## Preventative Maintenance

1. **Purpose**

The purpose of this program is to provide guidelines for the preventative maintenance of company tools, vehicles and equipment so that workers are not endangered.

1. **General Requirements**

* Obtain a copy of the maintenance schedule recommended by the manufacturer.
* Ensure that maintenance is performed as required.
* Ensure that the person(s) performing the maintenance are competent (e.g. licensed mechanic).
* Retain records of maintenance and/or service conducted.
* Specify who is responsible for overseeing equipment maintenance and where the records are kept.
* Set up a system for removal and tagging of damaged or defective tools and equipment.

1. **Tools and Equipment**

* Only properly trained workers are permitted to use tools, equipment and vehicles.
* Inspect all tools, equipment and vehicles before use.
* Vehicle inspection shall consist of doing a circle check.
* Each jobsite supervisor shall conduct a bi-weekly inspection of all tools, equipment and vehicles on the site. The inspection is recorded using an inspection checklist based on the type of equipment and vehicles at that site.
* If a tool, equipment or vehicle is unsafe for use, it shall be properly tagged and the supervisor shall be notified immediately.
* Tools, equipment or vehicles that are tagged unsafe shall be either repaired or replaced and management shall be informed.

1. **Hand and Power Tools**

* Select the right tool for the job
* Keep tools in good operating condition.
* Use tools the correct way and for intended use only.
* Keep tools in a safe place and stored properly.

1. **Maintenance Personnel Qualifications**

Any Individual who performs maintenance work on company tools, equipment or vehicles shall have the appropriate skills, accreditation and/or certification. This applies to company employees as well as contracted maintenance.

1. **Operator Qualification**

All individuals who operate mobile equipment, cranes, vehicles etc, shall have the appropriate skills, accreditation and/or certification. This applies to company employees as well as contract employees. Operators shall meet the following criteria:

* Possess a valid driver’s license appropriate to the type of equipment.
* Successful completion of a practical operating exam administered by a competent and authorized person.
* Vision and hearing test to meet the appropriate standard for the specific operation.
* No history of epilepsy, a disabling heart condition or any other physical disability or impairment.
* The operator shall be trained in the following:
  + Their responsibilities to operate the equipment in a safe manner.
  + Familiarity and comprehension of safety requirements for the piece of equipment which they intend to operate.
  + Manufacturer’s operating and maintenance procedures.
  + Hand signals and/or other equipment specific requirements.

1. **Monitoring**

Employees responsible for operating and/or maintaining equipment must monitor that equipment to ensure that appropriate checks and maintenance are done. Management shall monitor the entire program to ensure that it is functioning in accordance with company policy.

1. **Inspections and Maintenance**

All equipment shall be inspected and maintained according to manufacturer and legislated requirements at a minimum. Records of all inspections and maintenance shall be completed and maintained for review.

Maintenance of equipment, release of lubrication fluids, etc., is performed only in approved areas. Spills and leaks from equipment are cleaned up promptly.

1. **Recordkeeping**

A recording system of tools, equipment and vehicle inventories, schedules and completed maintenance work shall be maintained and kept on file.

An inventory list of all pieces of equipment and machinery must be kept current. All new pieces of equipment must be added to the inventory list upon purchase and all pieces of equipment that are sold or taken out of service must be removed from the inventory list within 24 hours.