# Inspection and Maintenance Policy

## Purpose

The intent and purpose of this policy is to control losses to people, equipment, materials, and the environment through identifying and correcting unsafe conditions, events, acts and behaviors.

All inspections will be conducted in accordance with the relevant company form and in conjunction with local, provincial, and federal legislation (i.e., commercial transportation, emergency equipment, etc.).

It is the goal and duty of Safety First Muirhead’s Ltd. to maintain a comprehensive program of inspections at all facilities and job sites. Inspections will address the following:

1. Ensure risk control measures are in place and effectively protecting workers.
2. Identify other potential hazards that have not yet been assessed.

##  Definition

There are two classifications of inspections to be completed in the workplace:

* **Formal Inspections** – Planned inspections that use established procedures, checklists and are often on a set schedule.
* **Informal Inspections** – Ongoing inspections not on a set schedule, procedure, or definitive checklist (such as the visual inspection of Personal Protective Equipment (PPE).

 **Inspection Frequency**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **HSE** | **Office** | **Facility** | **Equipment** | **Tools** | **Vehicles** |
|  **Senior Managers** | Annually | Quarterly | Quarterly |  |  | Pre-use |
| **Supervisors** |  |  | Quarterly |  |  | Pre-use |
| **Manager** | Annually | Monthly | Quarterly |  |  | Pre-use |
| **Worker** |  |  |  | Pre-use | Pre-use | Pre-use |
| **Mechanical Maintenance** |  |  | Quarterly | 300hrs | Daily Visual | MFRSpecs |

## – Purpose

It is the policy of Safety First Muirhead’s Ltd. to pro-actively reduce risk to workers caused by the breakdown of equipment, tools, machinery, vehicles, and personal protective equipment. This will be achieved through strict adherence to this policy, preventative maintenance schedules within this policy and the conducting of regular inspections as per the requirements outlined in the applicable section in this manual. Replacing worn components before they fail is the foundation of this program.

Adherence to applicable regulations, standards, and manufacturer’s specifications, services of appropriately qualified maintenance and service personnel, scheduling of preventative maintenance, and documenting all maintenance work provides the framework of this policy; the implementation of which will reduce injuries, property damage, and costly production delays.

## Definitions

There are two classifications of preventative maintenance to be

completed in the workplace:

* **Routine Maintenance** is planned comprehensive checks conducted by qualified personnel as per a specific preventative maintenance schedule which outlines the criteria and the frequency.
* **Non-Routine Maintenance** does not follow a pre-determined schedule and is scheduled as dictated by deficiencies noted in a formal or informal inspection. If major defects are noted, then the defective item must be placed out of service.

## Frequency

This schedule outlines the frequency at which comprehensive checks and maintenance will be completed for the following items as per manufacturer’s recommendations, industry standards or a more stringent frequency established by Safety First Muirhead’s Ltd. The appropriate form for each item will be used to complete the Preventative Maintenance checks.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Preventative Maintenance | **Daily/****Pre-Use** | **Weekly** | **Monthly** | **6 Months** | **Annually** | **5000****kms/300 hrs** |
| **First Aid Kits** |  |  |  |  |  |  |
| **Fire****Extinguishers** |  |  |  |  |  |  |
| **First Aid/AED** |  |  |  |  |  |  |
| **Tools** |  |  |  |  |  |  |
| **PPE** |  |  |  |  |  |  |
| **Respiratory Protective Equipment** |  |  |  |  |  | MFR.Specs. |
| **Fall Protection Restraint** |  |  |  |  |  | MFR.Specs. |
| **Machinery** |  |  |  |  |  | MFR.Specs. |
| **Commercial Vehicles** |  |  |  |  |  | MFR.Specs. |
| **Trailers** |  |  |  |  |  |  |