

Preventative Maintenance



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Scope:

This policy covers all aspects of preventive maintenance with respect to all equipment, machinery, powered and manual tools owned by Bernard Rocherfort Ltd. and in use by its employees. A precise schedule is included for mechanical review for equipment operators and drivers to follow to ensure that all equipment and vehicles are kept in prime safe working condition.

The Law:

Section 25(1)(a) of the OHS Act outlines the employers responsibilities to ensure that equipment, material and protective devices are provided and in good working order and maintained in good condition; Section 27(2)(a) outlines that a supervisor will inform a worker of the existence of any potential or actual danger of which the supervisor is aware; 27(2)(c) that the supervisor will take every precaution reasonable in the circumstances for the protection of the worker. In Section 28(1)(c) the Act outlines that every worker shall report an absence of or a defect in any equipment, device or PPE that the worker is aware of and that could cause danger to himself, herself or another worker and will report any contravention of the Act to his or her employer. Section 28(2) (b) states that no worker shall operate any device, equipment, or thing in such a manner that may endanger themselves, the equipment, device or thing or another worker. Please refer to the OHS Act and Construction Regulations for specific language.

Standards:

When following preventive maintenance, Bernard Rocherfort Ltd. is committed to ensuring that the quality of work will meet the manufacturer’s recommendations and that the schedule (contained in this report) will meet general industry standards for timing of this work. In this way, Bernard Rocherfort Ltd. can demonstrate a commitment to its Health and Safety Policy.

Policy:

Bernard Rocherfort Ltd. recognizes its responsibility as an employer to ensure that all pieces of equipment are kept in good condition in order to reduce the risk of injury to its employees that may result from these sources. To this end, in their ongoing commitment towards Health and Safety in the Workplace, Bernard Rocherfort Ltd. has developed a detailed Preventive Maintenance Program. This program is scheduled with the aim of preventing wear and tear or sudden failure of equipment components on all of our equipment and tools. Mechanical, process or control equipment failure can have serious adverse effects in both terms of personal injury to employees and potentially to the public, and financially to the company in terms of equipment failure and replacement requirements. This program is meant to reduce the risks associated with equipment breakdown and inferior servicing. Bernard Rocherfort Ltd. is committed to reducing unsafe acts and conditions in the pursuit of a safe and healthy work environment for all employees and the public at large. It is important to note that most equipment and vehicle repair are done by a qualified 3rd party company that has been rigorously scrutinized by Bernard Rocherfort Ltd.

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Program:

Health and Safety Coordinator Role/Responsibility:

The PM Master Checklist document is to be set up on the H&S Coordinator's lap top and printed off monthly to be documented in the PM binder for all equipment (road and stationary) as well as for all vehicles and tools. The H&S Coordinator will be responsible for inputting an electronic calendar follow up for all new scheduled PM dates. The calendar showing follow ups is to be printed monthly and filed along with the PM Master checklist in the PM binder.

For vehicles that are located out of town, the H&S Coordinator will send an electronic message to the supervisor to ensure that, if necessary, the PM is completed as scheduled by an outside qualified provider. A copy of the work/service order is to be retained by either the equipment operator or foreman (Supervisor) and provided to the office immediately upon return. Failure to do so can result in a breakdown of the PM program and could possibly endanger the health and safety of employees and the viability of the company's equipment

Supervisor

Ensure that a copy of the out of town work/service order is provided to the Accounts Payable office as soon as possible.

Accounts Payable Role/Responsibility:

The Accounts payable clerk will ensure that a copy of this work/service order is provided to the H&S Coordinator for his/her records (Bernard Rocherfort Ltd. must ensure that the PM binder is current, and without copies of those out of town work/service orders in the binder we cannot meet this objective. Failure to do so can result in a breakdown of the PM program and could possibly endanger the health and safety of employees and the viability of the company's equipment.

Operators Role /Responsibility:

Heavy Equipment Operators will be required to conduct a weekly service checklist. It is expected that this will assist in recognizing any trouble spots before they become problematic and will act as a support to the regular PM schedule. These forms will be provided to the H&S Coordinator on a weekly basis upon completion.

Schedule for Inspections		
Heavy Equipment	Forklift, AWP, etc.	Refer to owner's manual and follow manufactures specifications listed.
Fleet Vehicles	1/2 tons	Every 5,000 kms
Small Equipment	cut saws, hand tools, chainsaws, etc	Daily

General hazards associated with PM (Maintenance) activities

It is noted that maintenance activities carry with them their own hazards. They can be broken down as follows:

- Safety Hazards (mechanical – equipment and tools), electrical (live equipment, pneumatic, hydraulic, thermal, combustion, chemical and falls)

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- Health hazards – chemical agents (process chemicals, cleaners, bodily reactions, dusts), physical agents such as noise and vibration, ergonomic hazards such as lifting, pushing, pulling, bending, and workplace design such as hard to access work locations (working in awkward positions)

As many of these hazards are interrelated, the H&S Coordinator performing the work is expected to assess the situation first prior to commencing work.

The Lock out Policy must be followed where applicable.

Examine the work to be done, the process, your workspace, and the tools, for all hazards. If, for example, you are exposed to harsh chemicals that could impact your respiratory system, review the MSDS and wear the appropriate PPE or consider the use of an alternate material. It is critical that the hazards be addressed at the planning stage of the work rather than having to react to the hazard during the work. If at any time the H&S Coordinator is uncertain that the work can be done safely, the work is to be stopped and external support from a qualified outside agency solicited.

The H&S Coordinator will be required to follow a schedule for conducting PMs and repairs for each piece of equipment and must do the following:

- shutting down equipment (blanking off, draining, flushing, purging, lock out, delayed deferred energy) Reference HSPOL 10 Lock out Policy
- hazard identification (review the manufacturers manual for potential hazards and controls)
- selection of appropriate PPE to the job at hand
- selection of appropriate and ergonomic tools
- manufacturers guide for disassembly
- manufacturer checklist for inspection of components
- MSDS information as required
- reliability and safety of hoists (must be able to handle load)
- keep records of all maintenance activities

Qualified Person

The H&S Coordinator shall be a competent person and a copy of his trade certificates will be placed in the PM Binder in addition to the training log. The supervisor will inspect all work done by apprentices prior to the work/service order being completed.

Small Engines / Hand tools

In order to eliminate unnecessary paperwork, Bernard Rocherfort Ltd. also implements a small engine repair policy. All small engines will be repaired whenever feasible. The small engine will be discarded if its repair will cost approximately 70% or more than the price of replacing the equipment or the cost of replacing the equipment is less than \$100.00. The engines are evaluated before and after use to and bi yearly in more detail. Bernard Rocherfort Ltd. employees use the small engine evaluation form in order to conduct the evaluation.

In addition to this, a quarterly review of all tools is completed and each quarter, to show inspection compliance, the tools have a colored sticker placed on them:

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Jan – Mar (White)
Apr – Jun (Red)
Jul – Sep (Green)
Oct – Dec (Blue)

Enforcement/Measurements:

Periodic audits will be done monthly by the Health and Safety Coordinator to ensure that the PMs are being recorded as per company policy. The Safety Coordinator will initial each monthly log sheet. Any issues will be addressed to the President for follow up and consideration of the discipline policy.

Program Review:

The review of the Preventive Maintenance Program will be undertaken at year end by a team consisting of the upper management, Health and Safety Rep and the Health and Safety Coordinator. This will be done during the non peak period after the asphalt production ceases.

The Review must be completed during the month of November to ensure its inclusion with the overall OH&S program review by year end in December.

The Review will be done formally and documented.

Approval & Acknowledgement:

A handwritten signature in blue ink, consisting of a large, stylized 'R' followed by a horizontal line extending to the right.

Rhéaume Rochefort

Feb 1st, 2018

Date:

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