

Preventative Maintenance

Preventive maintenance is the systematic maintenance and servicing of machines and facilities so as to provide satisfactory operating conditions. It is achieved through methodical inspection, and finding and correcting developing failures before they actually happen.

Preventive



DO:

- Use tools, vehicles, equipment, and/or machinery as required.
- Inspect all tools, equipment and vehicles prior to use.
- When required, perform and document pre-use inspections.
- Report any equipment that is defective or which has exceeded the date for scheduled maintenance.



- If defects are found, tag and remove from service immediately.
- Only competent and qualified workers will perform inspections and maintenance.
- When required, document inspection results/corrective actions on checklists/work orders etc.
- Follow manufacturer's operating and maintenance procedures for specific equipment.
- Maintain and store equipment and tools in dry place designated for storage.

Don't:

- Do not operate tools/equipment/vehicles unless qualified and trained to do so.
- Never use tools, equipment and vehicles that are overdue for service.
- Never use defective tools, equipment and vehicles. Remove them from service immediately.



**Be Aware
Be Alert
Be Alive**



Orientation, explains how things work on the jobsite (vehicle roadways, walking paths, areas that are off limits, schedules, etc.). All workers needs to be shown how to use personal protective equipment (PPE) and tools. Consequences of not using PPE or tools properly need to be explained. Take a walk around the jobsite describing existing hazards and their controls.

Orientation and Supervision

All workers who are new on a site require training, no matter how experienced they are. Young workers, however, require particular attention. They are often so focused on doing their task well and making a good impression that they don't realize when their safety is in jeopardy. Always make time for orientation and ongoing supervision.



Remember, orientation is everyone's responsibility. Just because it was explained how to use a certain piece of equipment during orientation doesn't mean the new worker is going to do it right the first time. We all need to observe new workers closely for the first few weeks and intervene when we see them doing something wrong. Ongoing supervision is critical to worker safety

Workplace inspections help prevent incidents, injuries and illnesses. Through a critical examination of the workplace, inspections help to identify and record hazards for corrective action. Health and safety committees can help plan, conduct, report and monitor inspections. Regular workplace inspections are an important part of the overall occupational health and safety program and management system, if present.



Workplace Inspections

Do:

- Only properly trained workers are to use tools, equipment and vehicles.
- Perform visual/recorded inspections as required by the company.
- Report any equipment that is defective or failing to perform in an expected manner to the supervisor.
- Do not use any equipment that has exceeded scheduled maintenance by more than two weeks.
- Give your full cooperation to inspectors. Failure to cooperate is grounds for disciplinary action in accordance with the company discipline policy.
- Perform inspections in accordance with the manufacturer's instructions, this policy and legislated requirements.
- When documented inspections are required, use the inspection form/check list required.
- Submit all required documentation to the supervisor.
- If at any time a worker judges that a tool, equipment or vehicle is unsafe for use, they are to properly tag the item and inform the supervisor immediately.
- Tools, equipment or vehicles that are tagged unsafe shall be either repaired or removed from service. Head office is to be notified.

Investigations and Reporting

The purpose of an accident investigation is to prevent the recurrence of the accident. It is essential to look beyond the immediate cause, searching instead for contributing factors and root causes.

Do:

- Report to the supervisor any incident involving injury, illness, onset of work-related disease, equipment or property damage.
- Obtain first aid or medical aid as required and report such treatment to the supervisor.
- Cooperate with inspectors by providing accurate and truthful information regarding the circumstances which led to the injury or incident.
- If requested, write and submit a Witness Statement.
- If you are the injured worker, complete the *Injured Worker Package* and return to the Health and Safety Coordinator the next working day.
- Implement corrective actions and/or procedures immediately.

Don't:

- Never disturb the scene of an accident, unless to do so would endanger others or cause damage to equipment.
- Do not talk about the incident with other workers, the

