

Administrative Procedure 337

Students

APPROPRIATE AND SAFE USE OF TOOLS AND EQUIPMENT

BACKGROUND

The Charter Board recognizes the importance of the health, safety and overall well-being of its students and is committed to taking steps to reduce the risk of injury. Appropriate training must be provided to students to ensure safe and proper use of tools, equipment and materials. The scope of this administrative procedure applies to all tools, equipment and materials capable of causing injury to the user from simple hand tools to complex equipment including furniture, IT equipment and disposable materials.

The Principal in so far as is reasonably practicable, is responsible to ensure that teachers adhere to the Alberta Occupational Health and Safety Regulations as they apply to the appropriate and safe use of tools, equipment and materials by students.

REGULATIONS

1. Alberta Occupational Health and Safety Regulations state that:
 - 1.1. An employer must ensure that all equipment used at a work site:
 - 1.1.1. is maintained in a condition that will not compromise the health or safety of workers using or transporting it;
 - 1.1.2. will safely perform the function for which it is intended or was designed;
 - 1.1.3. is of adequate strength for its purpose; and
 - 1.1.4. is free from obvious defects.
 - 1.2. If a student is required to use or wear specific equipment, the teacher must ensure that the student uses or wears the equipment at the work site.
 - 1.3. The teacher must ensure that a student is trained in the safe operation of tools and the equipment the student is required to use. A teacher must ensure that the training referred to in subsection (1.1) includes the following:
 - 1.3.1. the selection of the appropriate equipment;
 - 1.3.2. the use of the equipment; and
 - 1.3.3. the hazards specific to the operation of the equipment at the work site.

RESPONSIBILITIES

1. Teacher
 - 1.1 ensure all equipment meets CSA (or equivalent) standards;
 - 1.2 students are not permitted to use tools, equipment, or machinery unless they have been authorized to do so;
 - 1.3 the use of appropriate personal protective equipment (PPE) is enforced when required;
 - 1.4 provide adequate supervision with tools that pose medium/high risk; and
 - 1.5 maintain a documented record of student training for tools that pose medium/high risk.
2. Students
 - 2.1. cooperate in obtaining any authorization or training required to use the tools, equipment and machinery;

- 2.2. use only the tools, equipment and machinery that you have been trained and authorized to use;
- 2.3. ensure that loose clothing, long hair, dangling accessories and jewelry that are likely to be hazardous to safety are not worn around equipment unless tied, covered, or otherwise secured to prevent entrapment; and
- 2.4. wear/use the prescribed personal protective equipment.

PROCEDURES

1. Do not use a tool or a machine if you are unfamiliar with its use or if you feel that you need additional instruction in order to use the equipment safely and correctly.
2. Tools and equipment should be kept in an orderly fashion so that they may be easily found when needed. All tools should be cleaned after every use.
3. All tools and equipment should be inspected regularly. Defective and unsafe tools or equipment must be reported promptly to the supervisor, and repaired or replaced at once. Report any concerns as soon as possible. Do not use or operate defective or unguarded equipment.
4. Ensure all required PPE is available, appropriate and in good condition prior to use.
5. Ensure the work area is properly prepared and ensure the safety of any persons nearby prior to the commencement of work.
6. Use all tools for their intended purpose only. Tools and equipment should always be used for their intended purpose and never be mishandled or used in a manner for which they were not designed.
7. Follow all equipment-specific safe work practices and procedures. Never force a hand or power tool to strain beyond its obvious capacity.
8. Cutting tools are safer and more efficient when their blades are kept sharp. Avoid using dull cutting tools.
9. Never perform any adjusting, cleaning, oiling or repairing of equipment and/or machinery while in motion.
10. Always clean work area and put tools and equipment back in the correct storage location after each.

Legal Reference: *School Act*
Occupational Health and Safety Act
Occupational Health and Safety Code
Occupational Health and Safety Regulation

Date of Adoption: March 7, 2017

Date of Revision:

Due for Review: March 7, 2020