

Preventative Maintenance for Vehicles and Equipment Policy Township of Springwater

Approved: July 12, 2010 Effective: July 12, 2010 Next Review: July 2011	Department: All Departments Subject: Health & safety, Policy Number: A09 - PR
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A. Policy Statement

The Township of Springwater is committed to the health and safety of employees, contractors, visitors and the general public.

B. Purpose

The purpose of the Preventative Maintenance for Vehicles and Equipment Policy is to ensure that procedures are in place for the safe maintenance of municipally owned or leased vehicles or equipment.

C. Scope

This policy applies to all municipal vehicles and equipment that is included in the preventative inventory list.

D. General

This Policy shall be administered by departments.

This Policy shall be referred to as the 'Preventative Maintenance for Vehicles and Equipment Policy'.

This Policy shall come into force and effect on the day of passage.

This Policy shall be reviewed annually.

E. Authority

The authority for the Preventative Maintenance for Vehicles and Equipment Policy shall be by the endorsement of the Township of Springwater's Joint Health and Safety Committee and by the approval of the Township of Springwater Council.

ATTACHMENT A
PREVENTATIVE MAINTENANCE FOR VEHICLES AND EQUIPMENT POLICY

A. General

Vehicles and equipment are to be properly serviced at regular intervals by person that are trained and qualified to perform the manufacturer required servicing. This servicing is to be conducted at various intervals.

The maintenance schedule shall take into account the manufacturers recommendations as listed within the owners / operators manual for the specific vehicle / equipment.

Preventative maintenance shall take into account the manufacturers recommendations as listed within the owners / operators manual for the specific vehicle / equipment.

B. Recommended Standard to be Met

The standards that will be followed will mostly be those outlined in the manufacturers preventative maintenance program in the owner / operators manual. Industry standards, legislative requirements or past employer practices may also be used.

The manufacturers preventative maintenance program will outline specifically what maintenance will be performed at the recommended intervals. The preventative maintenance record and / or service books will be used to record all maintenance.

C. Inspection

The Preventative Maintenance Matrix outlines the individuals that may perform maintenance on a specific item. The operator is minimally qualified for a maintenance item, the mechanic can perform operator items and a dealership can perform all items.

- Operator – qualified individual that is competent to fulfill the required service and has been trained or has experience to complete the maintenance
- Mechanic – is a qualified individual that has a license or certificate that allows this individual to complete the maintenance
- Recognized dealership – is a recognized facility that has trained and certified personal to complete the maintenance for specific items

D. Training

All workers involved in performing maintenance on vehicles and equipment will be trained.

ATTACHMENT B
ROLES AND RESPONSIBILITIES

A. Manager

It is the responsibility of managers to follow up on the corrective action on a pre-determined time (to be determined on a case by case basis) to ensure that the corrective actions have been completed.

B. Supervisor

It is the responsibility of the supervisor to ensure the departments follow the Policy to ensure safe maintenance of vehicles and equipment.