

POLICY	
Policy Number: HS2020-037	Date Approved: May 2008
Department: Health and Safety	Date Reviewed: October 2020
Preventative Maintenance	

### 1. **Policy Statement**

It is the policy of the Town of Kirkland Lake (the Corporation) to prevent incidents/accidents through the scheduling of regular maintenance of equipment, tools, and/or vehicles that are vital to the regular operations of the municipality.

### 2. **Purpose**

Preventive maintenance is a very important part of incident prevention as well as averting equipment breakdown. The purpose of Preventive Maintenance is to avert any/all incidents or accidents resulting from an avoidable cause. Preventive Maintenance will be used in conjunction with the safe operation of the equipment along with proper PPE (where applicable).

### 3. **Scope**

This policy is applicable to all employees of the Corporation.

### 4. **Definitions**

Not Applicable

### 5. **Policy & Procedures**

- Preventive Maintenance procedures will be found in each Department's Operating Guidelines or in the owner's manual of each appliances/vehicles.
- Preventive maintenance includes activities such as greasing, adjusting, cleaning etc. as prescribed in the operator or owner's manual or in the SOPs (safe operating procedures).
- An inventory list of equipment that requires routine Preventive Maintenance will be created.

- Preventive maintenance is a scheduled event and will be recorded on Maintenance Recording Form. The Maintenance Recording Form also includes a description of the scheduled frequency (i.e. daily, weekly, etc.) when the Preventive Maintenance task must be performed and the components to be inspected/maintained.
- On an annual basis, the Safety Committee in cooperation will complete an inventory of all equipment within the work location that requires a preventive maintenance program.
- New equipment brought into the workplace will be reviewed by the Safety Committee to establish if it requires a preventive maintenance program.
  - If it does, the equipment shall be added to the Maintenance Recording Form.
- All Preventive Maintenance shall be performed by a qualified and competent person. The person completing the maintenance will sign off and date the maintenance forms and include a description of the work performed.
- Any deficiencies will be noted on the maintenance form and recommendations will be made to Management for correcting the deficiency. Any corrective actions taken will note what was done, who completed it and when.

## **Responsibilities**

### ***Corporation of the Town of Kirkland Lake***

The Corporation will provide awareness and education materials to aid all employees required to implement and carry out the preventive maintenance program.

### ***Department Heads/Supervisors***

Department Heads/Supervisors shall be responsible and accountable to the Health and Safety Coordinator for the overall development, implementation and enforcement of a preventive maintenance program.

Develop Standard Operation Procedures (SOP's) associated with the preventive maintenance of all equipment.

The manuals will identify scheduled PM activities and their frequency such as daily, weekly, monthly, quarterly, yearly, etc. maintenance requirements. Assess all hazards associated with the maintenance activities and ensure that proper controls are developed and implemented.

### ***Health and Safety Representative/JHSC***

Joint Health and Safety Committee members shall be responsible for the periodic review of all preventive maintenance records and to assess all hazards associated with the maintenance activities and ensure that safe practices and controls are applied. The program will be reviewed at least annually and opportunities for improvement will be brought to management.

### ***Employees***

Employees shall be responsible for safely following the specified preventive maintenance program in accordance with Departmental SOP's and the manufacturer's instructions and recommendations.

## **6. Summary**

### **Legislation/Standards**

Ontario Occupational Health and Safety Act

Workplace Safety and Insurance Act