**Purpose**

[Organization’s Name] has adopted this policy to maintain a Preventative Maintenance program for all physical plant systems and equipment, including equipment in all departments. Preventative maintenance will be completed in accordance with any requirements stated in the Alberta Occupational Health and Safety Act, Regulation and Code, as well as stated manufacturer’s standards/requirements and any other applicable agreements, requirements and standards and by competent, qualified individuals.

**Policy**

[Organization’s Name] considers a Preventative Maintenance program an essential element in the elimination and prevention of unsafe environments and to prevent injuries for all that are on [name of the facility or organization] property or in the vicinity of the [name of the facility or organization]. All personnel, including managers, supervisors, and workers to obey the provisions of this policy.

**Definitions**

* **Worksite:** means a location where a worker is, or is likely to be, engaged in any occupation and includes any vehicle or mobile equipment used by a worker in an occupation.
* **Employer:** a person who employs or engages one or more workers, including a person who employs or engages workers from a temporary staffing agency; a person designated by an employer as the employer’s representative.
* **Preventative Maintenance:** means a proactive program that inspects, maintains and corrects facility systems or equipment; this is not part of the regular or scheduled work site inspection process.

**Responsibilities**

**The Employer will ensure:**

* A Preventive Maintenance Program is in place and implemented for all buildings.

The Maintenance Supervisor [or list who this would be in your organization] will ensure:

* That the Preventive Maintenance Program is adhered to, and that all physical plant systems and equipment be completed by the appropriate qualified individuals
* Maintenance staff are aware of the building and physical plant processes and appropriately trained to complete Preventive Maintenance Program schedules.
* A Preventive Maintenance Program is in place for all equipment, as well as all schedules/ frequencies for preventative maintenance. Schedules and frequencies for preventative maintenance are to be determined by [state the individual who will be responsible, if other than the Maintenance Supervisor] in conjunction with the manufactures specification, best practices, local legislation and any other industry recommendations

**Procedure** [Organizations would describe how it is that their preventative maintenance program is run. Below are just some of the steps the procedure could follow]

1. All building systems and equipment will be inventoried and placed on a preventative maintenance schedule according to manufacturer’s specification/regulations/standards.
2. Maintenance personnel will check daily, weekly, monthly and annual preventative maintenance schedules daily to ensure that tasks are complete and documented [Organization should list how it is documented for their organization].

**Forms/Appendixes** [Organizations would list forms, checklists and policies that are associated with this policy.]

**References**