



SECTION:	Board Support Services	APPROVAL DATE:
SUBSECTION:	Safety Program	October 4, 2010
POLICY NAME:	Equipment Purchases and Donations	LAST REVISED:
POLICY NUMBER:	P.BSS.B.4	October 4, 2010

EQUIPEMENT STANDARDS

The Wellington Catholic District School Board (WCDSB) requires that all shop equipment purchased and/or donated to the school be in compliance with and meet the requirements of:

- Ontario Occupational Health & Safety Act, R.S.O. 1990
- Regulation 851 for Industrial Establishments, R.R.O. 1990
- Canadian Standards Association (CSA) Standards, as applicable
- American National Standards Association (ANSI) Standards, in the absence of CSA standards, as applicable
- Ontario Fire Code
- Ontario Electrical Code

Stationary equipment purchased for Technology workshops must be:

- Equipped with magnetic starter switches
- Large-format, emergency stop button
- Anchored to the floor or work surface
- Located such that each machine is out of the "firing line" of other machinery
- Subjected to a formal pre-use clearance inspection by the Board's service provider.

Stationary Equipment is defined as any wood or metal working machinery that is designed to rest on the floor or a work surface/bench top during normal operation and can be fixed to the surface prior to use.

PURCHASING REQUIREMENTS AND PROCESS

WCDSB schools are encouraged to purchase from reputable suppliers/manufacturers that provide equipment that is certified to meet the legislation and standards noted above. Purchases from local consumer retail outlets is discouraged as the certification status of equipment obtained may be inconsistent and is difficult to verify.

Equipment must be purchased following the Procurement Code of Ethics: APP.A.FM.I.1

EQUIPEMENT PURCHASES/DONATION

1. Contact Maintenance Services to have the structural and electrical power capacity assessed prior to purchase tendering. School pays for equipment.
2. Contact Purchasing for tendering.
3. If structural or electrical work is required, submit project file to initiate work. The cost of structural/electrical work is covered by Maintenance Services.
4. Vendors bid, lowest price meeting requirements is selected.
5. Submit a project file for installation of equipment if necessary, school pays for installation of equipment.
6. Contact the EHS Officer to arrange for a formal pre-use inspection, school pays for clearance inspection.
7. Do not use equipment until it has been given an official clearance inspection.

PURCHASE/DONATION NOTIFICATION REQUIREMENT

Where new or used equipment is purchased and/or donated to the school, designated technology heads or teachers must provide notification to the EHS Officer by completing the Equipment Purchase / Donation Notification Form found on First Class under the EHS Conference / Forms. Donations of any kind to the school must also adhere to the Acceptance of Donations, Gifts and Equipment Regulation: R.SCR.C.1.

EQUIPMENT PURCHASE/DONATION NOTIFICATION FORM

This form must be filled in and submitted to the EHS Officer prior to the purchase and/or receiving of donated equipment. (Shaded areas to be completed by EHS Officer)

Location: _____

Contact Person: _____

Program: _____

Date: _____

Equipment Name	Manufacturer	How Many?	Location (Room #)	Model Number	Serial Number	PSR Complete	Date Signed Off

Contact EHS Officer to arrange for a formal clearance prior to using the equipment.