



## **Preventative Maintenance Program**

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**Approved by:** Jim Toye, City Manager

**Signature:**  **Policy No:** 16

**Effective:** August 17, 2018 **Replaces:** August 11, 2008

### **Introduction:**

The City of Prince Albert shall establish a preventative maintenance program where all Equipment and facilities will be maintained to the best standard possible while meeting statutory obligations and the operational needs of the city. Maintenance funding will be prioritized within budget levels and will be allocated in consideration of the following factors:

- Workplace health and safety
- Statutory compliance
- Risk management
- Asset life cycles
- Impact on operational programs
- Public appearance

Preventative maintenance is a schedule of planned maintenance actions aimed at the prevention of breakdowns and failures. The primary goal of preventative maintenance is to prevent the failure of equipment before it actually occurs. It is designed to preserve and enhance equipment reliability by replacing worn components before they actually fail. Preventative maintenance activities include equipment checks, partial or complete overhauls at specified periods, oil changes, lubrication and so on. In addition, workers can record equipment deterioration so they know to replace or repair worn parts before they cause system failure.

### **Responsibilities:**

1. Senior Management:
  - a. Ensure that a preventative Maintenance program is established in compliance with the Saskatchewan Occupational Health and Safety Regulations.
  - b. Provide sufficient time and resources for the effective functioning of the preventative maintenance program.

2. **Occupational Health and Safety Committee:**

- a. Make recommendations to Department Managers to enhance the occupational health and safety environment of the workplace through enhanced preventative maintenance.
- b. Assist in developing preventative maintenance programs and suggesting changes to existing programs which will result in the reduction of Health and Safety concerns resulting from improper or insufficient preventative maintenance.

3. **Supervisor:**

- a. Permit workers and equipment under their supervision with sufficient time to perform preventative maintenance practices.
- b. Ensure that equipment is maintained on a regular schedule as determined by the manufacturer, Fleet Manager or Building Manager.

4. **Fleet Manager / Building Manager:**

- a. Ensure that a preventative maintenance program is in place and measure the effectiveness of the program.
- b. Ensure there is a regular preventative maintenance schedule and that the schedule is being followed.
- c. Make changes to the program to meet operational / financial requirements.

5. **Worker:**

- a. Inform their supervisor of the need for preventative maintenance on equipment which they are operating or repairing.
- b. Do not operate equipment past the service / maintenance hours or dates.
- c. Perform all required maintenance/inspection checks they are responsible for in a competent manner.

**Performance Standards:**

1. **The Preventative Maintenance Program will:**

- a. Meet or exceed all applicable laws or regulations
- b. Meet or exceed all manufacturer recommendations

- c. Purchase parts that meet O.E.M. standards, or exceed them
- d. Keep maintenance and repair records on all equipment repair
- e. All units that require certifications will be done on schedule.

2. **Powered Mobile Equipment:**

- a. The City of Prince Albert, through the Fleet Manger, Section Supervisors, Mechanics and Welders will strive for high quality maintenance and repair practices using the following practices:
  - i. Equipment will be serviced at manufacturer recommendations or less, most at 100 hours
  - ii. Vehicles will be serviced at manufacturer recommendations or less, most at 5,000 kilometers.
  - iii. All units will meet or exceed Saskatchewan Highways traffic regulations
  - iv. All repairs will meet or exceed industry standards
  - v. All units that need certification will be done by the proper agencies
  - vi. All work will meet or exceed O.H.S. regulations
  - vii. All work will be done in a timely fashion and will be documented.