

Shop Equipment Purchase, Replacement & Maintenance Procedures

This procedure is formulated to set guidelines for all KPDSB secondary shops providing a safe environment for all students and staff. The hazards associated with shop work require special safety considerations. Whether you work in a metal shop, wood shop, automotive shop, glass shop, or electrical shop, the potential hazards for personal injury are numerous.

“School boards have an obligation to identify the foreseeable risks associated with any school activity, program or curriculum requirement, and to take all reasonable steps to remove or manage those risks.” (Source - OSBIE Oracle Technical Studies Safety – Balancing Risks versus Benefits)

There are a number of governing regulations, Board Policies, codes and standards that determine the purchase/installation/use of equipment.

- KPDSB Purchasing Policy
- Occupational Health and Safety Act
- Workplace Safety and Insurance Act
- Human Rights Code
- Canadian Standards Association (CSA)
- Canadian Electrical Code
- Ontario Building Code

These regulations and standards establish procedures for dealing with workplace hazards and provides for enforcement of the law where compliance has not been achieved voluntarily. Inspectors from the Ministry of Labour are the enforcement and their roles include:

- inspection of workplaces
- issuing of orders where there is a contravention of OHS Act or its regulations
- investigation of accidents and work refusals
- resolution of disputes
- recommendation of prosecution

Keewatin Patricia District School Board's goal is for all shops in secondary schools to achieve and maintain a self-compliance with these governing regulations, procedures and standards.

All secondary shop equipment, as of March 2013, has gone through an extensive audit process and has been brought up into compliance with these regulations. KPDSB has established standards for all existing and for future purchase/installations of equipment.

Procurement Procedures:

All equipment purchases are to be made through the KPDSB's Purchasing Policy 607 and under the guidelines of the Ontario Broader Public Sector (BPS) Procurement Directive. Any equipment being brought into the shops must have Facilities Department approval (see *attached Equipment Request form*). Before new equipment is to be installed or activated in school shops the individual equipment must go through an inspection to comply with these standards. This inspection will be done through the Facilities Department of the Board and any costs to bring equipment up to those standards will be included with the purchase of equipment. The inspection of equipment will review, but not be limited to, guarding/pinch points (custom

guarding), anchoring, non-skid stripping, electrical disconnects and emergency stop with magnetic starter.

Identifying of Equipment:

All equipment purchased or installed are to be identified with an ID number and will be inventoried into the database. Once information is placed into the database a number will be assigned to the individual piece of equipment. Facilities will place an ID number on the equipment before it is commissioned into use.

Inspections of Equipment:

Weekly:

The secondary shops are supervised by teaching staff and they are to make sure that maintenance/replacement or addition of equipment must follow Board procedures/policies meeting the appropriate legislation requirements for shops to maintain compliance level.

Annual:

Annual inspections will be completed a minimum of once a year on all machinery and lifting devices. This inspection will be conducted through the Facilities Department. Equipment that is not compliant or not identified in the database will be locked out/removed until it is made compliant or permanently removed.

Maintenance of Equipment:

Each School is responsible for the general maintenance of their shop equipment and consumables such as saw blades, bits, belts, sandpaper etc.

Facilities Department will be responsible for repairs on equipment other than the general maintenance. Requests for such repairs are to be submitted through the Facilities Department's work order system. Such repairs are subject to the availability of budget.

Annual Planning for Equipment Replacement:

Each school's shop department will also be responsible to produce a five year plan to replace older machinery that encompasses all necessary OSHA and CSA safety upgrades. These requests are to be submitted to the school principal and entered into Facilities Work Order System under Capital Improvement request. This list of identified equipment will be presented to the Board annually, create a planning process that the Board can consider for financial funding.

No Outside or Personal Equipment Allowed on School Property:

To ensure the safety of students and staff no equipment is to be brought in from the outside or personal equipment from home. This equipment has not met the standards of the Board or gone through that process to ensure compliance and is not allowed in school shops.

The Use of Non-Compliant Equipment:

Guards must be in place. If a guard is removed to perform maintenance or repairs a lockout/tag out procedure needs to be followed. Replace the guard after repairs are completed. Do not disable or move machine guards for any reason. If you notice that a guard is missing or damaged, contact your supervisor and have the guard replaced or repaired before beginning work. If a compliant piece of equipment is modified becoming non-compliant and used, the individuals (staff or student) who violated safety or operating procedures will be subject to discipline.

“Poor choices, such as removing guards, not following procedures, or not using protective equipment, account for the vast majority of student injuries in Technical Studies programs.” (Source - OSBIE Oracle Risk Identification – Where are YOUR Risks?)