

# **Process and Equipment Purchases and / or Modifications Policy Township of Springwater**

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| Approved: July 12, 2010<br>Effective: July 12, 2010<br>Next Review: July 2011 | Department: All Departments<br>Subject: Health & safety,<br>Policy Number: A09 - PR |
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## **A. Policy Statement**

The Township of Springwater is committed to the health and safety of employees, contractors, visitors and the general public. This includes a commitment to health and safety in the purchase of new and modified equipment for the municipality.

## **B. Purpose**

The purpose of the Process and Equipment Purchases and / or Modifications Policy is to ensure that any new or modified equipment purchased is assessed for potential hazards and that the appropriate controls are put in place.

## **C. Scope**

This policy applies to all modified vehicles and equipment or new or modified processes.

## **D. General**

This Policy shall be administered by departments.

This Policy shall be referred to as the 'Process and Equipment Purchases and / or Modifications Policy'.

This Policy shall come into force and effect on the day of passage.

This Policy shall be reviewed annually.

## **E. Authority**

The authority for the Process and Equipment Purchases and / or Modifications Policy shall be by the endorsement of the Township of Springwater's Joint Health and Safety Committee and by the approval of the Township of Springwater Council.

**ATTACHMENT A**  
**PROCEDURES FOR THE PROCESS AND EQUIPMENT PURCHASES POLICY**

A. General

All persons required to operate new or modified equipment must be trained and prior to the purchase of modification to any equipment or process it must be reviewed to identify any hazards that may exist and develop safe operating procedures for any major hazard that is identified.

The purchase or modification must also meet all appropriate legislation and industrial standards.

Health and safety shall be a consideration in all equipment purchases and is a reason to choose other than the low bidder on a quote.

Purchases shall also be made in accordance with the Township of Springwater's Procurement Policy.

Pre-start instruction is to be provided by the manufacturer.

Pre-start up inspections (prior to the initial use of new / modified equipment / process) will be conducted with the involvement of the:

- Joint Health and Safety Committee
- Department managers and / or supervisors
- Manager of Human Resources
- Any operators or person who has potential to operate the machinery, or involved in the new or modified process

Regulatory compliance and industry standard safety practices are expected to be adhered to at the design stage, in the purchase specifications, during construction and / or installation process.

B. Training

All new / modified equipment will be added to the existing list of equipment that requires pre-use operator inspections.

Review of the new / modified equipment or process shall take place to determine if there are any hazards that exist. If there are hazards identified, controls must be put into place. If any major hazards are identified, Safe Operating Procedures are to be developed.

In some cases, a pre-start review must be completed, as per Section 7 (Regulations for Industrial Establishments).

**ATTACHMENT B  
ROLES AND RESPONSIBILITIES**

**A. Manager / Supervisors**

It is the role of the manager / supervisor to:

- Assist the Manager of Human resources with the hazard review
- Train the appropriate staff who will be exposed to or work with the new / modified equipment / process on the Safe Operating Procedures

**B. Joint Health and Safety Committee**

It is the role of the Joint Health and Safety Committee to:

- Provide input on any additional hazard(s) or control(s)
- Provide feedback to the Manager of Human Resources

**C. Manager of Human Resources**

It is the role of the Manager of Human Resources to:

- Review the new / modified main activities to determine whether hazards exist
- If a major hazard is identified, Safe Operating Procedures are to be developed
- Ensure that the new purchase or modification meets all appropriate legislation and industry standards
- Include a review of any material safety data sheet as they apply to any chemicals being introduced into the workplace
- Ensure the review outlines the use, storage or disposition requirements
- Ensure that the appropriate controls are put in place to either eliminate, or control the hazard