



# TOWN POLICY

## ADMINISTRATION POLICY:

# Maintenance Program Policy

**DEPARTMENT:** Safety

**POLICY NUMBER:** SA-027

**EFFECTIVE DATE:** April 28, 2023

**SUPERSEDES:** Policy #M-10

**UPDATED:** April 28, 2023

**UP FOR REVIEW:** April 28, 2026

### Policy Statement:

All tools, equipment, Vehicles & Facilities shall be properly maintained so as to reduce the risk of injuries to employees or damage to property.

Supervisors shall ensure that all preventive maintenance is carried out by qualified personnel. This preventive maintenance is to be performed according to tools, equipment & vehicles manufacturer's recommendations and established maintenance schedules. Staff is to monitor tools, equipment, vehicles and facilities hours and condition and report to the mechanic when service is required. Supervisors shall also ensure adequate records are kept.

All employees shall regularly check all tools, equipment, vehicles & facilities that they are working with, and shall take out of service any tools, equipment, vehicles & facilities that pose a hazard due to a need for repair.

\*The safety information in this policy does not take precedence over O. H. &S. Regulations. All employees should be familiar with the O. H. & S. Act and regulations.

## REVISION HISTORY

Date	Description
April 28, 2023	Updated Policy

**APPROVAL:** ..... **DATE:** .....

*Chief Administrative Officer, Jeff Shaw*

*(signed copy kept in CAO policy binder)*

