


Policy Area: General Government 200	 CANDLE <i>Lake</i>	Content Last Updated:
Policy Section: Administration		Supersedes Policy:
Policy Name: Equipment Usage Policy		Approval: Apr. 25/2024
Policy No: 200-83		Number of Pages: 2

1. POLICY STATEMENT

The Resort Village of Candle Lake (RVCL) has a fleet of equipment managed by RVCL Administration from the Operations Department. Access to and usage of RVCL equipment is for the express purpose of conducting RVCL business. Operators will be provided with access to equipment required to conduct the duties associated with their roles. Access to and use of equipment to conduct RVCL business shall be prioritized by RVCL Administrative Staff.

Standardized records shall be documented for inspection, use and maintenance of equipment. All RVCL equipment records that are generated by, stored on and/or handled by the RVCL are the property of the RVCL, and not the property of any individual. Operators should have no reasonable expectation of privacy as related to documented resources, as RVCL-provided equipment records will be monitored and /or examined, when required, by the RVCL. The RVCL has access to all records, when necessary for the maintenance or security of the RVCL equipment or personnel, or if inappropriate use is suspected.

2. APPLICABILITY

All RVCL Employees and Volunteers shall adhere to this policy.

3. PURPOSE

This policy is to identify responsibilities associated to RVCL equipment and to establish a standard procedure for usage of RVCL equipment.

Equipment records will be considered in this policy as it is recognized that records of RVCL equipment operation and maintenance influence annual budgets.

4. RESPONSIBILITIES

Access to RVCL equipment is a privilege, not a right, and is provided to employees and volunteers for the purpose of conducting RVCL business. All usage shall only be for activities that are required to conduct RVCL business and fulfill the mandate of a Department, Board and/or Committee. Any person with duties that require operation of RVCL equipment shall provide an updated photocopy of their driver's license, operator's license, and/or equipment certification documents. In the event that an operator's license or certification is suspended for any reason, such operator shall immediately notify RVCL Administration.

RVCL Administration

It is the responsibility of RVCL Administration to ensure that all equipment operators are aware of all policies related to the use of RVCL equipment and monitor usage of equipment, when necessary. Administration shall be responsible for managing the supervision, maintenance, and scheduling of equipment as well as ensuring appropriate training required to operate such equipment is obtained by the operator. Administration shall keep an equipment inventory and review equipment records to ensure adequate operating expenses are considered in the annual budgets. Administration shall ensure all equipment is adequately insured.

Operator Responsibilities

No person shall operate any equipment without personal protective equipment (PPE) and training as deemed acceptable by RVCL Administration for the type of equipment. It is the responsibility of each operator to use equipment for RVCL business related purposes and not participate in any activities that do not form part of their duties or responsibilities, that may be personal in nature, and/or in violation of RVCL bylaws, Provincial laws or Canadian laws or this policy. Operators shall ensure all equipment deficiencies, incidents or injuries are reported. Operators shall lock unattended equipment when possible.

5. OPERATING AND REPORTING PROCEDURES

RVCL Administration

- 1. Shall monitor conditions for equipment usage and ensure all safety checks are scheduled when appropriate.

Operations Staff

- 2. Shall conduct all safety checks and complete appropriate reporting to ensure that equipment is maintained and is safe for all conditions of intended use.

Committee of Council Members and/or Volunteers

- 3. Shall inform RVCL Administration when equipment is required and provide adequate notice time so that Operations Staff may perform a safety check prior to use of the equipment;
- 4. Sign out the equipment on appropriate forms prior to taking the equipment;
- 5. Ensure the gas tank is filled prior to returning equipment; and
- 6. Record the 'Time-in' when equipment is returned.
- 7. Report any mechanical issues to RVCL Administration.

All Operators

- 8. Shall complete an Incident Report Form if/when an injury or damage to the equipment occurs. During office hours leave the completed form with Administrative Staff. After office hours leave the completed form in the mailbox on the front of the RVCL office (next to the door);

POLICY DATE APPROVED: April 25/2024

MAYOR: _____

RESOLUTION NUMBER: 161/2024

ADMINISTRATOR: _____