

*This sample policy/procedure must be customized to fit the needs of your company. It must be integrated into other policies/procedures and processes as required. This is not meant to be used "as-is", but must be adapted to reflect your company needs and processes.*

**[Insert company here]**

## **PREVENTATIVE MAINTENANCE PROGRAM**

<b>Date of Issue:</b>	
<b>Written by:</b>	<b>Date:</b>
<b>Reviewed by:</b>	<b>Date:</b>
<b>Approved by:</b>	<b>Date:</b>

### **PURPOSE**

[Insert company's here] preventative maintenance program will ensure safe operation of facilities, equipment, vehicles, tools etc. to prevent injuries/illness, loss of equipment/facilities and prevent loss of productivity. It is imperative to identify equipment problems and deficiencies and correct the problem before it leads to an incident, injury/illness or breakdown of equipment.

### **SCOPE**

This procedure applies to all workers/employees.

### **RELATED DOCUMENTATION**

#### **Internal**

Hazard Identification & Risk Assessment Policy  
Incident Reporting Policy  
Health & Safety Training Policy  
Workplace Inspection Policy  
Personal Protective Equipment (PPE) Policy  
{Other relevant docs. etc.}

#### **External**

*Occupational Health & Safety Act and Regulations*  
*Technical Standards and Safety Act and Regulations*  
*"Guidelines for Pre-Start Health and Safety Reviews"- Ministry of Labour*  
*Ontario Building Code*  
*Ontario Fire Code*  
*Ontario Electrical code*  
*CSA Standards e.g. CSA Z259.10- Full Body Harnesses*  
{Other relevant legislation, codes, standards, guidelines, industry best practices etc.}

## DEFINITIONS:

**“Competent person”** means a person who,

- a) is qualified because of knowledge, training and experience to organize the work and its performance,
- b) is familiar with this Act and the regulations that apply to the work, and has knowledge of any potential or actual danger to health or safety in the workplace;

**“Incident”** means an occurrence arising in the course of work that resulted in or could have resulted (near miss) in an injury, illness, adverse effect to health, or fatality.

**“Prescribed”** means prescribed by regulation made under the Act (Occupational Health & Safety Act).

**“Preventative Maintenance (PM)”** means maintenance that is regularly performed on a piece of equipment to lessen the likelihood of it failing. It is performed while the equipment is still working so that it does not break down unexpectedly. Some examples of Preventative Maintenance (PM) include: cleaning, tests, lubrication, filter changes, oil changes, adjustments, repairs, inspecting for damage/malfunction and replacing parts etc.

**“Worker”** means any of the following, but does not include an inmate of a correctional institution or like institution or facility who participates inside the institution or facility in a work project or rehabilitation program:

1. A person who performs work or supplies services for monetary compensation.
2. A secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled.
3. A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university, private career college or other post-secondary institution.
4. Such other persons as may be prescribed who perform work or supply services to an employer for no monetary compensation;

## **ROLES and RESPONSIBILITIES**

All workers, management, contractor/subcontractor, constructor, owner and employer collectively share health & safety responsibilities.

### **Owner/Employer**

Ensure that the requirements of this Preventative Maintenance (PM) Program and all relevant legislated obligations are carried out with respect to preventative maintenance and including:

- a) Identifying roles and responsibilities of applicable workplace parties as it relates to the preventative maintenance program
- b) Ensuring delegated persons are competent and appropriately trained to carry out respective duties
- c) Provision of required resources.
- d) Creating a list of all items (inventory) to be included in the program
- e) Developing and providing a standardized recording form
- f) Ensuring preventative maintenance standards and schedules are met, including:  
Manufacturer's instructions  
Industry standards  
Legislation requirements
- g) Assessing health & safety considerations prior to purchasing new equipment
- h) Conducting a scheduled annual program review each year

### **Manager/Supervisor/Environmental Services/Maintenance Department**

- a) Ensure any preventative maintenance (PM) work performed under their authority or control conforms to the requirements of this policy and program.
- b) Document and maintain inspection schedules for each piece of equipment that require scheduled servicing, adjusting or replacing of their components.
- c) Maintain preventive maintenance records/documentation
- d) Ensure that relevant PM by contractors/subcontractors is conducted and conforms to the requirements of this policy and program.

### **Human Resources or Health & Safety Manager**

- a) The human resources or health & safety manager/coordinator/advisor shall be a resource to all management and workers with regard to all elements of the PM Program.
- b) Participate in annual continuous improvement of the PM program.
- c) Follow all applicable health & safety policies, procedures and legislated duties as required.

### **Workers**

- a) Report all equipment and PM-related health & safety hazards and PM program violations as soon as practicable to their manager.
- b) Participate in any health & safety training required by the Employer.
- c) Follow all applicable health & safety policies, procedures and legislated duties as required.

Preventative Maintenance (PM) Program

### **Joint Health & Safety Committee (JHSC) or Health & Safety Rep. (HSR)**

- a) Review PM Program policies, procedures, workplace inspection reports, audits, electronic records, continuous improvement action plans or any other relevant document or record; as required, for the purpose of identifying health and safety hazards and program gaps and recommending areas of improvement to employer.

### **PREVENTATIVE MAINTENANCE PROGRAM ELEMENTS**

The PM program will apply to all relevant equipment that if the equipment fails or breaks, could lead to substantial injury/illness, property damage or loss of production/service. The equipment includes but not limited to:

- Mobile equipment: e.g. vehicles, backhoe, forklifts, lawnmowers etc.
- Production equipment
- Heating, ventilation, air-conditioning: e.g. furnace, ducts, cooling towers etc.
- Power equipment: e.g. Electrical, hydraulics, generators, pumps etc.
- Emergency equipment: e.g. smoke detectors, fire alarms, first-aid kits, lighting etc.
- Dangerous tools: e.g. drill, chainsaw etc.
- Material handling equipment: e.g. cranes, hoists, racks/shelves, conveyors etc.
- Structural: e.g. stairs, Ladders, scaffolding, guardrails, drainage etc.
- Personal protective equipment: e.g. fall arrest harnesses/lanyards, respirators etc.
- {Other equipment...}

#### a) Inventory

Managers will be responsible ensuring that equipment requiring preventative maintenance is identified on a PM inventory list located in at least one of the following: in their department and/or environmental services. Managers will be responsible for maintaining and updating their own equipment preventative maintenance inventory if the equipment requiring the PM is not being serviced by Environmental services. Environmental Services will maintain an inventory of the equipment that they service. The inventory and PM schedule may be combined.

#### b) Schedule

Each department or service that conducts PM will maintain a schedule and record of the PM including the date. The schedule should indicate the frequency of inspections or servicing based on the manufacturer guidelines, owner/instruction manual, legislative requirements, codes or best practices.

#### c) Preventive Maintenance Procedure

- Managers will ensure that a written PM procedure for each piece of equipment is developed and communicated to all relevant parties. The procedure will be based on manufacturer guidelines, owner/instruction manual, legislative requirements, codes, standards, industry guidelines and best practices.
- As required, Managers will ensure that the **Pre-Start Health and Safety Review** as outlined in the Industrial Establishments Regulation 851 (section 7) is conducted and documented.
- The health & safety hazards and related controls will be assessed and documented to ensure safety of workers during conducting PM (e.g. electrical lock-out & tag-out, respirator protection when cleaning ducts, fall protection, confined space etc.)
- The person conducting the PM will be properly trained and competent. Outside contractors will have required qualifications/licensing/certifications.
- An effective tracking system will be developed to track all pieces of equipment that require PM and include; inventory, schedule, PM work required, flagging system to warn of upcoming PM requirements, PM work performed etc.
- The PM procedures will be reviewed regularly and updated as required.
- Forms and records will be kept and made available for inspections, investigations and audits.

#### d) Standard Recording System

The PM procedure will include a standardized unique PM recording form adapted/customized for each piece of equipment. Forms and records will be kept and made available for inspections, investigations and audits. The recording system must include:

- 1) List of items to be inspected and/or serviced
- 2) Inspector's name, signature and qualifications
- 3) Date of inspection and/or servicing
- 4) Description of work performed
- 5) Deficiencies and other comments as required e.g. recommendations with action plan

## Continuous Improvement

Employer/Human Resources/Health & Safety Dept. will develop an effective and on-going system to identify and track Preventative Maintenance (PM) Program gaps and corrective actions. The system will be well-documented and records kept. The Preventative Maintenance Program will be annually reviewed and updated as required by Employer/Human Resources/Health & Safety Dept. /Procurement. Representatives from all stakeholders will be consulted during this review. In addition to a thorough program review, past incidents and identified gaps will be reviewed for areas of improvement. Corrective actions will be developed and assigned to appropriate management. Changes and updates to the Program will be well-documented and records kept. Results of the Program review will be documented and shared with senior management and the JHSC/Health & Safety Rep.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Name & Title (please print)

\_\_\_\_\_  
Name

Continuous Improvement Review Tracking		
Date of Review/Change	Notes	Name of Reviewer

**BE CAREFUL OF ALL DATES:**

**DO NOT USE OLD INCORRECTLY DATED DOCUMENTS**

**ALL DATES MUST BE IN CHRONOLOGICAL ORDER: policy, communicate, train, evaluate, act**

Preventative Maintenance (PM) Program

## WSIB GUIDELINE:

### Preventive maintenance

**Prerequisite(s):** All level 1 topics

#### Summary:

A key component of risk assessment is the identification of effective control measures. Preventative maintenance is a control that can help you to identify problems, deficiencies and non-conformities related to specific equipment and lead to the correction of the issue before it leads to an incident, injury or breakdown of equipment.

#### Requirements:

The business will establish, implement, monitor and maintain a preventive maintenance procedure that includes:

1. A list of all items (inventory) included in the program
2. Documented inspection schedules for each piece of equipment that requires scheduled servicing, adjusting or replacing of their components including but not limited to:
  - mobile equipment
  - production equipment
  - facility equipment such as heating and ventilation
  - other workplace-specific equipment
3. Standards and schedules to be met, including:
  - manufacturer's instructions
  - industry standards
  - legislation requirements
4. A standard recording form
5. Roles and responsibilities of applicable workplace parties as it relates to preventive maintenance
6. Ensure anyone using the equipment is qualified
7. Responsibility for review of program is assigned
8. Review is scheduled