

**AP 9.12**

**Category: Welcoming, Caring, Respectful and Safe School**

## **Appropriate and Safe Use of Tools and Equipment**

### **BACKGROUND & RATIONALE**

The CAPE Charter Board recognizes the importance of the health, safety and overall well-being of its students and staff and is committed to taking steps to reduce the risk of injury. Appropriate training must be provided to students and staff to ensure safe and proper use of tools, equipment, and materials.

### **PURPOSE**

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 disposables. Its purpose is to reduce the risk of injury.

### **DEFINITIONS**

1. **Equipment** - a set of tools that are used to achieve a specific objective, there is a certain mechanical aspect to it that cannot be ignored, the things that are needed for a particular purpose or activity.
2. **Tool** - any item that is used to achieve a goal, can be non-mechanical as well.
3. **Health** - the state of being free from illness or injury, a state of complete physical, mental, and social well-being, and not merely the absence of disease or infirmity
4. **Safety** - the condition of being protected from or unlikely to cause danger, risk, or injury.
5. **Well-being** - judging life positively and feeling good, the state of being comfortable, or happy.

### **PROCEDURE**

6. The Principal, or designate, shall be familiar with the Alberta Occupational Health and Safety Regulations. In particular;
  - 6.1 An employer must ensure that all equipment used at work site:
    - 6.1.1 is maintained in a condition that will not compromise the health or safety of workers using or transporting it;
    - 6.1.2 will safely perform the function for which it is intended or was designed;
    - 6.1.3 is of adequate strength for its purpose; and
    - 6.1.4 is free from obvious defects.

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- 6.2 If a student is required to use or wear specific equipment, the teacher must ensure that each student uses or wears the equipment at the work site.
- 6.3 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:
  - 6.3.1 the selection of the appropriate equipment;
  - 6.3.2 the use of the equipment;
  - 6.3.3 the hazards specific to the operation of the equipment at the work site.
7. The Principal shall ensure that staff has access to policies and procedures, as well as training to safely instruct and supervise students when working with tools, equipment and materials.
8. The Principal or a designate is responsible for ensuring that any tools or equipment reported as defective be replaced or repaired immediately.
9. It is the responsibility of the teacher to advise the administration of any defective tools or equipment immediately.
10. It is the responsibility of the teacher to:
  - 10.1 ensure all equipment meets CSA or equivalent standards;
  - 10.2 students are not permitted to use tools, equipment, or machinery unless they have been authorized to do so;
  - 10.3 the use of appropriate personal protective equipment (PPE) is enforced when required;
  - 10.4 provide adequate supervision with tools that pose medium/high risk; and
  - 10.5 maintain a documented record of student training for tools that pose medium/high risk.
11. The student must:
  - 11.1 cooperate in obtaining any authorization or training required to use the tools, and equipment;
  - 11.2 use only the tools equipment and machinery that the student has been trained and authorized to use;
  - 11.3 ensure that loose clothing, long hair, dangling accessories and jewellery that are likely to be hazardous to safety are not worn around equipment unless tied, covered, or otherwise secured to prevent entrapment; and
  - 11.4 wear/use the prescribed personal protective equipment.
12. Any individual is not to use a tool or machine if unfamiliar with its use or if, in the opinion of that individual, requires additional instruction in order to use the equipment safely and correctly.

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13. Tools and equipment are to be kept in an orderly fashion so that they may be easily found when needed. All tools and equipment must be stored in a locked cabinet when not in use. All tools must be cleaned after every use and returned to the appropriate locked storage cabinet.
14. All tools and equipment must be inspected regularly.
15. Any defective or unguarded equipment must not be used.
16. All required PPE must be available, appropriate, and in good condition.
17. Work areas must be properly prepared and safe for those nearby.
18. All tools must be used for their intended purpose, should never be mishandled or used in a manner for which they were not designed.
19. All equipment-specific safe work practices and procedures must be followed. Never force a hand tool or power tool to strain beyond its obvious capacity.
20. Cutting tools are safer and more efficient when their blades are kept sharp. Dull cutting tools are not to be used.
21. No adjusting, cleaning, oiling or repairing of equipment and/or machinery must be done while in motion.
22. The work area must be cleaned after each use.
23. Tools and equipment must be put back in the correct storage location after each use.

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**References:**

*CAPE Policy Manual, Section 9*  
*Education Act*  
*Occupational Health and Safety Act*  
*Occupational Health and Safety Regulation*  
*Occupational Health and Safety Code*

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