

	Title	Preventative Maintenance	Section	Policies	Author	K.G.
	Category	Health, Safety, Environment	Policy #	5.2	Revised	05 Jan 2026

1. Policy Statement

Tools are our livelihood. If they don't work safely, neither do we.

Artistic Stairs is committed to ensuring that all tools, equipment, machinery, and vehicles are maintained in safe working condition. We will adhere to a strict maintenance schedule based on manufacturer specifications and legislative requirements to prevent equipment failure and protect our workers.

2. Purpose & Scope

- **Purpose:** To establish a system for the regular maintenance and repair of equipment in compliance with *Part 19* and *Part 25 of the Alberta OHS Code*.
 - **Scope:** Applies to all Company-owned, leased, or rented equipment, including heavy machinery, fleet vehicles, power tools, and safety equipment.
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3. Roles & Responsibilities

- **Management:**
 - Maintain a Master Equipment Inventory list of all major assets.
 - Ensure maintenance schedules are established based on manufacturer specifications.
 - Provide resources for repairs and ensure only qualified persons perform maintenance.
 - **Supervisors:**
 - Ensure equipment is inspected before use and maintained according to the schedule.
 - Immediately remove from service any equipment found to be defective or unsafe.
 - Verify that rented equipment arrives with current maintenance records.
 - **Workers:**
 - Conduct pre-use visual inspections of tools and equipment.
 - Report any defects or damage to a supervisor immediately.
 - Never use a tool that has been tagged "Out of Service."
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4. Procedures & Standards

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1) Inventory & Schedule

- **Master List:** Our company maintains a current inventory of all powered mobile equipment and fleet vehicles.
- **Schedule:** Maintenance intervals (e.g., every 250 hours, 5000 km, or annually) are set strictly according to the Manufacturer's Operation Manual.

2) Maintenance Categories

- **Daily Checks:** Operators must perform a walk-around inspection (fluids, tires, lights, alarms) before operating powered mobile equipment.
- **Scheduled Service:** Routine maintenance (oil changes, filter replacements) performed by qualified mechanics at set intervals.
- **Unscheduled Repair:** Corrective maintenance performed when a defect is reported.

3) Defective Tools & Equipment (Tag-Out System)

If a tool or piece of equipment is found to be unsafe (e.g., frayed cord, leaking hydraulic fluid, missing guard):

1. **Stop:** The equipment must be taken out of service immediately.
2. **Tag:** A "DANGER - DO NOT OPERATE" tag must be attached to the controls or power cord.
3. **Report:** The defect must be reported to the supervisor.
4. **Repair/Replace:** The equipment cannot be used until repaired by a competent person or replaced. If unrepairable, it must be destroyed to prevent future use.

4) Records Management

- A specific Maintenance Log (file or digital record) must be kept for each piece of heavy equipment and fleet vehicle.
- Records must include:
 - o Date of service.
 - o Description of work performed.
 - o Name of the mechanic/technician.
 - o Parts replaced.

5) Rented Equipment

- Equipment rented from third-party suppliers must be inspected upon arrival.

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- Our company must request and retain confirmation that the rental unit is current on its maintenance.
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5. References & Legislation

- **Alberta OHS Code:** Part 19 (Powered Mobile Equipment), Part 25 (Tools, Equipment, and Machinery)
- **Related Forms:**
 - o Master Equipment Inventory
 - o Equipment Maintenance Log
 - o "Out of Service" Tags

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6. Appendix I: Maintenance Schedule

Preventative Maintenance Schedule:

Equipment Category	Daily Operator Inspection (Visual/Informal)	Scheduled Preventative Maintenance
Stationary Machinery <i>(Saws, CNC, Planers, Lathes)</i>	Verify guards are in place and functional. Check for abnormal vibration/noise. Test emergency stop (E-stop) buttons. Ensure area is free of off cuts.	Monthly: Lubricate bearings and moving parts. Check drive belt tension and wear. Inspect and sharpen/replace cutter heads and blades.
Powered Mobile Equipment <i>(Forklifts)</i>	Complete walk-around. Check tire condition, forks for cracks, fluid puddles under the machine, and test horn/backup alarms.	Annual: Comprehensive mechanical service and lifting capacity certification by a qualified heavy-duty mechanic.
Fleet Vehicles <i>(Half-Ton Trucks, Cargo Vans, 3-Ton & 5-Ton Trucks)</i>	Complete a visual walk-around before driving. Check tire condition, verify lights and signals work, check for fluid leaks under the vehicle, and ensure wipers/windshield are clear.	Mileage/Time-Based: Routine servicing (e.g., oil changes, brake inspections) conducted at intervals dictated strictly by the Manufacturer's Operation Manual. Annual: Commercial Vehicle Inspection Program (CVIP) certification for applicable 3-ton and 5-ton trucks.
Portable Power Tools <i>(Grinders, Routers, Hand Saws)</i>	Inspect power cords for frays or exposed wiring. Check casing for cracks. Verify triggers and safety switches do not stick.	Monthly: Blow out motor housing with compressed air to remove sawdust/metal shavings. Inspect carbon brushes for wear.
Pneumatic	Add pneumatic oil (if required).	Monthly: Drain moisture from main

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Tools <i>(Nailers, Staplers, Air Wrenches)</i>	Visually inspect air hoses for bulges or leaks. Ensure quick-connect fittings lock securely.	compressor tanks. Inspect internal O-rings on heavy-use nail guns.
Hoisting & Rigging <i>(Chain Hoists, Winches)</i>	Visually inspect hooks for stretching or bent safety latches. Check chains/cables for obvious kinks, gouges, or fraying.	Annual: Formal load testing, tear-down, and non-destructive testing (NDT) by a certified rigging inspector.
Hot Work Equipment <i>(MIG, Oxyacetylene)</i>	Check hoses for leaks or burns. Inspect welding cables for exposed wire. Ensure ground clamps have strong spring tension.	Annual: Calibrate wire feed systems. Professionally inspect and service gas regulators and flashback arrestors.
Access Equipment <i>(Ladders, Rolling Stairs)</i>	Check for bent/missing rungs. Ensure rubber slip-resistant feet are intact. Verify spreader bars lock flat.	Annual: Formal structural inspection. Apply new colour-coded inspection tag for the year.
Hydraulic Tilting Assembly Tables	Check for weeping at cylinder seals and puddles on the floor. Ensure "fingers" and clamping surfaces are free of debris and move smoothly. Test the 90° tilt control lever/switch for responsive	Monthly: Inspect all hydraulic hoses for "sweating" or abrasions. Top up hydraulic fluid reservoir. Lubricate pivot points and hinge pins. Inspect the electrical control box and wiring conduits for damage.

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	"dead man" function (table should stop if released).	Determine if there is a need for a hydraulic system pressure test and fluid flush.
Facility Systems (Dust Collectors)	Check hopper collection levels and empty as needed. Listen for abnormal fan motor noise.	Monthly: Inspect and shake/clean primary filter bags. Check ductwork for blockages or leaks.