

Toronto District School Board

Operational Procedure PR601

Title: **SAFE USE OF POWER TOOLS**

Adopted: January 19, 2010

Revised:

Authorization: Executive Council

1.0 OBJECTIVE

To provide a management process for the use of power tools by employees and students

2.0 RESPONSIBILITY

Executive Officer, Employee Services

3.0 PROCEDURES

In order to prevent injuries from the use of power tools, the following process must be adhered to by all employees and students.

3.1. Who may use power tools

The use of equipment is limited to:

- (a) staff who are qualified technological studies teachers;
- (b) students that have received adequate instruction and training;
- (c) caretaking and maintenance staff who have been trained in the operation and safe use of the equipment;
- (d) other staff authorized by the principal to use the school equipment and who are supervised by a qualified teacher or who have demonstrated to the principal a thorough knowledge of the operation and safe use of the equipment;
- (e) persons registered in a Continuing Education program and supervised by the program instructor.

3.2. Safety Practices

The following safety practices must be adhered to at all times while equipment is being used:

- (a) The qualified teacher is present and has agreed to supervise the use of the equipment by students and staff. The only exception is the use of equipment by trained caretaking and maintenance staff while making repairs to the facility.

- (b) All safety measures, guarding and other protective equipment are in place and are used as appropriate to the task and specific equipment.
- (c) All safety measures, guarding and other protective equipment (PPE) is worn.
- (d) Loose clothing, rings, watches and jewellery are removed.
- (e) Long hair is suitably contained to avoid contact or entanglement with moving parts of equipment.

3.3. Administrative Controls

- (a) Written approval from the principal must be obtained prior to any staff or students (other than the previously indicated technology teacher, caretaking or maintenance staff) use powered equipment.
- (b) The written authorization form will identify the equipment that is being requested and approved for use.
- (c) No person shall bring into a school or facility any personal power tools for use by themselves, students or others. Similarly Technology Shops and power tools shall not be used for non-school projects. (i.e., personal use)
- (d) Implementation February 19, 2009

4.0 APPENDICES

Appendix A: xxx

5.0 REFERENCE DOCUMENTS

Form 601A, Authorization for Use of Power Tools

Excerpts From the *Ontario Occupational Health and Safety Act*

5.1 Duties of employers

25. (1)(d) An employer shall ensure that, the equipment, materials and protective devices provided by the employer are used as prescribed; and

(2) Without limiting the strict duty imposed by subsection (1), an employer shall,

- (a) provide information, instruction and supervision to a worker to protect the health or safety of the worker;
- (h) take every precaution reasonable in the circumstances for the protection of a worker;

5.2 Principal/Supervisor Responsibility

The Ontario Occupational Health & Safety Act Section 27 (2) advises a worker of the existence of any potential or actual danger to the Health or Safety of a worker of which the supervisor is aware.

Section 27(2) (c) take every precaution reasonable in the circumstances for the protection of a worker.

Whereby the improper care, use and lack of knowledge of the safe use of power tools can result in a serious injury the following procedures must be followed.