C%20if%20any.-,Employer%20to%20keep%20records,-8%C2%A0%C2%A0%C2%A0%C2%A0%C2%A0%C2%A0%C2%A0(1)
* All necessary personal protective equipment is provided and employees have been trained and instructed on the proper use, care, and maintenance of the PPE.
* All necessary protection equipment is provided and employees have been trained and instructed on the proper use of protective equipment when using power tools or other equipment.
* If an employee finds a defect in protection equipment that may render it unsafe, they are instructed to report the defect to their employer as soon as feasible.
* All necessary signage and warning signs are posted in areas where power tools are being used.
* A manual of operating instructions is maintained and easily accessible for each type of machinery, tool, or equipment in the workplace.
* Records are made of all inspections, maintenance, or repair/replacements done for power tools or equipment in the workplace.
	+ Records must be maintained for at least two years.

Employee Responsibilities

Employees that operate power tools or other equipment must:

* Use power tools and equipment only for their intended purpose and in accordance with manufacturer's instructions and safety guidelines set out by the employer.
* Wear all appropriate PPE, including safety glasses, gloves, and hearing protection, while operating power tools and equipment.
* Inspect all equipment before use to ensure it is in proper working order and report any defects or damage to a supervisor immediately.
* Follow all posted warning signs and lockout/tagout procedures.
* Participate in all required training sessions on the safe operation of power tools and equipment.
* Always utilise protective safety equipment when operating power tools or machinery. Employees must never disable or bypass any safety measure.
* Avoid wearing loose clothing, jewelry, or long hair that can become entangled in power tools or other equipment.

Equipment Inspection and Maintenance

* Employers shall establish a regular inspection and maintenance schedule for all equipment in accordance with the manufacturer's recommendations and applicable regulations.
* Inspections should cover all critical components, safety devices, electrical systems, and operational controls.
* Equipment defects or malfunctions discovered during inspections shall be documented and repaired promptly.
* All inspections, maintenance activities, and repairs must be carried out by qualified personnel.

 Training and Education

* Employers shall provide comprehensive training and education programs to employees who operate, maintain, or work with equipment.
* Training programs should include instructions on safe equipment operation, emergency procedures, hazard identification, and the proper use of PPE.
* Employees shall receive training before operating or working with new equipment and periodic refresher training.
* Employers should maintain records of employee training, including dates, topics covered, and attendees.

Reporting and Investigation of Incidents

* Employees shall report any equipment-related incidents, injuries, or near misses to their supervisor immediately.
* Employers shall investigate all incidents to identify root causes and take corrective actions to prevent recurrence.
* Incident investigation reports should be documented and maintained as part of the records.

Please note: This policy provides general guidelines for the safe usage of machinery, power tools, and equipment such as, but not limited to: [insert tools/equipment] and other equipment in the workplace. Employees are encouraged to reach out to management with any additional recommendations or safety concerns at any time. <Organization Name> reserves the right to amend this policy to comply with legislation and to ensure ongoing safety.

##