

VILLAGEOS EQUIPMENT USE POLICY

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Organization: VillageOS.ca

PURPOSE

The purpose of this Equipment Use Policy is to ensure the safe, responsible, and effective use of tools, machinery, vehicles, and equipment used within VillageOS farms, facilities, training programs, construction projects, community spaces, and village operations.

This policy protects participants, equipment, property, and the long-term sustainability of village assets.

All members, volunteers, staff, contractors, trainees, and visitors must comply with this policy.

POLICY STATEMENT

VillageOS equipment is a shared community resource.

All equipment shall be used:

- Safely
- Responsibly
- Only for its intended purpose
- In accordance with training requirements
- In a manner that protects people, property, and the land

Participants who fail to follow this policy may lose equipment privileges and may be removed from VillageOS activities.

EQUIPMENT CATEGORIES

This policy applies to all VillageOS-owned, leased, borrowed, rented, or donated equipment, including but not limited to:

Hand Tools

- Shovels
- Hoes
- Rakes
- Hammers
- Hand saws
- Pruners
- Wheelbarrows

Power Tools

- Drills
- Saws
- Grinders
- Compressors
- Generators
- Pressure washers

Farm Equipment

- Tractors
- Tillers
- Seeders
- Cultivators
- Irrigation systems
- Harvesting equipment

Vehicles

- Utility vehicles
- ATVs
- Farm trucks
- Trailers
- Transport equipment

Construction Equipment

- Ladders
- Scaffolding
- Concrete tools
- Framing tools
- Roofing equipment

Specialized Equipment

- Welding equipment
 - Electrical equipment
 - Mechanical equipment
 - Diagnostic tools
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AUTHORIZATION REQUIREMENTS

Participants may only operate equipment when:

- Authorized by Village Management
- Properly trained
- Physically capable of operating the equipment safely
- Wearing required personal protective equipment (PPE)

Authorization may be revoked at any time if unsafe behaviour is observed.

TRAINING REQUIREMENTS

Before operating equipment, participants must:

- Receive orientation or instruction
- Review safety procedures
- Demonstrate competency when required
- Understand emergency shutdown procedures

VillageOS reserves the right to require additional training for specialized equipment.

PRE-USE INSPECTION

Before using any equipment, participants shall inspect for:

- Visible damage
- Missing parts
- Loose fasteners
- Fluid leaks
- Electrical hazards
- Safety guard functionality
- Tire condition (where applicable)

Any defects must be reported immediately.

Do not operate damaged equipment.

SAFE OPERATING PROCEDURES

Participants shall:

- Follow manufacturer instructions
- Follow VillageOS safety procedures
- Remain alert and attentive
- Operate equipment at safe speeds
- Maintain awareness of nearby individuals
- Use equipment only for intended purposes

Participants must stop operation immediately if unsafe conditions arise.

PROHIBITED ACTIVITIES

The following are strictly prohibited:

- Operating equipment without authorization
- Operating equipment while impaired

- Removing or bypassing safety devices
- Horseplay or reckless behaviour
- Allowing unauthorized individuals to operate equipment
- Using equipment beyond its intended purpose
- Modifying equipment without approval

Violations may result in immediate removal from VillageOS activities.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Depending on the equipment being used, required PPE may include:

- Safety glasses
- Hearing protection
- Gloves
- Steel-toe footwear
- Hard hats
- High-visibility clothing
- Respiratory protection

Participants are responsible for wearing required PPE at all times.

EQUIPMENT STORAGE

After use, participants must:

- Clean equipment when required
- Return equipment to designated storage locations
- Disconnect power sources if applicable
- Secure equipment appropriately
- Report any concerns or damage

Equipment must never be left unattended in unsafe conditions.

MAINTENANCE & REPAIRS

Only authorized personnel may perform:

- Mechanical repairs
- Electrical repairs
- Equipment modifications
- Safety system adjustments

Participants should immediately report:

- Damage
- Equipment failures
- Missing parts
- Maintenance concerns

Unauthorized repairs are prohibited.

VEHICLE & TRACTOR OPERATIONS

Additional requirements apply to motorized equipment.

Operators must:

- Possess any required licenses or certifications
- Complete required training
- Conduct pre-operation inspections
- Follow posted speed limits
- Yield to pedestrians

Passengers may only ride in designated seating locations.

Riding on equipment attachments, trailers, or cargo areas is prohibited unless specifically designed for passengers.

FUELING PROCEDURES

When fueling equipment:

- Shut equipment off completely
- Use approved fuel containers
- Clean spills immediately
- Store fuels in designated areas
- Follow fire prevention procedures

Smoking or open flames near fuel storage areas are strictly prohibited.

INCIDENT REPORTING

The following must be reported immediately:

- Equipment damage
- Mechanical failures
- Safety concerns
- Injuries
- Near misses
- Property damage

Prompt reporting helps prevent future incidents and protects village resources.

RESPONSIBILITY FOR DAMAGE

VillageOS recognizes that normal wear and tear is expected.

However, participants may be held responsible for damage resulting from:

- Negligence
- Reckless operation
- Unauthorized use
- Failure to follow instructions
- Intentional misuse

Village Management will determine appropriate corrective action on a case-by-case basis.

RIGHT TO REFUSE OPERATION

Participants have the right and responsibility to refuse operation of equipment when:

- Training has not been provided
- Equipment appears unsafe
- Weather conditions create significant risk
- Safety requirements cannot be met

When in doubt, stop and seek guidance.

EQUIPMENT SIGN-OUT PROCEDURE

Where applicable, equipment may require:

- User registration
- Sign-out documentation
- Authorization approval
- Return verification

Village Management may implement tracking systems for high-value equipment.

COMMUNITY STEWARDSHIP

VillageOS equipment belongs to the community and exists to support farming, education, construction, maintenance, and village development.

Participants are expected to treat all equipment with care and respect so that future members can benefit from these shared resources.

POLICY ENFORCEMENT

VillageOS reserves the right to:

- Suspend equipment privileges
- Restrict access
- Require additional training
- Remove participants from activities
- Revoke membership status

for violations of this Equipment Use Policy.

ACKNOWLEDGEMENT

I acknowledge that I have reviewed, understood, and agree to comply with the VillageOS Equipment Use Policy.

I understand that failure to follow this policy may result in the suspension of equipment privileges, removal from activities, or termination of participation.

Participant Name:

Signature:

Date:

Village / Farm Location:

Village Manager:

Authorization Level (Office Use Only):

- ☐ General Tools
- ☐ Power Tools
- ☐ Farm Equipment

☐ Vehicles

☐ Specialized Equipment

Authorized By:

Date:

VillageOS Equipment Stewardship Principle

"Use It Safely. Maintain It Properly. Leave It Better Than You Found It."