

## **14.32 Hazardous Equipment Program**

### Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to identify and record its hazardous equipment and to develop, maintain, and administer comprehensive training to applicable employees regarding the proper use of such equipment.

### Procedure:

“Hazardous equipment” is defined as equipment that, with improper use or malfunction, could cause a life-altering event to the user or others. The Director of Facilities shall determine which pieces of equipment are to be designated hazardous. The Director of Facilities shall keep records documenting all hazardous equipment. Available user’s manuals shall be secured and maintained in a Users’ Manual library. All documentation required to register new equipment must be forwarded to the Finance Department. The Finance Department shall register all purchases with their respective manufacturers and retain all warranties.

The Director of Facilities, Training Coordinator, and appropriate division/department director shall work together to develop a comprehensive training program for each piece of hazardous equipment. Training programs will be based upon recommendations found in the users’ manual or from other professional sources. PPE recommended by the manufacturer, or other professional sources, shall be procured at no expense to employees. Training shall be administered by the Director of Facilities, Training Coordinator, or appropriate division/department director or designee. Under no circumstances will an employee be permitted to operate hazardous equipment prior to receiving proper training. In the event that hazardous equipment is transferred from one site to another, applicable employees will receive training before operating said equipment. Complete training records shall be maintained by the Training Coordinator.

The Finance Department will alert the Director of Facilities and the Training Coordinator when potentially hazardous equipment is purchased or hazardous equipment is transferred.