



CAMERON PARK AIRPORT DISTRICT

BOARD OF DIRECTORS POLICY

Subject:

CPAD POLICY ON USE OF TOOLS AND EQUIPMENT

Policy Number: 2.7.1 . .

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Date Adopted: 09-14-2020

Tools and equipment are a significant asset for the efficient operation and maintenance of the District infrastructure. It is the District policy to maintain tools in good working order and operate tools and equipment in a safe manner. The following requirements apply to all tools and equipment owned or provided (rented or borrowed) by the District.

1. No District tools or equipment shall be loaned out or “borrowed” for any purpose.
2. All people using power operated tools or any vehicle shall review the manufacturers’ safe operating practices, inspection guidance and sign a pre-task work form acknowledging this understanding prior to using the equipment. (Reference - Policy F2.13.2-1 Pre-Task Checklist)
3. All safety equipment including any Personal Protective Equipment (PPE) indicated either by the manufacturer or the pre-task work form shall be used while operating the tool or equipment.
4. All equipment and tools shall be inspected by the user prior to use.
5. Tools or equipment that have been altered damaged or in need of maintenance shall not be used and shall be reported immediately to the Airport Manager or the Person In Charge of the work project.
6. The user of the tool or equipment is responsible for the verification that the tool or equipment is in good working order before and during use including but not limited to oil levels, guards, operating controls, safeties, etc.
7. Tools and equipment are to be serviced and cleaned after use and stored in the agreed upon location.
8. Do not attempt to repair or service the tool or equipment without specific authorization from the Airport Manager.
9. No “temporary or makeshift” repairs are allowed. Use of OEM or equivalent parts and only Airport Manager approved fluids (oil etc.) are to be used.
10. In the case of an emergency break down, specific approval by the Person in Charge or the Airport Manager is required before attempting repair. Operation shall be stopped or limited until proper repairs can be completed.