

**Town of Canton
Tool and Equipment Use Policy**

This Policy is enacted to safeguard the tools and equipment owned by the Town of Canton. This policy is also for all employees to understand the proper procedure in safeguarding and who may use Town property.

The Town maintains the majority of its tools and equipment at the highway garage, fire department, and sewer department, and town office. The highway foreman is the person responsible for the oversight of all highway and transfer tools and equipment. The fire chief is the person responsible for all tools and fire equipment. The superintendent of the sewer department is responsible for all tools and equipment belonging to the sewer department. The Administrative Assistant is responsible for all tools and equipment belonging to the town office.

Employees of the Town are to use any and all tools and equipment that are needed in the performance of their work for the Town. It is expressly forbidden that tools and equipment that belong to the Town be used for any personal reason or private entity unless in emergency situations and notifying the Board of Selectmen.

All tools and equipment are expected to be used in accordance with the manufacturer's directions as well as all safety rules and regulations. All Town tools and equipment shall be identified by signage, etching, or any means of permanent markings. Damage that occurs to any Town owned property is to be reported to the Board of Selectmen in the form of an incident report as soon as possible. Failure to report damage to Town owned property or damage to other property caused by the Town is cause for disciplinary action. All tools and equipment shall be inspected before and after each use. All tools and equipment shall be cleaned and be maintained in good running order and be ready for use when called upon.

All buildings shall be locked when not in use and keys to the equipment removed when not in use. All Department Heads will keep and maintain tool and equipment inventories and will keep logs for each piece of equipment.

Any tools or equipment being stored away from its normal location will be signed out to the responsible person. Any property not signed out will be grounds for disciplinary action.

This Policy is enacted at a regular and duly called meeting on this 25th day of November, 2013.



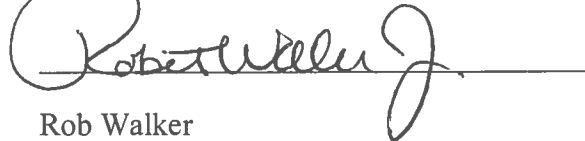
Shane Gallant – Chairman of the Board



Lisa Cummings – Co-Chair



Brian Keene



Rob Walker