

## **Pre-Use Inspection of Equipment Policy Township of Springwater**

Approved: July 12, 2010  
Effective: July 12, 2010  
Next Review: July 2011

Department: All Departments  
Subject: Health & safety, equipment  
inspection  
Policy Number: A09 - PR

### **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 Pre-Use Inspection of Equipment Policy is to provide procedures for the identification of defects with municipally operated equipment and to assist with scheduling to provide routine maintenance of equipment.

### **C. Scope**

This policy applies to all employees of the Township including part-time firefighters, temporary workers (supplied labour) and contractors.

### **D. General**

This Policy shall be administered by departments.

This Policy shall be referred to as the 'Pre-Use Inspection of 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 Pre-Use Inspection of 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**  
**PRE-USE INSPECTION OF EQUIPMENT POLICY**

A. General

All licensed motor vehicles shall be inspected prior to any use by authorized personal. Inspections, as required by the *Highway Traffic Act*, will be completed daily.

All equipment is to be inspected as per the daily inspections requirements in the Pre-Use Inspection binder for that piece of equipment or vehicle.

Drivers and operators must complete a Pre-Use Inspection Report on the day any equipment requiring a pre-use inspection is used.

The Pre-Use Inspection Report is to be logged on the forms provided. The forms will include the date and time as well as the operator's name and signature.

Any defects shall be marked or entered in the space provided and reported on the Defects Reporting Form (DFR) contained in the binder.

Defects that require repair for safe operation of the vehicle are to be reported on a DFR and reported to a supervisor immediately. If the supervisor is not available, the vehicle / equipment shall be locked-out until the repairs are made to the defect (see the Lock Out Standard Operating Procedure).

Defects that do not affect the safe operation of equipment shall be noted on the DRF and the Supervisor shall acknowledge by signing off that the equipment is safe operate and arrange repairs when suitable.

When the defect is repaired, the repairer or the supervisor must document and sign the form in the space provided to confirm that the repairs have been made.

B. Pre-Trip Inspection

Breaks that are taken in a regular shift that the operation of a piece of equipment ceases for an extended period of time do not require the completion a new PUIR. A walk around the equipment should be performed.

Licensed motor vehicles regulated by the Ontario Regulation 199/07 Commercial Motor Vehicle inspections shall use the Drivers Vehicle Inspection Report provided for these vehicles when performing the required daily inspections.

Equipment and heavy equipment shall use the PUIR binder that is provided for the equipment and follow the recommended daily inspection list specific to that specific equipment.

Operator manuals located in heavy equipment or carried in the transporting vehicle shall be referred to for the daily or regular maintenance required. Supervisors will be responsible to provide the manuals before the equipment begins work.

C. Training

Employees changing job classifications or newly hired employees will be trained on pre-use inspection as part of the orientation program (follow procedures as per the New Employee Health and Safety Orientation Policy).

Training will involve an annual review of the initial training and a tailgate meeting to demonstrate a typical inspection of the equipment as it applies to the PUIR forms.

New legislation or changes made to the procedure will be trained as they are implemented.

**ATTACHMENT B  
ROLES AND RESPONSIBILITIES**

**A. Worker**

Required workers are to be trained and licensed (if required) to operate equipment. The responsibility of these trained and competent operators are responsible for following the below procedures:

- Report and log all defects to their supervisor
- Defects that the operators are qualified and competent to complete should be reported and repaired as soon as possible
- Log all repairs in the inspection / PUIR binders or Vehicle Inspection Report books use for licensed vehicles throughout the Township
- Review the service section of the operator manuals and report any scheduled servicing that is required of the supervisor

**B. Supervisor**

It is the responsibility of the supervisor to:

- Inspect the equipment that a defect has been identified
- Arrange to have the defect repaired or sign off as to safe operation without repair and arrange repairs as required and suitable to the operation
- Lock-out equipment that the defect affects the equipments safe operation
- Review the Vehicle Inspections Reports and PUIR binders of the equipment on a weekly basis
- Sign, date and enter the time when a report of equipment defect form is submitted
- Ensure that the DRF is completed with the date and time of the supervisor or mechanic
- Review the service section of the operators manual to schedule servicing that is required