



# MAKKOVIK INUIT COMMUNITY GOVERNMENT

## **Equipment & Tools Preventative Maintenance Policy**

All tools, equipment and vehicles must be properly maintained so that workers are not endangered.

Preventive maintenance is the systematic care and protection of tools, equipment, machines and vehicles in order to keep them in a safe, usable condition limit downtime and extend productivity. We must always be aware that maintenance tasks themselves are potentially hazardous and can result in injury.

### **A successful maintenance program is:**

- well organized and scheduled,
- controls hazards,
- defines operational procedures, and
- trains key personnel.

### **General requirements for equipment maintenance include:**

1. Obtaining a copy of the maintenance schedule recommended by the manufacturer.
2. Ensuring that maintenance is performed as required.
3. Ensuring that the person(s) performing the maintenance are competent (e.g. skills acquired through experience and/or certification).
4. Retaining records of maintenance/service conducted.
5. Specifying who is responsible for overseeing equipment maintenance and where the records are kept.
6. Set up a system for removal and tagging of damaged or defective tools and equipment.

## **Tools and Equipment Maintenance Program**

This policy is intended to highlight the importance of proper maintenance as a vital part of a safety program. In addition to ensuring that workers use the tools and equipment properly, it is vital that tools and equipment be properly inspected, maintained, and kept in good repair. Our maintenance program will reduce the risk of injury, damage and lost production.

It is our policy to ensure that all tools, equipment and vehicles are well maintained in order to reduce the risk of accidents or injuries.

1. Only properly trained workers are to use tools, equipment and vehicles.



## MAKKOVIK INUIT COMMUNITY GOVERNMENT

2. Inspect all tools, equipment and vehicles before using.
3. For vehicles, inspection will consist of doing a circle check.
4. If applicable, maintenance schedules for all tools, equipment and vehicles are to be respected.
5. Each jobsite supervisor is to conduct a bi-weekly inspection of all tools, equipment and vehicles on the site. This inspection is recorded bi-weekly using an Inspection Checklist.
6. If at any time a worker judges that a tool, equipment or vehicle is unsafe for use, they are to properly tag the item and inform the supervisor immediately.
7. Tools, equipment or vehicles that are tagged unsafe shall be either repaired or replaced. Head office shall be informed.

### **Always use Hand and Power Tools Safely**

1. Select the right tool for the job.
2. Keep tools in good condition.
3. Use tools the correct way.
4. Keep tools in a safe place.

### **Maintenance Personnel Qualifications**

- The qualifications of maintenance personnel are key to the success of a maintenance program.
- All individuals who perform maintenance work on company tools shall have the appropriate skills through experience and/or certification.
- Whenever skilled or certified personnel may not be available, maintenance work can be completed through telephone communications between the skilled or certified personnel and the Community Government Employee.
- This certification applies both to company employees and to contracted maintenance services.

### **Mobile Equipment Maintenance Program**

#### **Operator Qualifications and Training**

All individuals who operate our mobile equipment, vehicles etc. will have the appropriate skills, accreditation and/or certification. This applies to both company employees and contracted equipment services.

#### **The approval process includes the following:**



## MAKKOVIK INUIT COMMUNITY GOVERNMENT

- Possession of a valid driver's license appropriate to the type of equipment.
- Successful completion of a practical operating exam administered by competent and authorized personnel.
- Vision test to meet the appropriate standard. Vision tests must be conducted by competent and authorized personnel.
- Hearing test with or without a hearing aid must be adequate for the specific operation. Hearing tests will be conducted by competent and authorized medical personnel.
- No history of a disabling heart condition or any other physical disability or impairment.

### **The operator should be trained in the following:**

- their responsibilities to operate the equipment in a safe manner;
- familiarity and comprehension of safety requirements for the piece of mobile equipment which they intend to operate;
- manufacturer's operating and maintenance procedures;
- hand signals and/or other requirements set by the company, owner.

### **Records**

The maintenance program must contain a recording system. Part of this system should be made up of inventories and schedules. In addition, the recording system should document what maintenance work was done, when, and by whom.

### **Monitoring**

The monitoring functions in a maintenance program fall into two areas.

1. First, the people responsible for operating and/or maintaining equipment must monitor that equipment to ensure that appropriate checks and maintenance are done.
2. Secondly, management should monitor the entire program to ensure that it is functioning in accordance with company policy.

### **Scheduled Inspections and Maintenance**

- All mobile equipment is to be inspected and maintained according to the following Equipment Inspection Schedule as a minimum.
- Records of all inspections and maintenance are completed and maintained for review and approval.



## MAKKOVIK INUIT COMMUNITY GOVERNMENT

- Maintenance of equipment, release of lubrication fluids, etc., is performed only in recommended areas.
- Spills and leaks from equipment are cleaned up promptly.

### **Acknowledgement & Agreement**

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AngajukKak

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Executive Clerk

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Date



# MAKKOVIK INUIT COMMUNITY GOVERNMENT

## Equipment Inspection Schedule

Type of Equipment	Type of Inspection	Schedule
<b>Heavy Equipment</b>	Complete inspection	Before put to work
<b>Dozers, Backhoes</b>	Complete inspection	Every 3 months
<b>Compactors, Trucks</b>	Repair	When failure occurs
	Preventative maintenance	Manufacturer's recommendation
	Operator's checklist	Daily
<b>Miscellaneous</b>	Complete inspection	Before put to work
<b>Compressors, Welding Machines, Generators</b>	Complete inspection	Every 3 months
	Repair	When failure occurs
	Preventative maintenance	Manufacturer's recommendation
<b>Slings, Shackles, Chokers, Lifting Devices</b>	Deformation, cracks, corrosion, etc.	Daily or before each use
	Regular inspections of all devices	Every 3 months



# MAKKOVIK INUIT COMMUNITY GOVERNMENT

## **Pre-Operation Checks**

Walk around checks on all pieces of mobile equipment are necessary to ensure the unit is safe to operate both from the personnel standpoint and for the equipment; that is, all fluids must be at the correct level and all components must be intact.

Check for personnel in the cab area and around the equipment.

Before the operator commences the pre-start checks, the operator should check the cab area for other operators and others who may be working around the equipment.

### **Visual check**

The operator should walk completely around the equipment looking underneath the equipment, in the engine compartment, and in the cab.

### **Brake Lines**

- Visually check the brake lines for leaks.
- Check for moisture on the brake line.
- Report any leaks to maintenance for repair as soon as possible.
- DO NOT operate equipment with brake leaks.

### **Steering Assembly**

- Check the tie rod ends, pins and keepers, drag links, ball joints, steering rams and hoses.
- Check that all the joints are tight.
- Report any faulty conditions to your supervisor.
- Note: Never operate a truck with faulty steering.

### **Front Tires**

Conduct the following checks on the front tires:

- Visually check tires for cuts, separations and embedded, nails, or any other foreign material.
- Check for tire bulges at the road surfaces which indicate low air pressure.
- Check the rims for cracks and breaks.
- Check the valve stems for wear and cuts.

### **Front Wheel Lugs**



## MAKKOVIK INUIT COMMUNITY GOVERNMENT

- Check the front wheel lugs each day.
- Report any loose or broken wheel lugs.
- If there are broken or loose, do not operate equipment.
- Report the condition to your supervisor.

### **Front Suspension**

Check the front suspension for bottoming out and also check that all fastening devices are in place.

### **Fluid Levels**

- Check all the fluid levels at the beginning of the shift with the equipment on level ground.
- Refer to the manufacturer's requirements to ensure the proper procedure is followed.
- If the fluid level is low, notify your supervisor.
- Do not operate the equipment until the appropriate fluid level is brought up to operational level.

### **Fluid Leaks**

Look for fluid leaks while checking the fluid levels. There may be fluid lines or gaskets that are leaking. Make a visual check to see if fluid is running down the side of the engine block or any other areas while the engine is running.

### **Fan Belts, Blower Belts, Alternator Belt etc.**

Check that all belts are in place, tight, and in good condition,

### **Air Tanks**

Check the following air tanks:

- **The Main Air Tank.** The operator should drain the tank twice a shift during the winter months and at the beginning of each shift at other times. Take caution when draining air tanks because of the sludge and water that comes out. The tanks should be drained until clean air is visible.
- **Front Air Application Tank.** The operator should drain the tank twice a shift in the winter months and at the beginning of each shift at other times.
- **Rear Air Application Tanks.** The operator should drain the tank twice a shift in the winter months and at the beginning of each shift at other times.



# MAKKOVIK INUIT COMMUNITY GOVERNMENT

All air lines should be checked for any damage or deterioration during the check on air tanks.

## **Hoist Rams**

- Visually check the hoist rams to ensure that the hoist anchor pins and keepers are in place.
- Check the condition of the hydraulic hose and look for leaks. Report any concerns to your supervisor.

## **Main Frame**

Visually check the main frame for cracks and report any problems to the supervisor.

## **Lights**

Turn on all equipment lights to see they are working properly including; headlights, clearance lights, and back-up lights.

All faulty lights will be replaced prior to using equipment.

## **Glass**

Check that the windshield, windows and mirrors are clean and free of cracks.

## **Handrails and Ladder**

Check the condition of the handrails and ladder and look for loose handrails or rungs. Report any unsafe conditions.

## **Wheel Chocks**

Ensure that the truck is equipped with two wheel chocks mounted in a readily accessible place.

## **Seat Belts**

Check that the truck has seat belts. It is important that the operator should use them.

## **Fire Extinguishers**



## MAKKOVIK INUIT COMMUNITY GOVERNMENT

Every piece of equipment must be equipped with adequate fire extinguishers in good condition. Faulty fire extinguishers must be replaced immediately.

### **Back Up Alarm**

Check that the back up alarm is working correctly.