

7. PREVENTIVE MAINTENANCE

**This information does not take precedence over The Saskatchewan Employment Act and related regulations, or any other governing legislation. All worker should be familiar with the legislation applying to them in their workplace.*

Definitions

maintained: *"kept in a condition of efficient and safe functioning by a system of regular examination, testing and servicing or repair" [Reg 2(1)(nn)].*

qualified: *"possessing a recognized degree, a recognized certificate or a recognized professional standing and demonstrating, by knowledge, training and experience, the ability to deal with problems relating to the subject-matter, the work or the project" [Reg 2(1)(xx)].*

Introduction

The company ensures that all tools, equipment and facilities are properly maintained to reduce risk of injuries to workers or damage to property. All preventative maintenance is carried out by qualified personnel according to established schedules, and documentation of maintenance activity is retained.

Each worker is responsible to regularly check all tools and equipment he or she is working with, and to remove from service any item that pose a hazard due to a need for repair. Each manager is responsible for the application of the maintenance program in his or her area of responsibility.

All individuals who perform maintenance work must have the appropriate skills, accreditation and/or certification (this applies to both company workers and contracted maintenance services).

Recording and Monitoring: At each scheduled maintenance date, the prescribed maintenance procedures must be followed and recorded in a maintenance log. The people responsible for operating and/or maintaining the equipment must monitor that equipment to ensure that appropriate checks and maintenance are done. Management monitors the maintenance program to ensure that it is functioning in accordance with company policy, and that the individuals responsible for performing the maintenance work are adequately qualified.

Responsibility for Tools on the Job Site: To ensure proper monitoring of tool and equipment maintenance, a record is maintained at head office. Any time that an item is removed from service (tagged out) for any reason, the following procedure must be followed:

1. The worker will remove the tool from service immediately, inform the job lead or manager of the problem and tag the item "Out of Service" with the tags provided.
2. The manager will decide whether the defective item is to be repaired or replaced, and ensure that the documentation of the repair or replacement (this documentation may be in the form of a work order for the repairs, or a purchase order or invoice for the replacement) is forwarded to the office for the maintenance files. (Note: The serial number of the tool or equipment should be used whenever possible on all maintenance-related documents and reports.)

PREVENTIVE MAINTENANCE SCHEDULE

TYPE OF EQUIPMENT	D = documented SR = only if site requirement or if defect identified TYPE OF INSPECTION	SCHEDULE
aerial devices and elevating work platforms	(A LEVEL) complete pre-operation inspection of critical items, controls, overall functions (D)	before first use and daily when in use (operator)
powered mobile equipment	(B LEVEL) complete mechanical inspection & preventive maintenance (D)	every 200 hours (qualified mechanic)
	(C LEVEL) certification (D)	as required by regulation (qualified 3 rd party)
passenger / cargo vehicles	(A LEVEL) visual walk-around inspection (SR)	daily when in use (operator)
	(A LEVEL) complete pre-operation inspection of critical items, controls, overall functions (D)	weekly (operator)
	(B LEVEL) complete mechanical inspection & preventive maintenance (D)	every 5000 km (qualified mechanic)
compressors, generators	(A LEVEL) complete visual / pre-op inspection of critical items, controls, overall functions (SR)	before first use and daily when in use (operator)
	(B LEVEL) complete mechanical inspection & prev maint (qualified mechanic) (D)	every 200 hours
personal fall arrest systems (except self-retracting lanyards, beam clamps)	(A LEVEL) complete visual inspection (SR)	before first use and daily when in use (operator)
	(B LEVEL) complete inspection as per mfr's recommendation (trained competent person) (D)	where A Level inspection reveals defect or questionable condition (or after arresting a fall) (trained competent person)
self-retracting lanyards, beam clamps	(A LEVEL) complete visual inspection (SR)	before first use and daily when in use (operator)
	(B LEVEL) complete inspection as per mfr's recommendation (D)	2 yrs from date of mfr, and annually thereafter (or after arresting a fall) (approved, qualified 3 rd party)
individually-issued PPE (hats, boots, respiratory eqt, etc.)	(A LEVEL) complete visual inspection as per mfr's recommendation	daily when in use (wearer)
	(B LEVEL) repair or replacement	where A Level inspection reveals defect or questionable condition
small tools	(A LEVEL) complete visual pre-op inspection (operator) (not documented)	before each use and daily when in use (operator)
	(B LEVEL) mechanical inspection / repair OR disposal & replacement (D – PO/invoice)	when defect identified or failure occurs (competent person)

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