

# VICTORIA UNIVERSITY HEALTH AND SAFETY PROCEDURE

**Date of Issue:** July 7, 2023

**Review/Revise Date:**

---

## PREVENTATIVE MAINTENANCE PROCEDURE

---

### PURPOSE

The purpose of this procedure is to ensure that applicable Victoria University equipment is consistently inspected and maintained to ensure optimum safety and efficiency.

### SCOPE

This standard applies to all Victoria University applicable equipment. The maintenance schedule that will be followed will be based on applicable legislation, codes or standards as well as the manufacturer's suggested preventive maintenance program.

### STANDARDS/PROCEDURES

#### **Infrastructure and Sustainability**

Preventative maintenance for most equipment under the control of the Infrastructure and Sustainability Department is managed through a computer-based software program that includes two systems:

- Work order- for broken equipment, more of a reactive maintenance.
- PM program- outlines equipment, schedule, assigns workers, items included in the checklist manufacturers recommendations, best practices, safety information, etc.

#### **Fire Suppression and Life Safety Systems**

Fire suppression system preventative maintenance is managed through a third-party certified contractor and the Senior Manager, Campus Operations. Records are maintained on a computer-based system.

#### **Vehicle PM**

An inventory of all vehicles requiring maintenance will be kept by the Grounds lead hand and the Maintenance Manager. All preventative maintenance programs and inspections in use and new programs as they are created for new vehicles in the workplace will be based on the following criteria:

1. Manufacturer's recommendations
2. Industry standards
3. Legislated requirements

#### 4. Employer's Best Practices

The above listed criteria and inspection requirements will be readily available for each vehicle with the Maintenance Manager.

Inspections will be conducted as dictated by the Maintenance Manager. All physical inspections must address the following criteria on the attached standardized form:

1. List of items (parts) to be inspected
2. Inspector name and signature
3. Date of inspection
4. Description of the work performed
5. Reporting of any deficiencies
6. Recommendations for correcting deficiencies identified
7. Action taken (who, what, when)

Inspections and maintenance work will be done either internally or externally by qualified personnel. Internal inspectors and maintenance workers will have specific training and orientation in regards to the maintenance they are performing.

External maintenance will be performed by an authorized service contractor.

#### **Pre-Operation Inspections of all vehicles**

1. A complete inventory of all equipment requiring pre-operation inspections is to be kept by the Maintenance Manager.
2. Pre-operational inspections will be conducted on the standardized departmental pre-operation inspection forms. These forms are available from the Maintenance Manager. A computer-based inspection program is acceptable.
3. All inspection forms are to be reviewed weekly by the Maintenance Manager for follow up on any action taken or scheduled during the week.
4. The Maintenance Manager is to conduct random checks on pre-operation inspections once a month to confirm that the inspection forms are being correctly filled out.
5. Pre-operational inspections will be performed and recorded by the operator each day at the beginning of the shift if the equipment is to be used during the day.
  - In the case that equipment is unexpectedly needed during the day the operator will conduct the pre-operational inspection before it is put into use.
  - Inspections are not required more than once a day.
  - The Grounds Lead Hand must be informed immediately of a safety/mechanical problem for correction before the vehicle can be operated.

#### **Recording System**

A standardized recording system will be used to record all vehicle maintenance procedures. This system will identify the inspector, the date of the inspection, a description of the work performed, a report of any problems or deficiencies with the equipment in question, recommendations of corrective action and an area for actual action taken to amend the problem.

## **COMMUNICATION**

The preventive maintenance at orientation and reviewed annually to applicable staff who operate the vehicles or who are involved in the program.

## **RESPONSIBILITIES**

It is the responsibility of the Maintenance Manager and the maintenance staff to ensure compliance and the review of these procedures. When contracting out the preventative and maintenance services, it will be the responsibility of the Maintenance Manager to ensure that the contractor complies with Victoria University's procedures.

## **TRAINING**

All preventative maintenance activities will be conducted by a qualified person. To be a qualified individual the individual must have working knowledge and training of the vehicle use and function, safety hazards associated with the equipment, and understanding of the legal obligations towards that equipment. This qualification will be brought about through job specific training, equipment maintenance training or manager instructed training.

## **EVALUATION**

Victoria University's Preventative and Maintenance program will be reviewed annually by the Maintenance Manager. The annual review will address the following issues:

- Responsibility is assigned
- Schedule for review
- Identify opportunities for program improvement
- Recommendations for corrective action should be submitted to the Maintenance Manager.
- Follow up on corrective actions.

The Maintenance Manager will review this procedure annually.

## **RELATED PROCEDURES**

- Inspection Procedure
- JHSC Procedure
- Occupational Health & Safety

## **REFERENCE MATERIALS**

Occupational Health and Safety Act

**VICTORIA UNIVERSITY  
PREVENTATIVE MAINTENANCE RECORDING FORM**

The assigned maintenance personnel must complete this form. The original is to be submitted to the Maintenance Manager at the end of every week and it will be kept on file in the Maintenance records.

<b>ITEM</b>	<b>INFORMATION</b>
<b>List of items (parts to be inspected)</b>	
<b>Inspector's name and signature</b>	
<b>Date of inspection</b>	
<b>Reporting any deficiencies</b>	
<b>Recommendations for correcting identified deficiencies</b>	
<b>Action taken (who, what, when)</b>	