



PRC Tools and Equipment Policy



Policy

PRC POLICY ON TOOLS AND EQUIPMENT

SCOPE

This Policy covers all employees who are assigned tools and equipment owned, leased or rented by the Westchester County Department of Parks or PRC.

PURPOSE

The purpose of this Policy is to ensure that tools and equipment are properly and regularly maintained and serviced, and that records of all such maintenance and servicing are kept.

RESPONSIBILITY

Managers/Supervisors will implement this policy by:

- Enforcing compliance with this policy. All affected employees, presently employed and all new employees, must be trained and responsible for the purpose and use of this policy.
- Instructing employees in the safe use of tools and equipment; or will ensure that employees receive supervised training on the job. Alternatively, if employees have received training previously on the equipment to be used, supervisors must take steps to confirm that employees have maintained their skill and knowledge to the requisite standard.
- Being responsible for the safekeeping and accountability of all tools and equipment assigned to their locations or staff, although final responsibility for tools and equipment rests with the individual employee to whom it is assigned.
- Providing all employees with information, training and the equipment they need to protect themselves and others.
- Ensuring that all necessary equipment is available to comply with this policy.

Employees Have the Responsibility to:

- Understand their assigned tasks relating to personal protective equipment.
- Apply the proper training and equipment to safely work in hazardous areas.
- Assist with the assessment and identification of hazardous areas.
- Comply with the directives of this policy.

- Put all tools in their place when not in use.
- Lock the building or closet where equipment is kept when leaving.
- Maintain equipment according to instruction manual.
- Keep cell phones or radios clipped or in attached pouch.
- Charge cell phones or radios.
- Leave vehicles locked.
- Sign for any fuel pumped.
- Check fluid levels of vehicles and equipment, including office copiers, etc.
- Have all equipment in ready condition.

ACCOUNTABILITY

Accountability for County-owned tools and equipment and property is handled in several ways: numeric codes, fleet numbers on vehicles and equipment of specified value, monitoring of fuel usage, site inventory and staff orientation.

Assigning numeric codes to each item and identifying the employee to whom it is distributed, provides accountability for some County-owned property. Internet Technology (IT) purchases and identifies cell phones, Blackberrys, computer and printers. Fleet equipment purchased through the County Garage is assigned a number with an identifiable employee responsible for the particular piece of equipment.

Supplies and inventoried items are kept in non-public areas that are kept locked when not in use. Maintenance shops house valuable equipment, tools and supplies. Keys are accounted for and distributed to authorized personnel only. Keys to vehicles and equipment are kept in a lock-box and accounted for on a daily basis.

Staff at gas pumping locations is responsible to account for all usage. Pumps are kept locked at all times and any employee obtaining fuel must sign for it by full name, amount pumped, fleet and vehicle license number. Usage inventory tickets and all deliveries are sent directly to the Bureau of Purchase.

Every employee is held accountable for any County-owned property entrusted to his or her care. Tools and equipment that are assigned to employees will be recorded by the supervisor or designee. The exact method for recording these transactions is at the discretion of the supervisor, but it is recommended that a written record of tool and equipment issuances and returns be kept. When a tool or piece of equipment is returned by employees, the supervisor or designee shall inspect the item for damage. Any employee who observes a loss of or damage to PRC owned, leased or rented equipment should report the occurrence to the responsible supervisor immediately.

As part of on-site orientation the importance of taking proper care of all equipment is stressed. The cleanliness of the fleet, for example, is a specific inspection on all Pride in Parks reviews.

Equipment and supplies at each facility are stored in locked rooms. Maintenance shop areas are restricted to staff, with keys assigned to appropriate personnel only. Specialized training is offered in-house to ensure the safe and proper use of equipment, such as chain saw safety, troubleshooting electric, including lock-out/tag-out procedures, troubleshooting plumbing and small engine repair. Certification for pesticide application is available as well Commercial driver's licenses (CDL) are required in some job specifications.

At facilities with art collections such as Merestead, museum procedures are used to inventory, document and record the

condition of objects.

Upon separation of an employee from PRC for any reason, the employee's supervisor will account for all tools property and equipment in the possession of that employee. Any tools, property, or pieces of equipment not returned or damaged due to misuse or neglected by the employee, must be documented by the supervisor immediately.

In addition:

- Tools must be kept in good condition; edges of cutting tools must be sharp and kept covered when not in use, and any defects in tools and machinery must be reported immediately to the manager/supervisor.
- Hand tools which have the potential to cause injury must not be carried in pockets, and all tools must be returned to their proper storage area after use.
- The working area must be kept clean and tidy and the floor must be kept clear of all obstructions and be free from oil and debris.

SAFE OPERATION

Tools and equipment must be operated in accordance with the manufacturer's recommendations and instructions.

PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment (PPE) is used to create a protective barrier between the worker and hazards in the workplace. PPE includes such equipment as chemical resistive gloves, safety shoes, protective clothing, safety glasses, respirators, etc. Personal protective equipment is not a replacement for good engineering controls, administrative controls or work practices. Rather, PPE should be used in conjunction with these controls to ensure the health and safety of employees.