



POLICY NO. 8.06

JANUARY 26, 2016

TITLE: SHOP ACCESS, COUNTY EQUIPMENT USE AND REPAIRS

POLICY STATEMENT:

The County shop handles a lot of the County's capital assets in the form of heavy equipment. County employees that work in the shop or pass through it in the course of their duties may also be exposed to greater hazards due to the nature of the equipment in operation there. With these two things in mind, Westlock County deems it prudent to set a policy regarding shop use and shop equipment in order to safeguard its staff, the public and its capital assets.

PURPOSE:

To clarify,

- who can use the County shop and County equipment,
- what purposes the County shop and County equipment may be used for, and
- what permissions from whom are required for access to the shop.

DEFINITIONS:

County means the municipal corporation, Westlock County.

County equipment means equipment that is owned, rented or leased by the County. Such equipment may include, but is not limited to, motorgraders, motorscrapers, packers, tractors, trailers, loaders, trucks, other major implements or equipment components and attachments. Equipment of hired contractors is not considered County equipment.

County shop or **shop** means Westlock County's Public Works facility located within the industrial park at W4-TWP59-RGE26-29-NE.

Employee means an employee in the employ of Westlock County. Contractors and employees of contractors are not considered County employees for the purposes of this policy.

1. OPERATION OF COUNTY EQUIPMENT:

- 1.1. Only qualified County employees are authorized by the County to operate County equipment, except as noted in the Vehicle Pool Policy, Policy No. 3.17.
- 1.2. Grader operators that plug in the block heater of motor graders at their own expense will be provided with an allowance by the County to compensate those Grader Operators. The allowance amount is set out in Schedule "A".

2. SHOP ACCESS AND USE:

- 2.1. The Operations Supervisor has jurisdiction over all activities within the County shop, including who can have access to the shop and who can work in the shop.
- 2.2. The previous section notwithstanding, or any other section of this policy, Westlock County's Chief Administrative Officer and the Director of Infrastructure and Transportation, in their discretion, have the authority to supersede the authority of the Operations Supervisor.
- 2.3. No one is to loiter or otherwise occupy the shop unless it is for an acceptable County purpose authorized by the Operations Supervisor.
- 2.4. Employees are prohibited from performing maintenance, repairs or any kind of work on personal vehicles in the County shop or anywhere on County property.
- 2.5. County equipment and tools must only be used for carrying out work for County purposes and must not be lent or borrowed for personal use.

3. WALK-AROUND INSPECTIONS OF HEAVY EQUIPMENT BY OPERATORS:

- 3.1. The County requires employees who operate heavy equipment to perform a "walk-around" on a piece of heavy equipment prior to the first time they use that piece of equipment on their shift.

3.2. During the walk-around, employees must check the condition of the vehicle. This means, but is not limited to,

- (a) checking the oil level,
- (b) checking the grader blades, if the vehicle is a motorgrader,
- (c) checking the tires for
 - i. damage such as punctures or cuts,
 - ii. wear on the tread, and
 - iii. insufficient tire pressure,
- (d) checking for fluid leaks,
- (e) checking to make sure the previous operator left the cabin clean and tidy.

3.3. If any of the above do not meet Westlock County standards, the employee who performed the check must inform the Operations Supervisor or lead mechanic as soon as possible.

3.4. The Operations Supervisor will maintain a “sticker” program. The Operations Supervisor, or their delegates, will affix a sticker to each piece of equipment indicating at what mileage or hours the piece of equipment will need its next oil change.

3.5. If any employee spots something that is abnormal or a maintenance concern on a piece of equipment, whether the employee noticed it during a walk-around or at any other time, they must inform the Operations Supervisor as soon as possible.

MOTION: _____

DATE: _____

Peter Kelly
Chief Administrative Officer

SCHEDULE "A"

Grader Operator Plug in allowance	\$20.00 per two week pay period
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