

**TOWN OF MIDDLETON
CODE E - OCCUPATIONAL HEALTH & SAFETY**

Subject: Maintenance Program

Number: 3.1

Coverage: Staff, OH&S, & Council,

Approved by: OH&S, Council, & CAO

Effective Date : August 10, 1998

Revision Date: March 5, 2007

Rationale

The following policy establishes a maintenance program for all equipment used on town worksites to ensure the safety of all personnel and prevent unwanted and untimely breakdown.

Policy Statement

- 1) A maintenance program for all equipment and shall include the following components:
 - a) adherence to applicable regulations, standards, and manufacturer's specifications;
 - b) scheduling of all regular maintenance work on equipment requiring it;
 - c) documentation of all scheduled and unscheduled maintenance; and
 - d) serviced by qualified personnel.
- 2) Management shall be responsible for the application of the program and employees shall be responsible to ensure that all tools and equipment being used have been serviced according to the program.
- 3) All tools and equipment, including Personal Protective Equipment (PPE) shall be inspected by the user before each use. Where the equipment's reliability is questioned, there is visible damage or it is in need of service or repair it shall be removed from service immediately and tagged "OUT OF SERVICE".
- 4) Any piece of equipment tagged "OUT OF SERVICE" shall not be returned to service until repaired or inspected by a qualified person.

Conflicts

Where there is a conflict between this policy and the Occupational Health and Safety Act or the regulations of the health and Safety Act, or a Code of Practice required by the Occupational Health and Safety Act, the Act, the regulations, and the Codes of Practice prevail.

References

- Province of Nova Scotia - *Occupational Health and Safety Act.*
- Town of Middleton - Policy E.3.2. *Personal Protective Equipment.*

Previous Policies

The previous policy 10/7 "Town of Middleton Maintenance Program Policy" approved on August 10, 1998 is hereby amended.

Certification

THIS IS TO CERTIFY that this policy was duly passed by a majority vote of the whole Council at a duly called Council meeting held on the 5th day of March, 2007.

GIVEN under the hand of the CAO and under the seal of the Town of Middleton this 26th day of April, 2007

M Davis Acting CAO
Raymond C. Rice
Chief Administrative Officer