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<b>Title:</b>	Preventative Maintenance Program
<b>Adopted on:</b>	October 23, 2020
<b>Adopted by:</b>	City Manager
<b>Jurisdiction of Procedure:</b>	Safety Coordinator
<b>Revision Date:</b>	March 4, 2021

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## **1. RESPONSIBILITIES**

**Part III, section 1, clause (a) of The Occupational Health and Safety Regulations, 2020 states:**

*“The duties of an employer at a place of employment include:*

*(a)The provision and maintenance of plant, systems of work and working environments that ensure, as far as is reasonably practicable, the health, safety and welfare at work of the employer’s workers;”*

The City of Weyburn will maintain all tools, vehicles, equipment and facilities in a condition that will maximize the safety of all personnel. To accomplish this, the Preventative Maintenance Program shall be maintained and shall include the following components:

- Adherence to applicable regulations, standards, and manufacturers’ specifications.
- Services of appropriately qualified maintenance personnel.
- Scheduling and documentation of all maintenance work.

At the end of every shift all tools are to be cleaned and put back in their place. Employees shall regularly check all tools, vehicles, and equipment that they are working with, and shall take out of service any tools, vehicles, or equipment that pose a hazard due to a need for repair. Tools or equipment in need of repair shall be tagged and sent to the designated area. Supervision shall ensure that all preventative maintenance is carried out by competent personnel according to established schedules and that records are maintained.

## **2. EQUIPMENT INVENTORY**

The following equipment will require monitoring, periodic checks and maintenance:

- Light duty (pick-up trucks, SUV’s & vans)
- Aerial lift
- Mobile & overhead crane
- Ice re-surfacing
- Track equipment
- Rubber tired equipment that do not fit into any of the above categories (e.g. heavy equipment)
- Safety equipment

**3. SCHEDULES**

A schedule for maintenance of the listed equipment has been established to the application standards and specification for each item noted.

**4. QUALIFICATIONS**

All individuals performing maintenance work will have the required accreditation, certification or a combination of experience and skill. This certification applies to both company employees and contracted maintenance services.

**5. RECORD KEEPING**

Records for the inspections and maintenance of the listed equipment shall be recorded, and maintained in the public works office & scanned to Z:\Engineering\Works\WorksCommon\Fleet Services\ under each unit's folder.

A log book will be kept in each vehicle and will be maintained by the operator, recording repairs, oil changes, and lubrication.

Inspection forms can be found Z:\Safety\Forms and inspection logbooks are ordered and distributed by the Store/Yard Clerk.

**6. VEHICLE INSPECTIONS & MAINTENANCE**

All City-owned vehicles and vehicles used to complete City of Weyburn business including all mobile and materials handling equipment shall undergo a documented inspection at the beginning of each working shift by the operator. The operator of the equipment will record any defects found and corrective actions required or taken to rectify defects in the **Daily Vehicle Inspection Logbook** and **Light Duty Vehicle Inspection Logbook** or **Zamboni Daily Inspection Logbook**. These vehicles shall receive regular scheduled maintenance according to the manufacturer's specifications. This does not include: garbage truck, street cleaner, etc.

All commercial vehicles, when operated, must be inspected every 24 hours. All garbage trucks, street cleaners, and trailers shall have a documented Pre-Trip Inspection completed before use for the day, noting any defects found and corrective actions required and or taken to rectify defects.

All Overhead Cranes will have: Pre-Use Inspection completed before operation of the crane; Monthly Crane Inspections completed; and maintenance shall be performed according to the manufacturer's specifications. The maintenance performed shall be recorded in the Maintenance Logbook. These inspections are to only be performed by employees who have taken the Overhead Crane Operator Course and have been deemed competent operators. All overhead cranes will have a yearly inspection completed by a third party.

All Powered Mobile Equipment will have a Pre-Use Inspection completed before operation of the equipment and maintenance shall be performed according to the manufacturer's

specifications. The maintenance performed shall be recorded in the Maintenance Logbook. These inspections are to only be performed by employees who have taken the Powered Mobile Equipment Course and have been deemed competent operators of that equipment.

Forklifts shall be inspected and maintained according to manufacturer's specifications. All inspections are to be performed and documented using the Forklift Inspection Form by a competent operator and all maintenance is to be performed by a qualified technician.

**7. WORKS & PARKS DEPARTMENTS**

If something is found, and it is not of immediate attention (if unsure ask the mechanic) remove the white copy from the **Equipment Inspection Log Book** and return it to the time sheet desk at the end of your shift.

**8. FIRE & POLICE DEPARTMENTS**

When something of a non-emergent nature needs to be completed, for example routine oil change etc., fill out an **Equipment Maintenance Request Form** and hand in to Public Works Administrative Assistant. It can also be emailed to the Public Works Administrative Assistant and they will ensure the request get to the mechanics.

If it is of an emergent nature, contact the Superintendent of Public Works and bring the vehicle or equipment in to the mechanics.

**9. SUPERVISORS AT PUBLIC WORKS & PARKS**

Will review **Daily Inspection Logbook Forms** and hand them to the Public Works Administrative Assistant.

**10. SUPERVISORS AT LEISURE & CITY HALL**

Will review **Daily Inspection Log Forms** and if maintenance is required, fill out an **Equipment Maintenance Request Form** and give it to the Public Works Administrative Assistant. This can be left in the public works mail slot at City Hall or emailed.

**11. PUBLIC WORKS ADMINISTRATIVE ASSISTANT**

- Will collect all equipment inspection logbook forms from the timecard desk and the City Hall Mail Slot daily.
- They will then be reviewed; any logs that have identified issues will be forwarded to the mechanics via the **Equipment Maintenance Request Form**. These forms will be left on the mechanics desk.
- If there are any questions, please communicate with the supervisor of that piece of equipment.
- All logs will be scanned and kept electronically in each specific unit folder on the Z:\Engineering\Works\WorksCommon\Fleet Services\.

- Work orders will also be received for when the mechanics have completed the repairs to a unit. This information will be saved in the equipment unit's folder.

**12. MECHANICS**

Will receive **Equipment Maintenance Request Forms** and schedule any repairs/maintenance needed.

- Information from forms provided will be communicated on the big wipe board in the mechanics office.
- Once the repairs have been made, a work order is filled out and handed in to the Public Works Administrative Assistant via the timecard box.
- PRIORITY OF MAINTENANCE – if an issue of priority arises that cannot be dealt with between supervisors and mechanics, Superintendent of Public Works or the Director of Engineering will intervene to determine a solution.

**13. FLEET MAINTENANCE COMMITTEE**

The Fleet Maintenance Committee is comprised of the Superintendent of Public Works, Public Works Foreperson, Roads and Streets Foreperson, Parks Manager, Mechanics, Welder, Public Works Administrative Assistant and Store/Yard Clerk. The committee meets weekly at the City workshop to prioritize the fleet maintenance schedule to ensure that all safety concerns have been dealt with.

**14. SAFETY EQUIPMENT**

All safety equipment requires scheduled inspections and periodic maintenance. If any defects are noted, the equipment is to be taken out of service immediately and either repaired or replaced. Inspection forms can be found Z:\Safety\Forms.

- All fall arrest equipment shall be inspected by the user before and after each use, monthly and annually by a qualified person.
- All respirators shall be inspected and cleaned monthly and after each use.
- All SCBA's shall be inspected and cleaned monthly and after each use. They will also be sent to a qualified person to have a Posi-Test completed and the air purged and refilled annually, and the breathing air tanks will be visually inspected yearly with a hydrostatic test completed every five years for aluminium cylinders.
- All fire extinguishers are to be inspected monthly by a competent person, inspected yearly by a qualified person, internally inspected every six years, and hydrostatically tested every 12 years by a qualified person.
- Personal gas detection monitors are to be calibrated, bump tested, and maintained according to the manufacturer's specifications and calibrated whenever the monitor is subjected to high gas concentrations.