**Bristal Hauling Inc. Safety Program**

**Preventative Maintenance Policy and Forms**

Bristal Hauling Inc. is committed to ensure that all tools, equipment, and vehicles are to be kept in good working order and ready for use. This is a condition that will maximize the safety of all personnel and the general public, and improve the operation efficiency of the day to day operations.

All employees will use tools and equipment in the manner in which they are intended and will receive training and instruction in their safe operation. Employees will participate and apply the training received.

* DO NOT attempt to use any tool, equipment, or vehicle that you are not competent with or cannot use safely
* ASK YOUR SUPERVISOR

Employees must report all observed defects to their Supervisor and the defective item must be taken out of service immediately, attaching a “lock – out / tag – out” that identifies the defect. All necessary repairs are to be conducted by qualified person.

To accomplish our maintenance program goals, an inventory of all major tools, equipment, and vehicles will be kept and updated. The results of any repairs or pre-job inspections will be documented on the “Tool & Equipment Maintenance” form.

Defective, damaged, or unserviceable tools and equipment is to be tagged and marked as such and not used until repaired and approved by a supervisor.

The Maintenance Shop is directly responsible to ensure that all tools, equipment, or vehicles that are used on any worksite are maintained and ready for normal operation. Employees involved with maintenance and repair shall be properly trained and shall comply with all regulations, standards and manufacture’s specifications.

Management will establish a system to record vehicle, equipment and tool inventory. They will also ensure that both internal and subcontracted personnel who perform work will have appropriate skills, training and certification.

All personnel will be responsible for daily checks of the following and ensure proper preventative maintenance is followed.

**Policy Implemented: June 1, 2016**



**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Review Date: June 1, 2016**

**Willy Toews – Company Owner**

**Bristal Hauling Inc.**

**Vehicle/Tool/Equipment Maintenance Record**

**Location**: **Date/Time:**

**Tool/Equipment:**

**Reason for Report (Check one):**

 **Regular Service**

 **Pre/Post Trip Inspection Deficiency**

 **Failure during Use**

**Service Required (Check one):**

 **Repair/Service**

 **Replacement Required**

**Service Performed (or include attached invoice for service):**

**\* Remember to fill out an Incident Report if an equipment or tool failure caused an incident or near miss.**

**Person Reporting: Date:**

**Supervisor: Date:**

**Follow up by: Date:**

* **Remember to attach Lock-out tag to form when Tool/Equipment is returned to service or removed from inventory.**

**Bristal Hauling Inc. – Tool & Shop Equipment Inventory and Maintenance**

* **Record Inventory of all essential Tools and Equipment that requires Regular Service and Inspection.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Tool/Equipment** | **Required Service Interval** | **Date of Last Service** | **Date of Last Service** | **Date of Last Service** | **Date of Last Service** | **Date of Last Service** |
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**Bristal Hauling Inc. – Truck Inventory and Maintenance**

* **Record Inventory of all Trucks and their required Service and Inspection mileage as indicated by the odometer reading.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Truck Number****Licence number** | **Required Service Mileage** | **Date & Mileage Last Service** | **Date & Mileage Last Service** | **Date & Mileage Last Service** | **Date & Mileage Last Service** | **Date & Mileage Last Service** |
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**Bristal Hauling Inc. – Trailer Inventory and Maintenance**

* **Record Inventory of all trailers and their required Service and Inspection mileage as indicated by the hub reading.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Trailer Number****or****Licence number** | **Required Service Mileage** | **Date & Mileage Last Service** | **Date & Mileage Last Service** | **Date & Mileage Last Service** | **Date & Mileage Last Service** | **Date & Mileage Last Service** |
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**Bristal Hauling Inc. – Equipment/Machinery Inventory and Maintenance**

* **Record Inventory of all Equipment/Machinery and their required Service and Inspection hours as indicated by in cab hour meter.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Equipment Description** | **Required Service hours** | **Date & Hours Last Service** | **Date & Hours Last Service** | **Date & Hours Last Service** | **Date & Hours Last Service** | **Date & Hours Last Service** |
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