



# Lake Manitou Association Process & Procedure Documentation

## Lake Association Equipment Usage

<b>Process 2</b>	The electronic version of this document is controlled; all other versions are uncontrolled (for reference only)	
Process Owner:	Date Approved:	Version Number:
Lake Manitou President	06/15/07	1.3

### 1. OBJECTIVE/PURPOSE:

The purpose of the Lake Association Equipment is to provide tools to assist the summer employees (lake maintenance personnel) in maintaining various aspects of Lake Manitou and the surrounding properties without requiring the use of Lake Manitou Association Member's personal equipment. This document defines the approved usage for the equipment owned by the Lake Manitou Association.

### 2. RESPONSIBILITIES:

**Lake Manitou President** – Responsible to ensure the liability insurance or other appropriate insurance policies are in place and covers the liability for use or operation of the equipment.

**Summer Employment Committee** – Committee responsible to maintain the equipment listed below and trains the summer help on safe usage and approved usage of the equipment. Committee will report problems with the equipment at the next regularly scheduled Board Meeting, and will contract with third-party providers to maintain the equipment when additional maintenance expertise is needed. The Employment Committee chairperson is responsible to report all accidents and injuries incurred by employees or volunteers while working in support of Lake Manitou activities.

**Summer Employment Workers / Employees** – The workers are required to receive training in the safe operation of the equipment before their initial use. Training to include the proper use of hearing protection, eye protection, and energized equipment training.

### 3. DEFINITIONS:

**Approved Usage** – the usage approved for the equipment by the Lake Manitou Board of Directors.

**Surrounding Properties** – the properties owned or maintained by Lake Manitou – Garrison Road berm, Garrison Road monument area, island, spillway, dam, property to the east of Waugh Road on Waugh channel.

### 4. PROCEDURE / DESCRIPTION:

The following table describes the equipment, approved usage of the equipment, and location where it is store in the summer and winter:

Tool / Material Description	Approved Usage	Summer Storage	Winter Storage
Diesel Powered Weed Cutter	To remove weeds from Lake Manitou.	Rotate around the lake on the water: by Rinn's vacant lot (only with permission), by the Dam, etc.	Bob & Penny Rinn's property below the hill (only with permission)
Weed Cutter Trailer MI License # A603953 (renewal of 6E7232) 1990 Mod Tec Trailer	To transport Weed Cutter	Waugh Channel area	Waugh Channel area
Pick-up Dump Truck - 1982 GMC, Weight Fee Category 24,000 VIN 1GDHC34M9CV580487	Primary function is to remove weeds from the weed cutter and transport them for dumping.  Secondary function is for hauling dirt	Bob & Penny Rinn's property below the hill (only with permission)	Bob & Penny Rinn's property below the hill (only with permission)



# Lake Manitou Association Process & Procedure Documentation

## Lake Association Equipment Usage

<b>Process 2</b>	The electronic version of this document is controlled; all other versions are uncontrolled (for reference only)	
Process Owner:	Date Approved:	Version Number:
Lake Manitou President	06/15/07	1.3

MI Special Farm License # 002F008	and materials for maintaining the Lake Manitou Area.		
<b>Tool / Material Description</b>	<b>Approved Usage</b>	<b>Summer Storage</b>	<b>Winter Storage</b>
Weed Whacker / Cutter	To trim the Garrison Road berm, the Spillway, the Dam, and the Island, as well as the area east of Garrison Road.	Jerry Meyer's garage	Jerry Meyer's garage
Y-shaped weed cutter	To manually cut weeds in shallow areas.	Judi Keay's garage	Judi Keay's garage
Safety Buoys	To direct boat traffic and for safety awareness.	In the water.	On the weed cutter.
Seiiki Disk w/tape measure	To measure water clarity.	Jerry Meyer's garage	Jerry Meyer's garage
Pontoon Weed sprayer	To spray weed and algae control chemicals	On the water by Rinn's vacant lot (only with permission)	Bob & Penny Rinn's property below the hill (only with permission)
Bubbler air compressors	To aerate the lake.	Typically stored on the Association members property	Typically stored on the Association members property
Bubbler Spare Parts	To repair, replace, or support the existing bubblers	Jerry Meyer's garage	Jerry Meyer's garage

### 5. REQUIREMENTS / NOTIFICATION:

The equipment is to be used only by individuals trained on their safe operation and that can ensure they will operate them safely.

The driver of the Pick-up dump truck must have a current drivers license in the State of Michigan and have no outstanding wants or warrants from the State of Michigan or local community law enforcement jurisdictions.

The user of the diesel weed cutter and Y-shaped weed cutter must be by someone responsible enough to ensure safe operation.

### 6. REFERENCES, SUPPORTING PROCESSES, AND TOOLS:

- Equipment Maintenance Schedule and Forms
- Equipment Problem Reporting Process and Forms
- Accident / Safety Incident Reporting Process and Forms
- Equipment Safety Training Process and Forms

### 7. KEY CRITICAL SUCCESS FACTORS:

- All personal must be instructed on the safe operation of the equipment prior to first use.
- All equipment guards, that are to be in-place for safety, must be present before operation of the equipment.
- Equipment must be maintained to ensure safe operation.



# Lake Manitou Association Process & Procedure Documentation

## Lake Association Equipment Usage

### Process 2

The electronic version of this document is controlled; all other versions are uncontrolled (for reference only)

Process Owner:

Lake Manitou President

Date Approved:

06/15/07

Version Number:

1.3

### 8. CHANGE CONTROL:

Version	Changed By	Date	Description
1.3	J. Forsythe	06/15/07	Changed the Dump Truck License number.
1.2	J. Forsythe	06/05/06	Added Weed Cutter Trailer, changed Change control Log format.
1.1	J. Forsythe	12/20/2004	Changed Opanasenko's to Rinn's to reflect the change in property ownership.
1.0	J. Forsythe	06/02/2002	Initial Release