



Broken Tools Guideline

This guideline is to address what happens when a tool breaks, how it is reported and repaired.

When a tool is damaged or found to be in non operational condition the following process should be observed.

- Disconnect power (if applicable)
- Repair tool in a safe and effective manner (if possible)
 - Record incident and repair made in tool log
- Tag out damaged tool and record incident in tool log
- Change tool status (if applicable)
- Make a forum post about damage (for fastest repair)

The purpose of reporting damage is for safety and repair purposes. Reported damage will not lead to punitive measures, however intentionally negligent actions are excluded. Reporting should contain the following.

- What tool was affected?
- What damage occurred?
- How was the tool being operated?
- Who was using the tool?
- Contact information for user
- Date

What happened is important to take steps in mitigating future damage, not take punitive action. Failure to fully or accurately report an incident may result in punitive action as per our guidelines.

Tool log books are available in most rooms and contain forms for reporting damage. Tags for the damaged equipment are also available.

Tool repairs are made by volunteers with parts and materials donated, or purchased with the permission of the board. Tool repairs are made as quickly as possible, however capable volunteers are not obligated to make repairs. Repairs are to be complete, safe and appropriate before the tool is returned to service. Jerry rigging or inappropriate repairs are not to be made.