



COUNTY OF NORTHERN LIGHTS

POLICY

PREVENTATIVE MAINTENANCE PROGRAM

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REVISED:

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PURPOSE

The purpose of this document is to define the company policy relating to the practice of preventative maintenance.

SCOPE

This policy applies to all employees, contract employees and sub-contractors.

POLICY

All tools and equipment shall be properly maintained so as to reduce risk of injuries to employees or damage to property. Supervision shall ensure that all preventive maintenance is carried out by qualified personnel according to established schedules and that records are maintained.

All employees shall regularly check all tools and equipment that they are working with and shall take out of service any tools or equipment that poses a hazard due to a need for repair.

The safety information in this policy does not take precedence over OH&S Regulations. All employees should be familiar with OH&S Act and Regulations.

Company supervisors are to ensure that Company-owned equipment has a preventative maintenance manual and that the proper maintenance is completed. On rented equipment, Company supervisors must request and ensure specified maintenance is completed.

Supervisors must also ensure flares, spare tires, jacks and other emergency equipment are readily available on all vehicles operated by the Company and its contractors.

Inventory of company machinery/ equipment is established and kept current. When new machinery or equipment is acquired, it is to be added to the inventory

RESPONSIBILITY

Preventative maintenance schedules should be established based on manufacturer requirements and industry standard. Preventive maintenance of any equipment built by the Company is planned at design time and is included in the operations manuals. Detailed equipment maintenance records are kept and hoisting apparatus logbooks are kept up to date.

Defects observed in machinery or equipment shall be reported to a supervisor, and must be repaired or replaced before being used again

ACTION

Violations of this practice will lead to disciplinary action, up to and including, where appropriate, immediate suspension or termination of employment as per the company Enforcement Policy

Chief Elected Official

Chief Administrative Officer