



EASTERN MECHANICAL SERVICES, INC TOOL POLICY

EMS requires mechanics and apprentices to furnish and work with *small hand tools* such as, but not limited to: tape measures, channel-locks, crescent wrenches, etc.

EMS provides power tools and equipment for the execution of your work, such as, but not limited to: ladders, scissors lifts, grinders, threading machines, grooving machines, welding machines, pro-press tools, mega-press tools, torches, lasers, drills, sawzalls, porta-band saws, hammer drills, bits, vacuum pumps, refrigeration reclaim machines, combustion analyzers, etc.

EMS policy for tool possession and handling:

- 1) All EMS issued tools and equipment are purchased, assigned and tracked to end users through AssetTiger by the person (tool crib supervisor) authorized and commissioned with the responsibility of: purchasing, maintaining, issuing, tracking and repairing EMS tools and equipment.
- 2) It is incumbent upon the end user to make sure the tool or equipment you have been assigned is accurate. You are responsible for said tools and equipment. If any tool or equipment becomes damaged, lost or stolen, it is up to you to report it to your immediate supervisor in a timely manner.
- 3) When you are finished with the tool or piece of equipment, arrange to get it back to the tool crib at the shop. If you are aware of deficiencies caused by wear and tear, notify the person responsible for tool maintenance, repair and handling.
- 4) If a tool or piece of equipment is needed and EMS does not have it, notify your immediate supervisor of the need. Do not purchase any tool over \$100 in value without receiving management authorization. Your project manager or the tool crib supervisor will disposition the need. If the need is an emergency and must be acted on quickly in the field, your project manager or the tool crib supervisor may authorize you to purchase the tool or piece of equipment. An emergency is loosely defined as a tool just broken or is stolen and you are unable to move forward with labor until it is replaced.
 - a. If you purchase the tool or piece of equipment through the exception / emergency provision thus allowed, the tool crib supervisor must be given all pertinent information related to the tool.
 - i. Model number
 - ii. Serial number
 - iii. Tool description
 - iv. Date of purchase
 - v. Vendor
 - vi. Photo of the new tool
 - b. At your earliest convenience, you must bring the tool or piece of equipment to the tool crib supervisor to have it registered in AssetTiger, tagged and assigned to your use.