

## **Preventative Maintenance Policy**

It is the Company Policy of Crown Utilities Ltd. to ensure that all equipment, vehicles, and tools are properly maintained in a condition that will maximize the safety of all personnel so as to reduce the risk of injuries to employees, or damage to property or the environment.

All supervisors shall ensure qualified personnel carry out preventative maintenance according to a schedule and that proper records are kept.

All equipment shall be inspected prior to start-up and any tool or equipment that is not functioning correctly shall be tagged and taken out of service and reported for corrective repair. No worker is expected to operate any tool or equipment unless it is functioning safely.

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**References:** Manitoba W.P.S. & H. Act. Sec 4(2) (a), Regulations, Part 16 Machine & Tool Safety, Part 16 .4 to .13, 16.14 to 16.18 lockout, 16.19 to 16.21 conveyors, 16.22 to 16.28 misc. Machine tools, Part 17 Welding & Allied Processes, Part 22, Powered Mobile Equipment Sec. 22.22 to 22.23, Part 38 Electrical Safety.

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**\* The information in this policy does not take precedence over applicable government legislation, with which all workers should be familiar.**



## **Defective Tools**

### **Purpose**

The purpose of this Safe Work Practice is to discourage, in fact, remove defective tools from being used in the work place. It is important to establish a system of removal, replacement, or repair of defective tools to prevent accidents and injuries.

Identify defective tools; tag them for removal - such as:

- Chisels and wedges with mushroomed heads
- Split or cracked handles - axes, hammers etc.
- Chipped or broken drill bits
- Tools which are not complete, e.g. files without handles
- Electrical extension cords, damaged insulation or ground pin broken off
- Tools with guards broken or removed
- Power saw, portable or bench type - guard wedged back
- Wrong grinding wheel being used
- Wrenches with worn out jaws
- Tools with worn out on-off switch

*Inspect tools before use*

*Never use a defective tool*

## **Lockout Procedures for Service and Maintenance Personnel**

### **Policy,**

Lock out procedures will be used to prevent unwanted start up of equipment or machines during maintenance tasks. The supervisor should ensure a lock out procedure is used where manufactures procedures cannot be maintained for cleaning, tests, adjustments, and maintenance. Maintenance workers must insure the equipment is locked out or inoperative before any maintenance is performed on equipment. Injury can result due to accidental start up, hydraulic pressure not relieved in system, jammed mechanisms, improperly blocked wheels or tracks, inoperative park systems, electrical system not shut off properly. Safe Work Procedures will be written for maintenance tasks where the manufactures procedures cannot be used. Always follow manufacture procedures for maintenance where applicable

### **Lock out Procedure:**

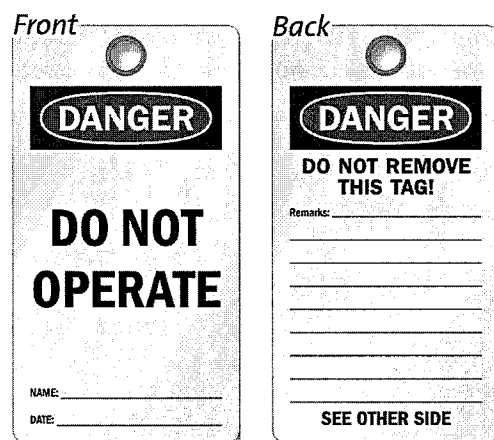
- Park equipment on level ground where maintenance can be done.
- Ensure park brake is operative, test park system to ensure vehicle will not move.
- Set Park Brake and transmission in neutral.
- Neutralize all hydraulics lower implements, blades, rippers, buckets, to park equipment.
- Shut down equipment remove ignition key where there is one and keep on yourself while doing repairs.
- Disconnect negative battery cable at negative post of battery if working in the engine compartment.
- Shut off master switch if ignition is keyless. Try to start machine push the start button. Ensure the machine will not start.
- Tag machine with out of service tag on steering wheel, or control lever.
- Perform the repairs required as per the manufacturer service manual.
- If working on hydraulics check the service manual to verify the hydraulic system is safe to work on when the machine is off. Check temperatures of components before beginning any repairs as hydraulics may be too hot to work on initially.
- Verify the repair or service adjustment is complete restart machine and test operation.
- Road test unit as required in the field to test operation.
- Return the unit to the operator or to service supervisor.

## Lockout/Tagout Directive

It is Crown Utilities Ltd. Policy to lockout and/or tagout any equipment that is not operable and is under repair. For vehicular equipment it is mandatory to use "the club" locking system. For smaller pieces of machinery or tool a tag is only necessary to indicate an out of service or under repair situation.

Once you apply the lock or other restraint device, you have to tag it. The tag must indicate:

1. Who you are
2. Why the machine or system is locked out
3. The date when the lockout was applied



**Equipment Lock Out**

Facility:	Written By:	Approved By:	Date Created:	Date of Last Revision

Hazards Present	PPE or Devices Required:	Additional Training Required:
Electrocution Fall injury Pinch points	Steel toed boots Eye protection Hand protection	

**Safe Work Procedure:**

1. Inspect the piece of mobile equipment needing repair to ascertain what repair is needed.
2. Turn the machine ignition off and remove key or, if machine has push start button, remove the battery ground cable.
3. Close and lock console if it has a cover and place the key in your pocket.
4. Place a lock out tag on the door handle or ignition.
5. If more than one person is working on the equipment, both people must place a lock out on the machine
6. If it is a mobile piece of equipment, use the chocks to ensure non-movement by others.
7. Repair the machine.
8. After repair, unlock the cover and replace the key.
9. If you require the machine running to test the repair, stand clear of any hazard locations. Do not approach any moving part while machine is running.

***If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure.***

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

<b>Guidance Documents/Standards:</b>  MB Workplace Safety & Health Act & Regulations: 6 Personal Protective Equipment 14 Fall Protection 16.14 Machines, Tools and Robots 22 Powered Mobile Equipment	This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years.
	<b>Reviewed by Worker Rep/WSH Committee:</b>  <b>Date:</b>

## **Trucks & Equipment**

Due to the misuse of trucks & equipment, you will be held responsible for all damages to Crown's vehicles, including Accident - Dents - Scratches - or ANY abuse that may damage to drive train.

There is no reason for this damage to occur. Crown is trying to keep a good and reliable fleet.

If damage occurs, you must notify the office that day. Then we can set a time for the vehicle to be repaired that will not interfere with the work at hand.

**I will be responsible for the Trucks & Equipment that I use at Crown Utilities Ltd.**

