# << Farm Name >> PREVENTATIVE MAINTENANCE POLICY

**Purpose:**

It is the policy of << Farm Name >> to maintain all tools, vehicles, equipment, machinery and facilities in a condition that meets or exceeds the manufacturer’s specifications and OHS legislation requirements.

**Policy:**

To accomplish this, a Preventative Maintenance Program shall be maintained and shall include the following components:

* Adherence to applicable regulations standards and manufacturers specifications.
* Services of appropriately qualified maintenance personnel.
* Scheduling and documentation of all maintenance work.
* Inventory of all tools, vehicles, equipment and facilities requiring maintenance.

All tools, vehicles, equipment, machinery, and facilities considered unfit for use are removed and tagged “Out of Service.” Tagged out tools, equipment, machinery, or vehicles will not be returned to service until repaired and inspected by a qualified person. All workers are responsible to report damages immediately to the farm owner. Refer to the Lock Out Tag Out Policy and best practice.

Tools, equipment, machinery, or vehicles that cannot be repaired in house will either be replaced or sent out to qualified reputable organization for service.

**Responsibilities:**

* << Farm Name >> will allocate funds each year to ensure proper maintenance.
* The farm owner shall arrange the replacement or repair of tools, equipment, machinery, or vehicles that cannot be done in house.
* The farm owner shall maintain records of tools, vehicles, equipment, machinery, and facilities complete with receipts and necessary logbooks.
* The farm owner shall arrange regular inspection and maintenance of facilities according to national building codes and National Fire Protection Association code 101.
* Workers shall regularly inspect all tools, equipment, and vehicles.
* Workers shall document the Pre-trip inspections for vehicles and equipment on the designate checklist.
* Workers shall report defects or damages of tools, equipment, machinery or vehicles to the farm owner.
* Workers shall tag tools, equipment, machinery, and vehicles with an “Out of Service” tag and consult with a Mechanic or experience repair person to arrange repair or replacement.

**Violations:**

Any worker violating this policy will be subject to the appropriate disciplinary action.

**Signed**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*The safety information in this policy is to be used in conjunction with all applicable Federal and Provincial Legislation.