

**ACTMC Youth Access Procedure**

Policy Name	<b>Health and Safety</b>		
Policy #	<b>E. 05</b>	Category	<b>Learning Environment</b>
Approving Jurisdiction	<b>Board of Governors</b>	Replaces	<b>New Procedure</b>
Administrative Responsibility	<b>Research Division</b>	Version	<b>2021-09-21</b>
Procedures Approved by	<b>Andy Bevan, President</b>	Next Review Date	<b>2022-09-21</b>

See the related policy [E. 05 Health and Safety Policy](#)

**DEFINITIONS**

Arts, Crafts, & Technology Micro-Manufacturing Centre (ACTMC): a resource centre that merges traditional arts and crafts with new modern technologies and production techniques to create economic opportunities for artists and other creative individuals in the Western Arctic.

Child: any individual who is under the age of twelve.

Design and Technology Shop: is the front section of the ACTMC building which contains only green equipment.

External organizer: an adult who is organizing programming for youth or children at the ACTMC on behalf of an external organization.

Green equipment: equipment categorized as low risk for safety concerns.

Member: an individual who has purchased a membership to access the ACTMC, including youth.

OH&S: Occupational Health and Safety.

Red equipment: equipment categorized as high risk for safety concerns.

Supervisor: an individual who is authorized by an employer to oversee or direct workers. (Definition from *Safety Act R.S.N.W.T. 1988, c.S-1 Occupational Health and Safety Regulations R-039-2015*)

Wood Shop: is the rear section of the ACTMC building which contains green, yellow, and red equipment.

Worker: an individual engaged in work for Aurora College, whether working with or without remuneration, including the supervisor. (Definition based on the definition of *worker* from the *Safety Act R.S.N.W.T. 1988,c.S-1 Occupational Health and Safety Regulations R-039-2015*)

Yellow equipment: equipment categorized as medium risk for safety concerns.

Youth: any individual who is between twelve and seventeen years old.

## **PROCEDURES**

### **1.0 Standard Operating Procedure for Use of Equipment**

- 1.1** All members of the ACTMC must follow the same standard operating procedures for the use of equipment.
- 1.2** A member must receive an orientation from a worker on the safe operation of a piece of equipment before using the equipment.
- 1.3** The worker must sign off on the OH&S checklist that the member has received and understood the orientation on the equipment.
- 1.4** Equipment is categorized by the ACTMC supervisor according to safety risks and ease of use.
- 1.5** Members will only use equipment for which they have completed the safety orientation.
- 1.6** Only workers and members who have demonstrated ability through certification, prior experience, or demonstrated skill will use red equipment.
- 1.7** Workers have discretion to limit access to equipment according to the ability of members to uphold safety requirements.
- 1.8** Failure to comply with the safety requirements will lead to consequences at the discretion of the worker and supervisor.
  - 1.8.1** Consequences may include but are not limited to: retraining on safety requirements, restricted access to certain pieces of equipment, restricted access to certain areas of the ACTMC, temporary restriction of membership, revoking of membership.

### **2.0 Youth**

- 2.1** Youth applicants must provide a written consent form signed by a parent or legal guardian when they apply for an ACTMC membership.
- 2.2** The parent or legal guardian must be present with the youth for the initial safety orientation at the ACTMC.
- 2.3** Youth must follow the standard operating procedures for use of equipment as outlined in Section 1.0 above with these additional specifications:
  - 2.3.1** Youth may only use yellow equipment under direct worker supervision.
  - 2.3.2** Youth are not allowed to use red equipment.

### **3.0 Children**

- 3.1** Children are not eligible for individual memberships.
- 3.2** Children must follow the standard operating procedures for use of equipment as outlined in Section 1.0 above with these additional specifications:
  - 3.2.1** Children may use green equipment under supervision by their parent or legal guardian, or a worker.
  - 3.2.2** Children may only use yellow equipment under direct worker supervision.
  - 3.2.3** Children are not allowed to use red equipment.
- 3.3** Children must receive explicit verbal permission from workers before entering the Wood Shop.
  - 3.3.1** Workers will lockout red equipment and will control hazards before children enter the Wood Shop. Children will not be permitted entry if red equipment is in use by other members.

### **4.0 Group Access**

- 4.1** Group activities involving youth and children require appropriate adult supervision determined based on the nature of the activity.
  - 4.1.1** External organizers can provide supervision on green equipment.
  - 4.1.2** For activities involving the use of only green equipment, there will be no more than six youth or children participating for each worker or external organizer present.
  - 4.1.3** For activities involving the use of yellow equipment, there will be no more than two youth or children participating for each worker present.
- 4.2** Workers will control hazards before group users enter the Wood Shop.
- 4.3** Groups of youth and children must follow the standard operating procedures for use of equipment as outlined in Section 1.0 above with these additional specifications:
  - 4.3.1** OH&S checklists may be completed as a group for green equipment.
  - 4.3.2** OH&S checklists must be completed individually for yellow equipment. Use of yellow equipment requires direct worker supervision.
  - 4.3.3** Youth and children are not allowed to use red equipment. Workers will lockout red equipment before groups of youth and children enter the Wood Shop.
- 4.4** If an activity includes using yellow equipment, each youth and child participant must provide a consent form signed by a parent or legal guardian to be eligible to participate in the activity.

### **RELATED DOCUMENTS**

*Safety Act R.S.N.W.T. 1988,c.S-1 Occupational Health and Safety Regulations R-039-2015  
Assumption of Risk, Release & Indemnity Agreement*