

POLICY 21/97-04

TITLE: Safety and Security Standards for Public Works Shop and Yard

1. Access to Shop and Yard (Visitors and Security)

Access to the shop and yard should be restricted to Village employees only. The exception being when members of the fire department need access to fire fighting equipment stored at the shop.

To reduce the risk of accident and/or liability, unauthorized people shall be discouraged from visiting the shop and yard.

The shop and yard must be locked after hours.

During working hours when all employees are working elsewhere, the shop shall be locked.

2. Housekeeping

Good housekeeping rules must be followed.

The shop and yard must be kept neat and clean and free from slipping and tripping hazards.

Waste and material must not be allowed to accumulate around equipment, create a tripping hazard or otherwise endangering workers or restricting the safe access or egress from the equipment.

Hand tools, equipment, parts and supplies shall be stored in a neat and orderly manner to allow for easy location and access.

Other material stored in the shop and yard shall be stored in a neat and orderly manner so as to not create a hazard to employees.

Employees working in the shop or yard shall clean up after themselves.

Tools must be returned to their proper storage place.

Tools requiring repair must be tagged and shall not be used again until proper repairs are made.

3. Bathroom

The bathroom shall be kept in a clean and sanitary condition.

The bathroom shall not be used for storage of material and supplies other than normal bathroom supplies.