

ALASKA DEPARTMENT OF LABOR
DIVISION OF LABOR STANDARDS AND SAFETY

DOSH Program Directive

DOSH Program Directive 87-3
November 6, 1987

To: All OSH Staff

Subject: Equipment Policy

1. Purpose: This program directive establishes the policies and procedures for assuring accountability of equipment provided OSH staff.
2. Directives Affected: None
3. Background. A recent inventory of equipment available for staff to conduct inspections indicated that several pieces of equipment have been lost. As the State is self-insured, all lost equipment has to be replaced by the program. Therefore, such lost equipment directly affects the budget of OSH and takes monies away from other areas. It is therefore essential that OSH staff who have been assigned equipment take special care of such equipment and that they be held accountable for it. This program directive also is being issued to ask staff to take good care of the equipment so that it can be kept in good working order.
4. Definitions:
 - a. Equipment is defined for the purposes of this program directive as any item that cost \$100 when purchased and is not expendable.
 - b. Supplies are defined as items that are expendable i.e., paper, cartridges, etc. that will be used up. This program directive does not cover these items.
5. Responsibilities:
 - a. The Chiefs will be responsible for equipment purchased for their sections. However, this will not impede the exchange of equipment between sections. If the equipment is available, staff will be provided with the equipment necessary to perform the task.
 - b. The Administrative Assistant will be responsible for keeping an up-to-date inventory of the equipment. Chiefs will be expected to cooperate fully with the Administrative Assistant in this effort.

- c. The Chief, Industrial Health Compliance has special responsibility and authority over instruments and personal protective equipment purchased for hazardous waste sites inspections. This equipment will be under the direct control of the Chief, IH and will only be assigned by him.
- d. The deputy director with the help of the chiefs and administrative assistant will perform an annual evaluation of the equipment policy and will make change as necessary.
- e. Each compliance officer, industrial hygienist and safety and health consultant is responsible for equipment assigned to him or her and will be expected to use it properly, maintain it as necessary and assure that it is in a secure place when it is in their possession.

6. Procedures:

- a. All field staff will be assigned instruments that they require to perform their task.
- b. When instruments are assigned, each person will sign for this equipment. For persons who already have instruments, they will make a list of these instruments and will provide a signed statement that these instruments are in their possession to their supervisors. The Administrative Assistant will maintain a file of these assignment sheets.
- c. Each person assigned instruments is responsible for the instruments' field calibration and routine maintenance.
- d. If a person loans an instrument assigned to him or her to another staff member or person outside the OSH section, the person originally assigned the equipment will be responsible for the calibration and maintenance of that instrument. (See Appendix A for a suggested loan out sheet that can be used to keep track of such equipment.)
- e. Instruments that are not assigned to individual staff members will be kept under lock and key and will be checked out as needed. Non-assigned equipment will only be checked out for a maximum of seven working days. The supervisor who purchased the equipment will be responsible for keeping track of this equipment.

f. The Chief who purchased the equipment will assign one of his/her staff to perform routine maintenance on certain instruments that are not assigned to individual staff members.

7. Loss of or Damage to Equipment:

a. Loss or damage to equipment will be reported immediately to the employee's direct supervisor. The supervisor will complete the necessary paperwork to inform the deputy director and Office Services of such loss. A copy of the paperwork will be provided the Administrative Assistant so that the inventory can be updated.

b. All employees are accountable for the equipment assigned to them. The responsibility for payment of loss property by individual employees is covered in Article XXI, Number 3 of the Labor Trades and Crafts contract; Article 11, Section 3 of the GGU contract; and Article 10, Section 3 of the Supervisor's contract.

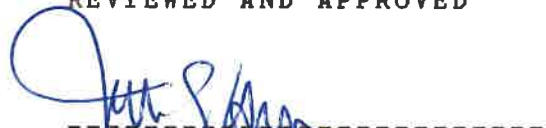
c. The supervisor or the deputy director may take appropriate disciplinary action if it is determined that equipment was lost or damaged because of employee negligence or deliberate act.

8. Effective date: This Directive becomes effective immediately.



Tom Stuart, Director

REVIEWED AND APPROVED



Jim Sampson, Commissioner