## SAFE USE OF 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 Northwest Territories’ *Safety Act*, the *Occupational Health and Safety Regulations* and any 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 the use of: [insert tools/equipment].

DEFINITION

"Power tool" means any hand-held machine that is powered by energy other than the energy of a worker.

"Competent" means a person, in respect of a function, task or duty, possessing the knowledge, experience and training to perform the function, task or duty.

POLICY

This policy has been developed in accordance with the Northwest Territories [*Safety Act*](https://www.justice.gov.nt.ca/en/files/legislation/safety/safety.a.pdf), and the [*Occupational Health and Safety Regulations.*](https://www.justice.gov.nt.ca/en/files/legislation/safety/safety.r8.pdf)
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 (see Inspection and Maintenance Records section);
* used only for their intended purpose;
* equipped with a device to ensure a secure hand grip where necessary;
* constructed, assembled, operated, used, handled, stored, inspected, serviced, tested, cleaned, adjusted, maintained, repaired and/or dismantled in accordance with the manufacturer’s specifications, or an approved standard.
* 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, have 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, tagged out (in accordance with the [Organization Name] Lock Out/Tag Out Policy) to indicate that it is unsafe and that tool or equipment is removed from service and reported to management.
* Before a competent worker performs maintenance, testing, repair, or adjustment on a power tool, the energy source is isolated, any residual energy in the tool is dissipated, and the energy source remains isolated throughout the activity.
* 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.

Employee Responsibilities

Employees who 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, jewellery, or long hair that can become entangled in power tools or other equipment.

Personal Protective Equipment (PPE)

* [Organization Name] will ensure that all necessary personal protective equipment (PPE) is provided and employees have been trained and instructed on the proper use, care, and maintenance of the PPE.
* If an employee finds a defect in their PPE or other protection equipment that may render it unsafe, they are instructed to report the defect to their employer as soon as feasible.
* [Organization Name] will also replace, repair, and provide additional PPE, as needed.

Training

[Organization Name] will ensure any machine, lifting devices, or piece of equipment shall only be operated by authorized persons.

A person shall not be authorized to operate a machine or piece of equipment until:

* The person has been adequately instructed and trained.
* Has demonstrated the ability to safely operate it.
* All employees receive instruction on proper use of power tools, the required PPE, recognize unsafe conditions and how to control or eliminate any hazards.
	+ 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 shall be documented and maintained as long as the worker works for the employer.

Inspection and Maintenance Records

When legislation requires a machine or piece of equipment to have an inspection and maintenance record, the following shall be implemented:

* An effective written or other permanent recording system or log shall be immediately available to the equipment operator and any other person involved with inspection and maintenance of the equipment
* The recording system shall identify the make, model and serial number of the equipment, the work done, the status of the equipment or machine for further use
* The records shall be kept for the duration of the service life of the machine or equipment

Records will be made of all inspections, maintenance or repair/replacements done for power tools or equipment in the workplace.

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.