



Town of Happy Valley-Goose Bay  
Policy Statement

<b>Index: Administration</b>		<b>Policy Number: A0054</b>	
<b>Approved Date: December 12, 2019</b>	<b>Effective Date: December 12, 2019</b>	<b>Revision Date:</b>	
<b>Authority: 12<sup>th</sup> Council of the Town of Happy Valley-Goose Bay</b>		<b>Page 1 of 2</b>	

**Topic: Preventative Maintenance Policy**

**Policy Statement:**

It is the aim of The Town of Happy Valley-Goose Bay to maintain all tools and equipment in a condition that will maximize the safety of all personnel.

To accomplish this, equipment shall be maintained in accordance with applicable regulations, standards, and manufacturers specifications. Maintenance services shall be completed by appropriately qualified maintenance personnel.

Scheduling and documentation of all maintenance work shall follow the schedule outlined below:

- Heavy Equipment, Light Vehicles & Mobile Equipment
  - Inspected 'pre-use' and documented, at least, on a monthly basis.
- Tools (ladders, power tools, grinders, welding machines, presses, compressors, etc.)
  - Inspected 'pre-use' and documented, at least, on a semi-annual basis.
- Fall Protection Equipment
  - Inspected 'pre-use' and documented monthly by the user. Periodically (as per manufacturer's instructions, usually annually) by a competent inspector.



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**Topic: Preventative Maintenance Policy**

- Scaffolding
  - Inspected daily 'pre-use' and after modification, and documented after erection, modification, and on a minimum monthly basis (or as directed by the manufacturer).
- Hoists
  - Inspected 'pre-use' and documented monthly by the user and/or as per manufacturer's instructions.
- Respiratory Equipment
  - Inspected 'pre-use' and after cleaning, and documented, at least, on a monthly basis.
- Other PPE – As per manufacturer's instructions.

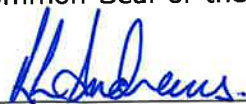
The supervisor shall be responsible for the application of the program in his/her area of responsibility.

*\*The safety information in this policy does not take precedence over the OHS Act, Regulations and codes of practice. All personnel should be familiar with the OHS Act. \**

IN WITNESS WHEREOF, this policy is sealed under the Common Seal of the Town of Happy Valley-Goose Bay.

  
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Mayor, Wally Andersen

  
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Town Manager, Robert Andrews