



EQUIPMENT OPERATING PROCEDURE

Approved by: Academic Coordinating Committee

Authorizer: Manager, Occupational Safety

Reference Code: O35 V2

Effective Date: 9/22/2015

PURPOSE:

Conestoga College is committed to providing a safe working and learning environment for the college community. The purpose of this procedure is to ensure that all workers and students are aware of the safe operating procedures for the equipment they may or will be working with. This covers the contents of the equipment binders and includes pre-use inspections, training sign-offs, maintenance logs, and standard operating procedures.

SCOPE:

The Equipment Operating Procedure applies to any Conestoga College employee who will be operating, or teaching students to operate, any piece of equipment as well as students who operate the equipment. This procedure is in effect at all Conestoga College-owned, leased, or 'operated at' properties where instructional activity occurs.

DEFINITIONS:

Supervisor	Means a person who has charge of a workplace or authority over a worker and/or a student. For the purposes of this procedure, department chairs and program managers are supervisors of workers. Faculty, technologists and technicians are supervisors over students.
Equipment	Electrical, pneumatic, or hydraulic powered mechanized implement used in shops by students, faculty, technicians, technologists, or other Conestoga staff. This does not include electronic devices (such as televisions, radios, computers, or testing equipment) that pose little to no immediate hazard
Pre-Use Inspection	This is a brief 'circle-check' and sign-off that an operator must perform prior to using a piece of equipment and is intended to ensure that the equipment is in safe operating condition and free of defects.
Standard Operating Procedure (SOP)	The steps involved in operating a piece of equipment, which are usually taken directly from the operator's manual.
Pre-Start Health & Safety Review (PSHR)	An engineering report prepared for a piece of equipment that may or may not be a requirement, depending on Ministry of Labour guidelines.
Safety Alerts	Document issued by Conestoga College's Occupational Health & Safety Office that provides basic information about an incident, accident or near miss or any immediate corrective actions that are to be taken to reduce hazards.

DOCUMENTS:

- Pre-Use Inspection Sheet
- Maintenance Completion Sheet
- Manufacturer's Manual
- Standard Operating Procedure (SOP)
- Training Sign-Off
- Pre-Start Health and Safety Review (PSHR)
- Safety Alerts

RESPONSIBILITIES:**Supervisors (for Workers) – Administrative Staff (Department Chairs, Program Managers)**

- Ensure that all workers are aware of the contents and location of the equipment binders for the applicable shops.

- Ensure that all workers that may use any piece of equipment have read the pre-use inspection developed for that equipment and are aware of their responsibility to sign the pre-use inspection sheet prior to operating the equipment.
- Ensure that all workers that may use any piece of equipment have read the SOP and have signed the related training sign-off sheet prior to using the equipment.
- Ensure that all workers that complete maintenance on any piece equipment have read and are aware of their responsibility to complete the maintenance log developed for that equipment.
- Designate a lead for each shop who is responsible for maintaining the equipment binders and creating a new binder whenever a piece of equipment is added to the shop.

Supervisors (for Students) – Faculty, Technologists, Technicians

- Ensure that they have been trained in the contents and location of the equipment binders for the applicable shops.
- Sign the training sign-off sheet located in the binder confirming that they have read and will instruct students in the SOP designed for that piece of equipment, if applicable to their duties.
- Ensure that any student utilizing a piece of equipment has been trained in the following:
 - Location of the equipment binders for the applicable shops.
 - Pre-use inspections and the requirements to sign off on the pre-use inspection sheets, where applicable.
 - SOP.
- Ensure that all students who have been trained in the SOP sign the training sign-off sheet and place the completed sheet in the appropriate equipment binder.
- Regularly perform random checks to confirm that a person using a piece of equipment has completed the pre-use inspection and signed off on the pre-use inspection sheet.
- Monitor the shop to confirm that any person operating a piece of equipment is using that equipment as per the developed SOP.

Technologists and/or Technicians

- Confirm that the binder for each piece of equipment contains the following:
 - Completed pre-use inspection sheets.
 - Completed maintenance completion sheets.
 - Manufacturer’s manual, if available.
 - SOP.
 - Completed training sign-off sheets.
 - PSHR, if required.
 - Safety alerts, if any.
- Store equipment binders in the same location as the equipment listed, i.e. in the related shop. For example, if there is an identical piece of equipment in two different shops at the same campus there must be a binder for each shop.

- Ensure that the pre-use inspection checklist is kept at or near the equipment listed and completed inspection sheets are transferred into the equipment binder.
- Track maintenance performed by outside contractors on the maintenance completion sheets.

Operators – Faculty, Technologists, Technicians, Students

- Ensure that they have been trained in the contents and location of the equipment binders for the applicable shops.
- Sign the training sign-off sheet located in the binder confirming that they have read and will follow the SOP designed for that piece of equipment prior to using the equipment for the first time.
- Complete the pre-use inspection, including sign-off, before each use.
- Use the equipment as per the developed SOP.
- Not use any piece of equipment for which they have not received training or feel uncomfortable using.

Occupational Health and Safety Department

- Review this procedure on an annual basis.
- Monitor compliance of this procedure.
- Monitor the procedure effectiveness and compliance with current legislation.

Joint Occupational Health and Safety Committee

- Participate in the annual review of this procedure.
- Ensure, through workplace inspections, that compliance with this procedure is being met.

ENFORCEMENT:

Employees who fail to comply with this procedure will be subject to the discipline policy which may result in a written warning, suspension and/or up to termination.

Students who fail to comply with this procedure will be subject to the Student Code of Conduct Policy and procedures and the sanctions contained therein.

REVISION LOG:

Revision Date	Summary of Changes
September 22, 2015	Developed procedure
November 9, 2015	Policy and Procedure Committee – revisions approved
May 4, 2016	Academic Coordinating Committee – revisions approved

