

**Title: Safety Maintenance Program**

**Policy No: 3904**

**Approval: Town Council September 23, 2009**

**Effective Date: January 11, 2006**

**Reviewed: November 4, 2008**

**August 20, 2009**



**Supersedes Policy No:**

**Policy Statement:** All tools and equipment shall be properly maintained so as to reduce risk of injuries to employees or damage to property.

- 1) Supervisors shall ensure that all qualified personnel according to established schedules carry out all preventative maintenance and that records are maintained.
- 2) All employees shall regularly check all tools and equipment that they are working with, and shall take out of service any tools or equipment that poses a hazard due to a need for repair.

The safety information in this policy does not take precedence over O.H. & S. Regulation. All employees should be familiar with the O.H. & S. Act and Regulations.

Signed: \_\_\_\_\_  
Alan Parkin

Date: Sept. 28/09