



## **5 Equipment management**

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## 5.1 Maintenance Policy

It is ASSURANCE CONSTRUCTION policy that all tools and equipment must be properly maintained to reduce the risk of injury, property ***and environmental*** damage.

ASSURANCE CONSTRUCTION requires all Managers, Supervisors, and workers to ensure that maintenance programs are completed to the required schedules. Any safety concerns regarding equipment must be reported as soon as is practical.

Supervisors must ensure that all preventive maintenance is carried out by qualified personnel based on the required maintenance schedules and that proper records are maintained.

All workers are responsible for checking the tools and equipment they are working with. Tools or equipment that poses a hazard due to a need for repair must be tagged immediately to avoid accidental usage and removed from service.

All equipment brought onto work sites must meet or exceed provincial occupational health and safety regulations and CSA or industry standards.

## 5.2 Equipment Inventory

ASSURANCE CONSTRUCTION will work towards maintaining an accurate inventory list of all tools and equipment. All employees who purchase company equipment must report this to the head office.

For example, the following items *could* be included on the inventory list:

- Gas unit heaters
- Fire equipment
- Personal protective equipment (PPE)
- Ladders
- Mobile equipment
- Cranes
- Power tools (pneumatic, electric, and hydraulic)
- Hand tools
- ***Vehicles***

The inventory list should include the make, model, and serial number of each item, as well as the quantity and location.

An internal identification number may be necessary for some equipment.5.3



## 5.3 Inspection

**Note:** *If equipment certification is required before starting work, the equipment must be certified.*

Each item on the inventory list must be inspected regularly. The equipment manufacturer's recommendations stated in its operating manual will determine the minimum frequency of inspection.

Inspections will be daily, weekly, monthly, or at any frequency deemed necessary by the manufacturers.

If the manufacturer does not specify the frequency of inspection, it will be determined by the classification of the item as critical or non-critical equipment.

### Critical Equipment

Critical equipment is equipment that meets **one** of the following criteria:

- Frequent usage
- Frequent part failure
- High probability of worker injury associated with it
- Significant potential for loss due to part failure

If the operating manual of an item of critical equipment does not specify the frequency of inspection, the equipment must have regularly scheduled inspections. The frequency of inspection will be determined by the severity of each of the criteria in the list above.

All critical equipment will be inspected monthly, at a minimum.

### Non-critical Equipment

Non-critical equipment does not meet the criteria for critical equipment.

Non-critical equipment must be recorded on an inventory list, but it may not require regular inspection. However, all other maintenance requirements outlined in this section apply to non-critical equipment.

Inspections may be sub-contracted out to non-ASSURANCE CONSTRUCTION personnel, as in the case of fire extinguisher maintenance. Contractual maintenance must be recorded and documentation must be retained with other maintenance records.

**Note:** Qualified and trained personnel must perform all inspections.

## 5.4 Maintenance Records

Any inspection or maintenance performed on equipment must be recorded on an Equipment maintenance record form.

Inspection forms must contain the following, at minimum:

- Critical parts of the equipment that must be inspected



## ASSURANCE CONSTRUCTION Health & Safety Program

- Identified problems with any component of the equipment
- Date of the inspection
- Name/Signature of the person performing the inspection

Any service performed on critical or non-critical equipment must be recorded on an *Equipment maintenance record* form, which includes, at minimum, the following:

- Department
- Name and serial number or identification numbers of the equipment serviced
- Part of the equipment serviced
- Action taken
- Date maintenance was, or is being, completed
- Name/Signature of person who performed the maintenance
- ***The type of maintenance (preventative or corrective)***

### 5.5 Preventative & Corrective Maintenance

Major equipment must have a preventative maintenance schedule in addition to regularly scheduled inspections and recording procedures for service and repairs.

Major equipment includes, but is not limited to, the following:

- Mobile equipment
- Cranes
- Specialized personal protective equipment (PPE)
- Fall protection equipment

The operating manual of the equipment will specify the need for preventative maintenance as well as the required frequency of maintenance and service.

All preventative **& corrective** maintenance performed requires retained documentation and need to be identified as such.

### 5.6 Vehicle Management

ASSURANCE CONSTRUCTION believes that a fleet loss-prevention program will reduce the number of accidents its vehicles are involved in and will reduce the costs related to the purchase, maintenance, and repair of its vehicles.

ASSURANCE CONSTRUCTION values the safety of all drivers and lease operators who work and drive for us.

ASSURANCE CONSTRUCTION will encourage the following:



## ASSURANCE CONSTRUCTION Health & Safety Program

Drivers are qualified to drive commercial vehicles

Drivers are properly trained to drive the vehicles they are assigned

Drivers are not too tired to drive

Vehicles are safe

ALL drivers will not use ANY electronic devices while operating any motor vehicle.

### **5.7 Supervisors**

Supervisors must do the following regarding motor vehicle safety:

Ensure only authorized personnel are allowed to operate vehicles

Ensure unsafe vehicles are not driven until safety deficiencies have been corrected and they are safe to drive

Review each incident/accident report to determine if the actions of the worker involved were consistent with ASSURANCE CONSTRUCTION's policies and procedures

### **5.8 Workers**

Workers driving ASSURANCE CONSTRUCTION vehicles must do the following:

Provide a copy of a current driver's license to Management

Operate motor vehicles in a safe and responsible manner

Become familiar with and obey all motor vehicle safety policies and procedures, and all provincial highway traffic rules and regulations

Inspect a vehicle before driving it

Report to the Supervisor, in writing, any defects noted during the inspection of a vehicle before driving it

Report to the Supervisor, in writing, any defects noted during the use of a vehicle

Report all motor vehicle accidents/incidents immediately, in accordance with accident/incident reporting procedures

Report any suspension of driving privileges to the Supervisor immediately and cease to operate any fleet vehicle until driving privileges are reinstated

### **5.9 Driver records**

ASSURANCE CONSTRUCTION is required to keep a number of records on the people who drive its vehicles:

Driver's licenses

Transportation of Dangerous Goods (TDG) Training Certificates

Driver abstracts

Maintenance

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Driver incident records

## **5.10 Driver licenses**

A Supervisor must make sure that every driver who works under his/her supervision has the following:

A valid license of the proper class for the vehicle the driver operates

The necessary restrictions and endorsements, for example an air brake endorsement