

SCOPE

All workers, which for the purposes of occupational health and safety includes employees and students.

RATIONALE

To ensure equipment and vehicles are serviced and maintained in accordance with the recommendations and instructions of the manufacturers.

POLICY

Community Care Peterborough has a preventative maintenance program to ensure that all equipment is being maintained as recommended, and that a permanent record exists to ensure the program is complying with all standards/ legislation contributing to a healthy and safe workplace.

Preventative Maintenance is defined as predetermined work performed to a schedule with the aim of preventing the wear and tear or sudden failure of equipment components.

PROCEDURES

1. An inventory list will be maintained. Items to be included are those that require scheduled servicing, adjusting, or replacing of their components, including:
 - a) Vehicles;
 - b) facilities – heating and air conditioning;
 - c) automated External Defibrillators (AED); and
 - d) other employer identified equipment.
2. Standards to be met include:
 - a) Manufacturer's instructions;
 - b) industry standards; and
 - c) legislated requirements.
3. A schedule indicating frequency of inspections will be maintained according to the standards.
4. A standard recording system will be used:
 - a) List of items (parts) to be inspected;

COMMUNITY CARE PETERBOROUGH

Standards, Policies, and Procedures

Policy Name: Preventative Maintenance

Policy Number: HS-1-100

Date Approved: September 19, 2018

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Date Reviewed

- b) inspector's name and signature;
 - c) date of inspection;
 - d) description of the work performed;
 - e) reporting of any deficiencies identified; and
 - f) action taken (whom what, when).
5. Preventative maintenance activities are assigned.
6. Qualifications of workers/maintenance contractors are defined prior to performing maintenance duties.
7. The schedule for preventative maintenance will be reviewed by CCP annually to identify opportunities for improvement and to record all program reviews and/or revisions.

Approved: 
(Signature – Executive Director)

Date: 19 Sept. 2018

REFERENCE

HS-1-180: Safe Driving
Form - Vehicle Maintenance