February 2018

Preventative Maintenance Directive – Tools and Equipment

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

Physical Plant provides employees with serviceable and safe tools and equipment 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 use and operate.

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

- An inventory must be maintained within each work unit of all tools and equipment requiring regular maintenance.
- Maintenance and repair must be conducted by qualified personnel only.
- Preventative maintenance schedules must be adhered to.
- Preventative maintenance and repairs must be documented.
- Physical Plant staff must conduct a pre-use inspection before operating any tool or equipment, and completing the appropriate documentation where required. If there is a safety concern noted during the inspection, the supervisor must be notified immediately and the tool or equipment must be removed from service using the appropriate lockout procedures. The tool or equipment may only be returned to service after the identified safety concern has been corrected.