



University Students' Council of the University of Western Ontario **PREVENTATIVE MAINTENANCE POLICY**

EFFECTIVE: 10th March 2017

SUPERSEDES: 15th November 2011

AUTHORITY: Chief Operating Officer

RATIFIED BY: Board of Directors
10th March 2017

RELATED DOCUMENTS:

- Appendix: Equipment List

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PURPOSE:

The purpose of this document is to ensure equipment is kept in safe working condition.

1.00 SCOPE

1.01 This policy applies to all USC employees and volunteers.

2.00 RESPONSIBILITIES

2.01 Preventative maintenance must be conducted according to the list in the appendix of

- (1) equipment;
- (2) frequency of maintenance; and,
- (3) responsibility to maintain.

2.02 Managers will

- (1) Keep records of maintenance; and,
- (2) Use a maintenance reporting form that includes the following information:
 - i. Equipment inspected/maintained;
 - ii. Inspectors signature or initials;
 - iii. Date of inspection/maintenance;
 - iv. Description of the work performed;
 - v. Reporting of any deficiencies;
 - vi. Recommendations for correcting deficiencies identified; and,
 - vii. Action taken (who, what, when).

3.00 PROCEDURES



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3.01 Managers will ensure equipment-specific maintenance is performed by qualified persons.

4.00 COMMUNICATION

4.01 This policy will be explained as needed to workers through orientation health & safety training or task-specific training.

5.00 EVALUATION

5.01 This policy will be evaluated on an annual basis through the Continuous Improvement Plan.