



Policy Number PW_03-15	<i>Vehicle, Equipment & Building Policy</i>
Date September 15, 2015	Resolution Number 259-15
References Council, CAO, Employees	Mayor _____ CAO _____

PURPOSE: To provide for a policy to promote safety and maintenance of Municipal owned vehicles, equipment and buildings

POLICY:

1. Due to the Health and Safety of all employees, and care of maintenance of municipal owned vehicles, equipment or buildings; no smoking or vaping shall be permitted in any municipal owned vehicle, enclosed piece of equipment, or building, shed, work shop or other, at any time.
2. All equipment is to be locked appropriately or stored in a locked building when not in use.
3. All vehicles are to be locked when not in use. Keys are to be stored appropriately outside of the vehicle.

*The information in this policy does not take precedence over applicable government legislation, with which all workers should be familiar.