

TITLE: Health and Safety - Preventative Maintenance Procedure

Date of Approval: January 23, 2018

**Mandatory Review
Date:**

Approved By:

Effective Date: Immediate

April 8, 2017

**Occupational Health
and Safety Services**

1. PURPOSE

The purpose of this procedure is to ensure that Preventative Maintenance is performed in accordance with relevant standards to maintain Equipment in good condition and reduce the risk of injury or illness due to equipment malfunctions or defects.

2. SCOPE

This procedure applies to all Equipment that are used by Sheridan College Institute of Technology and Advanced Learning (Sheridan) Workers in the Workplace.

3. DEFINITIONS

Employer refers to a person who employs one or more Workers or contracts for the services of one or more Workers, and includes a contractor or subcontractor who performs work or supplies services and contractor or subcontractor who undertakes with an owner, constructor, contractor or subcontractor to perform work or supply service. Sheridan as the Employer has a Board of Governors that carries out the employer responsibilities through the Office of the President

Equipment: any machinery, appliance, apparatus, tool or installation for the purposes of carrying out assigned duties in the Workplace.

Preventative Maintenance is the systematic care and protection of equipment, machines, and tools in order to keep them in a safe and usable condition.

Supervisor means a person who has charge of a workplace (i.e. is responsible for the space) or authority over a Worker (i.e. issues instructions or has authority to hire and terminate Workers). At Sheridan this includes Vice Presidents, Directors, Deans, Managers, Associate Deans, Supervisors and any other person that has charge of a workplace or Worker.

Worker means, as defined in the *Occupational Health and Safety Act*, any of the following, but does not include an inmate of a correctional institution or like institution or facility who participates inside Sheridan or facility in a work project or rehabilitation program:

1. A person who performs work or supplies services for monetary compensation.
2. A secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled.
3. A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university, private career college or other post-secondary institution.
4. Such other persons as may be prescribed who perform work or supply services to an employer for no monetary compensation.

Workplace: Any land, premises, location or thing at, upon, in or near which a Worker works.

4. ROLES AND RESPONSIBILITIES:

4.1.1 Sheridan

1. Shall ensure the Equipment provided are maintained in good condition as per the legislative requirements, industry standards and/or manufacturer's instructions, whichever is most stringent.
2. Ensure that responsibilities are assigned to departments or individuals to ensure that Preventative Maintenance is performed.
3. Ensure that the responsible department or individual corrects any deficiencies in a timely manner.
4. Monitor the effectiveness of the Preventative Maintenance procedure and update as needed.

4.1.2 Supervisors

Supervisors shall:

1. Identify all existing and new Equipment in their charge or care, that requires Preventative Maintenance and notify Occupational Health and Safety Services (OHSS).
2. Identify Preventative Maintenance requirements as per the legislative requirements, industry standards and/or manufacturer's instructions.

3. Ensure that Preventative Maintenance is performed for equipment in their charge or care.
4. As per the Sheridan Records and Information Management (RIM) Program, keep records of the inspections and repairs.
5. Ensure that Workers and Contractors in their charge are aware of the Preventative Maintenance Procedure.
6. Ensure steps are taken in a timely manner to resolve deficiencies in Equipment.

4.1.3 Workers

Workers shall:

1. Participate in the Preventative Maintenance process.
2. Ensure that Preventative Maintenance documentation is completed and submitted to their Supervisor.
3. Inform their Supervisor of any deficiencies found in the Equipment as per the legislative requirements, industry standards and/or manufacturer's instructions.
4. Advise their Supervisor of any new Equipment or Equipment that will be discarded.

4.1.4 OHS Services

OHS Services will:

1. Compile and maintain a list of Equipment that requires Preventative Maintenance.
2. Advise Supervisors on the changes in legislation and industry standards that may impact the Preventative Maintenance requirement for the Equipment.
3. Conduct audits to ensure compliance with this procedure.
4. Review and update this procedure as needed.

5. RELATED DOCUMENTATION (Procedures/Additional Policies/Forms)

[Health and Safety - Workplace Health and Safety Duties and Responsibilities Policy](#)
[Sheridan Records and Information Management \(RIM\) Program](#)

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