

# Equipment Purchases and Repairs

## Construction Technology Safety Boards

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### Equipment Standards

The Peel District School Board (PDSB) requires that all shop equipment purchased be in compliance with and meet the requirements of:

- Ontario Occupational Health & Safety Act, R.S.O. 1990
- Regulation 851 for Industrial Establishments, R.R.O. 1990
- Canadian Standards Association (CSA) Standards, as applicable
- American National Standards Association (ANSI) Standards, in the absence of CSA standards, as applicable
- Ontario Fire Code
- Ontario Electrical Code

Stationary equipment purchased for Construction Technology work shops must be:

- Equipped with magnetic starter switches
- Large-format, emergency stop button
- Anchored to the floor or work surface
- Properly guarded
- Located each machine in such a way that enough space is allowed around the machine for an individual to work safely considering the materials to be used.

*Stationary Equipment* is defined as any wood or metal working machinery that is designed to rest on the floor or a work surface/bench top during normal operation and can be fixed to the surface prior to use.

### Purchasing/Repair Requirements and Process

PDSB schools are encouraged to purchase from reputable suppliers/manufacturers that provide equipment that is certified to meet the legislation and standards noted above. Section 4 of this manual contains a list of approved vendors and contact information for this purpose.

Equipment must be purchased according to the Purchasing Policies of Materials Management (Purchasing).

### Equipment Purchases/Repairs Over \$2,500

1. Contact Maintenance Services to assess the structural and electrical power capacity **prior** to purchase tendering. School pays for equipment.
2. Contact your Safety Officer at Health, Wellness and Safety to review equipment purchases/repairs prior to tendering.

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3. Ensure all appropriate guarding, large format emergency stop button, magnetic starters, dust collection etc. are budgeted along with equipment list.
4. Contact Materials Management (Purchasing) for tendering.
5. If structural or electrical work is required, submit a project file to initiate the work (**the school pays for the cost of structural/electrical work**).
6. Vendors bid, lowest price meeting requirements is selected.
7. Submit a project file for the installation and anchoring of equipment (**the school pays for installation of equipment**).
8. Fill out the online Equipment Notification Form\*.

#### Equipment Purchases/Repairs Under \$2,500

1. Use the attached Vendor Contact List for recommended vendors (**the school pays for equipment**).
2. Contact Maintenance Services to assess the structural and electrical power capacity prior to purchasing.
3. Contact your Safety Officer at Health, Wellness and Safety to review equipment purchases/repairs prior to purchasing.
4. Ensure all appropriate guarding, large format emergency stop button, magnetic starters, etc. are budgeted along with equipment list.
5. If structural or electrical work is required, submit a project file to initiate the work (**the school pays for the cost of structural/electrical work**).
6. Submit a project file for installation and anchoring of equipment, school pays for installation of equipment.
7. Fill out the online Equipment Notification Form\*.

#### \*Purchase Notification Requirement

Where new or used equipment enters your school, designated technology heads or teachers **must** provide notification to Health, Wellness and Safety using an on-line form, found at the following web site:

<http://inet.peelschools.org/departments/humres/forms/equipmentPurchases.asp>

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### Screen Shot of On-Line Equipment Purchase Notification Form

**Shop Inventory Update Form**

This form must be filled in and submitted to the Health, Wellness and Safety Office.

LOCATION

Enter the name of your school:

—Select A Location—

Enter the name of the contact person:

—Select A Program—

| Equipment Name | Manufacturer | How Many? | Location (Room#) | Model Number | Serial Number |
|----------------|--------------|-----------|------------------|--------------|---------------|
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Ensure the Equipment Purchasing and Repairs Process is followed.

For assistance, please contact Health, Wellness and Safety at 905-890-1010 x 2424.

Submit Reset

## Equipment Purchases and Repairs

### Construction Technology Safety Boards

| Transportation and Construction Technology Vendor Contacts |   |              |  |
|--|---|--------------|--|
| Company  | Specialty   | Phone        | Website  |
| Acklands-Grainger  | Auto/Const/Manuf equipment                                  | 905-795-8100 | <a href="http://www.acklandsgrainger.com">www.acklandsgrainger.com</a> |
| All Trade Tools  | Automotive lifting equipment                                | 416-213-0955 | <a href="http://www.alltoolcanada.com">www.alltoolcanada.com</a>       |
| Arbor Tools Ltd.   | Wood, metal working equipment                               | 416-736-8736 | <a href="http://www.arbortools.com">www.arbortools.com</a>             |
| Ashman Technical Ltd.                                      | Wood working equipment, tools, mag starters, machine guards | 905-333-0075 | <a href="http://www.ashmantools.com">www.ashmantools.com</a>           |
| BC Saw & Tool Inc.   | Sales & service of wood, metal working bits, blades         | 416-251-2236 | <a href="http://www.bcsaw.com">www.bcsaw.com</a>                       |
| Canbuilt Manufacturing                                     | Auto/Const/Manuf equipment                                  | 416-749-6555 | <a href="http://www.canbuilt.com">www.canbuilt.com</a>                 |
| Cooper & Horton Ltd.                                       | Sales & service wood working equipment                      | 905-670-5110 | <a href="http://www.cooperhorton.com">www.cooperhorton.com</a>         |
| Dubiner Industries   | Wood working equipment, tools, supplies                     | 905-771-6111 | not available  |
| FS Tool Corporation  | Sales of wood, metal working tool bits, blades              | 905-475-1999 | <a href="http://www.fstoolcorp.com">www.fstoolcorp.com</a>             |
| Hansler Smith  | Lockout/Tagout equipment                                    | 905-670-9000 | <a href="http://www.hansler.com">www.hansler.com</a>                   |
| King Canada - distr. by Metro Fasteners                    | Sales of wood, metal working machinery                      | 905-789-9404 | <a href="http://www.kingcanada.com">www.kingcanada.com</a>             |
| Levitt Safety  | Lockout/Tagout equipment                                    | 905-829-3299 | <a href="http://www.levitt-safety.com">www.levitt-safety.com</a>       |
| Mac Tools  | Sales of Auto/Const/Manuf equipment                         | 800-622-8665 | <a href="http://www.mactools.com">www.mactools.com</a>                 |
| NAP Tools<br>(Dominion Saw)                                | Sales & service of machining bits, blades                   | 905-270-2200 | <a href="http://www.naptools.com">www.naptools.com</a>                 |
| Normand Equipment  | Sales of wood working machinery, tools, supplies            | 905-858-2838 | <a href="http://www.normand.ca">www.normand.ca</a>                     |
| R&D Bandsaws   | Sales of blades, bandsaw sales                              | 905-840-0399 | <a href="http://www.tufftooth.com">www.tufftooth.com</a>               |

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| Transportation and Construction Technology Vendor Contacts |  |                           |  |
|--|--|---------------------------|--|
| Company  | Specialty  | Phone                     | Website  |
| Reitech Corporation  | Sales of large E-Stop buttons & machine guarding solutions | 800-385-6161              | <a href="http://www.reitech.com">www.reitech.com</a>                   |
| Rotary Lifts   | Auto hoists sales & service                                | 905-812-9920              | <a href="http://www.rotarylif.ca">www.rotarylif.ca</a>                 |
| Snap-On Tools  | Sales of Auto/Const/Manuf equipment                        | 888-451-8665<br>ext. 301  | <a href="http://www.snapon.com">www.snapon.com</a>                     |
| The Fernand Group - <i>Fernando Mazza</i>                  | Servicing of shop equipment                                | 416-631-0722              | not available  |
| TJV Woodworking Machinery & Tools                          | Sales of wood working machinery & tools                    | 877-858-1991              | <a href="http://www.tjvwoodworking.ca">www.tjvwoodworking.ca</a>       |
| UAP/NAPA Auto Parts  | Sales of automotive equipment & parts                      | 905-457-4500              | <a href="http://www.napaonlinecanada.com">www.napaonlinecanada.com</a> |
| Vertical Systems   | Automotive equipment inspection, sales, servicing          | 905-743-0900              | PTFU and Annual Equipment Inspection                                   |
| Vickers Warnick  | Guarding, equipment inspection, technology shop equipment  | 905-662-7737 800-263-6835 | PTFU and Equipment Inspections   |
| Tegs Tools & Machinery                                     | Woodworking machinery, hardware, consumables, sharpening   | 905-388-0784 905-545-5585 | <a href="http://www.tegstools.com">www.tegstools.com</a>               |