

Section 6

Maintenance Program

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6.1 MAINTENANCE PROGRAM POLICY

It is the policy of this company to maintain all tools and equipment in a condition that will maximize the safety of all personnel.

To accomplish this, a “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; and
- scheduling and documentation of all maintenance work.

In addition to ensuring that workers use the tools and equipment properly, it is vital that tools and equipment be properly inspected, maintained, and kept in good repair. Our maintenance program will reduce the risk of injury, damage and lost production.

The qualifications of maintenance personnel are key to the success of a maintenance program. All individuals who perform maintenance work should have the appropriate skills, accreditation and/ or certification. This certification applies to both the company employees and to contracted maintenance services.

The manager/party chief shall be responsible for regular inspection of vehicles, ATV's and technical equipment as well as the application of the maintenance program in his/ her area of responsibility.

***The safety information in this policy does not take precedence over OH&S Act, Regulation and Code**

Signed: 
Dan Jones, A.L.S., President

Date: February 1, 2017

6.2 INTRODUCTION

This section has been included in our safety manual to highlight the importance of proper maintenance as a vital part of a safety program and to provide information on our maintenance program.

In addition to ensuring that workers use the tools and equipment properly, it is vital that tools and equipment be properly inspected, maintained, and kept in good repair. Our maintenance program will reduce the risk of injury, damage and lost production.

6.3 MAINTENANCE PERSONNEL QUALIFICATIONS AND TRAINING

The qualifications of operators are a key to the success of the maintenance program. All individuals who operate our equipment and vehicles, etc. should have the appropriate skills, accreditation and/ or certification. This applies to both company employees and contracted equipment services.

The approval processes include the following:

1. Possession of a valid driver's license.
2. Hearing test with or without a hearing aid must be adequate for the specific operation. Hearing tests will be conducted by competent and authorized medical personnel.
3. No history of epilepsy or of a disabling heart condition or any other physical disability impairment.
4. Training - Operator should be trained in the following areas:
 - responsibilities;
 - familiarity and comprehension of safety requirements for the vehicle/ equipment which they intend to operate;
 - manufacturer's operating and maintenance manuals;
 - how to communicate to the maintenance personnel when there is a problem with that specific piece of equipment, and
 - hand signals and/ or other requirements set by the company, owner, and local laws.

6.4 RECORDS

The maintenance program should contain a recording system. Part of this system should be made up of inventories and schedules. In addition, the recording system should document what maintenance work was done, when and by whom.

6.4.1 Monthly Maintenance Records

All vehicles and equipment owned or leased by All-Can will be serviced and maintained on a preventative maintenance program that meets or exceeds the requirements outlined by the manufacturer. All service/ maintenance records will be sent by respective operators to Safety Coordinator in Calgary.

6.4.2 Annual Vehicle Inspection Report - Form (SM-6-001)

All vehicles owned or leased by All-Can will be inspected every twelve (12) months by a licensed mechanic. All records will be sent by respective operators to Safety Coordinator in Calgary.



ALL-CAN ANNUAL VEHICLE INSPECTION REPORT

DATE		OPERATION		UNIT NO.		LICENSE PLATE NO.			
YEAR		MAKE		TYPE		SERIAL NO.		MILEAGE	
DESCRIPTION			ROAD WORTHY	UNSAFE	DESCRIPTION			ROAD WORTHY	UNSAFE
1. FRONT END					3. LIGHTS (CONT'D)				
ALIGNMENT					HEAD LAMPS - LEFT HIGH				
KING PINS					HEAD LAMPS - LEFT LOW				
LEFT SHOCK ABSORBER					BRAKE LAMPS				
RIGHT SHOCK ABSORBER					TAIL LAMPS				
TIE ROD ENDS					DIRECTIONAL LAMPS				
WHEEL BEARINGS					4. GENERAL				
BALL JOINTS					TIRES - FRONT LEFT				
STEERING ARMS					TIRES - FRONT RIGHT				
STEERING (SLACK)					TIRES - REAR LEFT				
SPRINGS					TIRES - REAR RIGHT				
U-JOINTS					HORN				
2. BRAKING SYSTEM					WINDSHIELD WIPERS				
BRAKES					WINDSHIELD WASHER				
BRAKING EFFORT					HOOD LATCH				
BRAKE HOSE					DOOR LATCHES				
PARKING BRAKE					LEFT REAR SUSPENSION				
BRAKES FRONT		% WEAR			RIGHT REAR SUSPENSION				
BRAKES REAR		% WEAR			MUFFLER				
3. LIGHTS					EXHAUST PIPES				
HEAD LAMPS - RIGHT HIGH					FRONT BUMPER				
HEAD LAMPS - RIGHT LOW					REAR BUMPER				
					REAR VIEW MIRROR				
INDICATE ANY DAMAGED, CRACKED OR BROKEN GLASS									

EXAMINER'S RECOMMENDATIONS AND REMARKS									

EXAMINER'S SIGNATURE						DATE OF VEHICLE INSPECTION			
MECHANIC'S NAME (please print)									
MECHANIC'S ADDRESS						TELEPHONE NO.			