

POLICY 21/97-06

TITLE: Tools and Equipment Maintenance Program

All tools and equipment shall be properly maintained so as to reduce risk of injuries to employees or damage to property.

Supervisors shall ensure that all preventative 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.

1. Equipment Inventory

A complete list of tools and equipment that require monitoring, periodic checks and maintenance shall be developed. This inventory list should include:

- vehicles
- mobile equipment
- power tools
- hand tools
- ladders
- power cords
- portable pumps
- temporary lighting equipment
- temporary heating equipment
- personal protective equipment
- ropes
- slings
- hoses
- clamps
- hitches
- other accessories
- etc.

2. Maintenance Schedules

Maintenance schedules shall be developed in accordance with manufacturer's specifications, Occupational Health and Safety and/or CSA regulations.

3. Records

Each maintenance schedule shall contain a recording system in which to document what maintenance and/or repair work was done, when and by whom.

4. Monitoring

The monitoring will fall into two categories:

- a) Employees responsible for operating and/or maintaining equipment must monitor that equipment to ensure that appropriate checks and maintenance/repairs are done.
- b) Management must monitor the entire program to ensure that it is functioning in accordance with Municipal Policy.