

Kevin Simpson
Director – Facilities Management (Saint John Campus)
100 Tucker Park Road
Saint John, N.B
Email: kevin.simpson@unb.ca

_____, 2014

To: Facilities Management

I/We the undersigned, hereby authorize _____, to use the Ganong Hall 38 Work Shop in all manners relating to their research at the University of New Brunswick, Saint John. The undersigned confirms _____ has been instructed on the proper and safe operation of the checked equipment by a competent person in accordance with the owner’s manual and is subsequently deemed trained to operate said equipment; only checked equipment are authorized for use. To gain access to the shop a signed copy of this form must be completed. It is the responsibility of all users to inspect equipment prior to use to ensure it is in proper working order in accordance with the operator’s manual and to understand applicable Occupational Safety Regulations and UNB’s Work Alone Policy (attached). Technical inspections of the equipment, (ie. Safety guards, lubrication), will be completed monthly. This inspection will be carried out by a designated employee from Facilities Management. Any issues/concerns are to be brought to the attention of Facilities Management (Saint John Campus) Immediately. These issues can be passed along using the following email address: operations@unb.ca.

Only checked and initialed equipment is authorized for use:

Wood Working Band Saw	()
Metal Punch and Sheer	()
General Commercial Drill Press	()
General Commercial Table Saw	()
GS 1250 Industrial Drill Press	()
Ford – Smith Commercial Bench Grinder	()
Standard Modern Metal Lathe	()
Wells Metal Horizontal Band Saw	()
Industrial Table Saw	()

This authorization is valid until further written notice is provided by Facilities Management.
IAW: OHS 91-191

Name (Please Print)

Name (Please Print)

Authorized Employee/Student (Signature)

Supervisor/Dean (Signature)

Exerts from Occupational Health and Safety Act 91-191

“competent” means

- (a) qualified, because of such factors as knowledge, training and experience, to do assigned work in a manner that will ensure the health and safety of persons,
- (b) knowledgeable about the provisions of the Act and the regulations that apply to the assigned work, and
- (c) knowledgeable about potential or actual danger to health or safety connected with the assigned work;

General Duties of an Owner

80 An owner of a tool shall ensure that the tool

- (a) is of good quality material appropriate for its intended use,
- (b) is inspected before being used and repaired or replaced if necessary,
- (c) is maintained in proper working condition,
- (d) is tempered, dressed and repaired only by a competent person,
- (e) where necessary, is equipped with devices to ensure a secure hand grip,
- (f) is of a non-sparking type where there is risk of an explosive atmosphere being ignited by a spark, and
- (g) is kept in a proper storage place when not in use.

General Duties of an Employer

81 An employer shall ensure that

- (a) employees are competent in the safe handling and use of tools,
- (b) employees are instructed to use tools only for the specific purposes for which they are designed, and
- (c) procedures are implemented for safely supplying tools and materials to employees located in hazardous places.

Portable Power-Operated Hand Tools

83 An employer shall ensure that

- (a) a portable power-operated hand tool is cleaned with a non-flammable, non-toxic solvent or according to the manufacturer’s specifications,
- (b) an electric portable power-operated hand tool is double insulated or bonded to ground or where it is not double insulated and it is not practical to bond to ground, is equipped with a double insulated portable ground fault circuit interrupter of the class A type, and
 - (ii) is tested for the effectiveness of the double insulation or bonding to ground before each use by a continuity tester or ground fault circuit interrupter,
- (c) fittings and couplings appropriate for the intended use and meeting the manufacturer’s specifications are used on all hydraulic, pneumatic, chemical and electrical lines and hoses for a portable power-operated hand tool, and
- (d) a shut-off that is readily accessible to the user of the tool is installed on all hydraulic, pneumatic, chemical and electrical lines and hoses for a portable power operated hand tool.

Working Alone

UNB Reference Number: 7839

Authorized by: E. Parr Johnston, President,

Effective Date: November 2001

[PDF version](#)

INTENT: To ensure procedures are developed, in so far as are reasonably practicable, to ensure the health and safety of employees and students who perform work alone in a potentially hazardous environment or with hazardous materials or equipment.

SCOPE: All faculty, staff and students who perform work on University premises. This policy does not apply to office environments or to employees or students in a non-employment situation.

DEFINITION: Working alone is defined as the performance of any work by an individual who is not directly supervised by another person, nor within audible or visual range of another individual.

REGULATIONS:

1. The University department responsible shall develop and implement written procedures to ensure the health and safety of individuals required to work alone in hazardous environments or with hazardous materials or equipment. The department shall assess the requirement for emergency equipment, emergency aid and practical means of obtaining assistance based upon the nature and degree of exposure to the hazard.

2. Employees and students shall work only under conditions where the availability of emergency aid is compatible with the nature of the hazard and the degree of exposure to the hazard. Whenever doubt exists, the supervisor shall review the work assignment and define the emergency aid compatible with that work assignment.

3. Where a probability exists for exposure to a potentially hazardous material or piece of equipment, and individuals are required to work alone, or after regular working hours,

i) a second employee (provided the second employee is not required to be called in on overtime) or student shall be in the area to provide immediate aid or to summon additional emergency assistance; OR

ii) the Security office shall be notified prior to beginning any work involving hazards and again upon its completion; OR

iii) an alternate means of communication shall be provided (eg. as with use of portable radios in the Physical Plant and Security departments).

(N.B. Occupational Health & Safety Regulations)