

**VBN Paving Limited**  
**HEATH AND SAFETY MANUAL**

**ELEMENT 7: PREVENTATIVE MAINTENANCE**

**REVISIONS & APPROVAL**

Revision Date	Revised By	Revision Details
July 27, 2019	Stephen Thorne Health and Safety Manager	Reviewed and Updated.

Date	Approved by	Signature
March 12, 2018	Giovanni Ventrella President	
July 27, 2019	Angelo Ventrella Vice-President	

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Created by: Steve Thorne	Revised by: Steve Thorne	
Approved by: Angelo Ventrella	Approved by: Angelo Ventrella	

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# VBN Paving Limited

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### **PURPOSE**

Providing a guideline for preventative maintenance at VBN Paving Limited related to own and rented equipment (i.e. machinery or power tools).

### **SCOPE**

Procedures will include:

- Roles and responsibilities for VBN Paving Limited for preventative maintenance
- Equipment and Maintenance Cycle List
- Operator Equipment Maintenance Inspection Checklist

### **ELEMENT GOALS**

- Obtain Equipment List of rented and owned with a review of Procedure and List on an annual basis.
- Ensure training provided to workers when related to operation of equipment.

### **SENIOR MANAGEMENT RESPONSIBILITIES**

- Provide guidelines based on project site requirements as determined by CHA and JHA.
- Purchase and maintain equipment as required based at minimum of manufactures guidelines.
- Ensure operators have area for storage for equipment, awareness of operation and completion of equipment circle checks when required.
- Supervisors or designate determined to review at least weekly of the operator inspection.
- Ensure subcontractors follow and have required equipment and awareness of equipment over 10-HP on the project site.
- Ensure annual inspection of equipment over 10-HP with records.
- Where rental equipment is provided, awareness of maintenance or service agreement
- Ensure credentials of technician or mechanic performing maintenance are available and maintained on file.
- Any record of service to be maintained as required.
- Outline Action Plan related to Element 7, where deficiencies are identified.

### **WORKER RESPONSIBILITIES**

- Awareness, understanding and acknowledgement of VBN Paving Limited preventative maintenance requirements.
- Obtain instruction on new or unfamiliar operation for equipment by Supervisor or designate.
- Perform daily inspection of equipment, record where and when required on Operator Equipment Maintenance Inspection Checklist.

### **PROCEDURE**

- Establish and maintain an equipment list for rented and owned.
  - Development and maintain Personal Protective Equipment Chart to be readily available and posted on the project site and communicated during Company Orientation.

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### General Repair and Maintenance

- All equipment will require to have an Operator Equipment Maintenance Inspection Checklist or similar checklist that identifies at least the following:
  - Date of Inspection
  - Odometer/Hour Reading
  - Area(s) Inspected
  - Noted any defects during inspection
- All equipment not in operational condition will be identified in writing and reported to a Supervisor for alerting and arrangements for corrective action.
- All repairs and service work will be documented and file available at head office for a period as required.
- Ensure that all repairs and maintenance that has been contracted to third parties provide a copy of the work done. This copy should be filed with head office.
- Maintenance Schedules
  - All equipment requiring regular maintenance will be listed in the Preventative Maintenance Chart.
  - A review of a monthly basis to ensure accountability for equipment and maintenance by the Site Superintendent
  - An annual review will be conducted
  - Operator Equipment Maintenance Inspection Checklist
  - To be completed by the Operator on daily use of equipment and recorded
  - “Checkmark” ( ✓ ) to be used for good condition
  - “Strike” ( ✕ ) to be used for defective condition
  - Not completed ( ) “blank” for not applicable
  - Use of a line for the day if not operated on the day
  - On a weekly basis, a Supervisor or designate is to review the checklist and equipment
  - Any defective items are to be recorded and corrected; use of a tagging identification method to be established.
- Inspections
  - Inspection of tools/equipment will be by competent personnel whose trade or experience has given them knowledge of the tool or equipment being inspected. Inspection criteria and documents are contained in the section of this manual that covers the specific tool or equipment.
  - The equipment that will be inspected applies to:
    1. Fall Protection equipment such as harnesses, lanyards, lifelines, horizontal cable lines, respirators, and rope grabs
    2. Rigging such as slings, hooks, shackles, come-along and chain falls
    3. Ladders
    4. Electrical equipment such as cords, electrical tools and GFCI’s

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### Defective tools/equipment

- Defective tools requiring repairs should be tagged with a red tag available from your supervisor/foreman if the tool is not taken off the site immediately for repairs. Users should note defects or required repairs on the red tag or similar as specifically as possible. A sample of the tag is included. Tools/equipment that cannot be repaired to perform in the intended manner shall be removed from the project.
- Maintenance of Vehicles/Equipment
  - Vehicles and equipment such as trucks, forklifts, personnel hoists, cranes, etc. will be maintained and repaired in accordance with the manufacturers specifications, or if required those of a professional engineer. The Company Equipment Superintendent/Contractor shall be responsible for establishing a schedule and maintaining documentation to ensure compliance.
  - An equipment list, has been established and will be maintained annually.
  - Section 94.
    - (1) All mechanically-powered vehicles, machines, tools and equipment rated at greater than 10 horsepower shall be inspected by a competent worker to determine whether they can handle their rated capacity and to identify any defects or hazardous conditions. O. Reg. 145/00, s. 26.
- The inspections shall be performed before the vehicles, machines, tools or equipment are first used at the project and thereafter at least once a year or more frequently as recommended by the manufacturer. O. Reg. 145/00, s. 26.
- Annual review of Procedure to identify any changes to VBN Paving Limited's Health and Safety Program; Revision Page will reflect the review and update.

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