

Title: Volunteer Personal Power Tool Use at the WDM	Category: Policy
Type: Volunteer Program	Approved: February 7, 2024 Revised:
Review Frequency: Every three years	When: February 2027

For safety reasons, using personal power tools at the WDM is not permitted unless prior written permission has been obtained from the volunteer coordinator. Normally, all tools and equipment necessary for volunteers to fulfill their roles and complete projects for the WDM will be supplied by the WDM.

Written permission to bring and use personal power tools may be given when the following conditions are met:

1. Specific tools and equipment to be used must be identified and approved individually.
2. Similar Museum owned tools or equipment able to do the task needed must not be available.
3. The owner will sign the Personal Power Tool Permission Form.
4. The owner must attest that the tool or equipment is in good working order and has all safety guards and mechanisms in place.
5. The owner must allow WDM staff to inspect the tool or equipment. If a staff person determines the tool or equipment to be unsafe, it will not be allowed.
6. Only the owner of the tool or equipment may operate it.
7. All tools or equipment must be marked with the owner's name or initials.

Written permission may be given via the WDM Volunteer Power Tool Approval Form. Signed copies will be stored in the volunteer's Better Impact profile.

All tools and equipment should be removed from WDM property at the end of volunteer shifts/overnight.

If necessary, short-term storage solutions may be discussed with the volunteer coordinator (and role/project supervisor if relevant). Anything stored at the WDM overnight is at the owner's risk.