



UNIVERSITY  
OF MANITOBA

Physical Plant

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**To:** Physical Plant Staff

**From:** Rod Berscheid, Assistant Director

**Subject:** Preventative Maintenance Directive—Tools and Equipment

This directive applies to all tools and equipment used by Physical Plant personnel.

Physical Plant provides employees serviceable and safe tools and equipment used to perform their duties. All reasonable and practicable measures shall be taken to prevent and eliminate accidental injuries from tools and equipment.

The successful application of this directive will be achieved by everyone exercising their responsibilities and ensuring that these tools and equipment are safe to operate.

The responsibilities related to the tools and equipment are as follows:

- An inventory must be maintained within each Work Unit.
- Maintenance and repair must meet the manufacturer's specifications.
- Regular maintenance and repair must be conducted by qualified personnel only.
- Preventative maintenance schedule must be adhered to.
- Preventative maintenance and repairs must be documented.
- Staff must conduct a pre-operating inspection before operating any tool or equipment. If there is a safety concern noted during the inspection, the supervisor must be notified immediately and the tool or equipment must be "tagged out" with a warning tag as soon as the defect is noticed so that the tool or equipment is not used until the safety concern has been properly corrected.