

EQUIPMENT MAINTENANCE AND REPAIR PROCEDURE

Overview

This procedure identifies the procedure of maintenance and repair of equipment used on sites.

Authority

The Director has overall authority for resource management and maintenance.

Responsibility

Operations/Area Managers have responsibility for the maintenance and repair of equipment on site.

Procedure

Maintenance

A register of equipment for maintenance and repair shall be kept by the Quality Manager.

Records shall be kept of all repair work to major equipment only eg. ride-on sweepers.

Equipment subject to a maintenance schedule shall be noted on the schedule/register and shall be tagged/marked to indicate its maintenance status.

Repair

When equipment indicates it is not working to standard, or appears faulty, the operator must:

- immediately disconnect the equipment,
- notify the Operations/Area Manager,
- identify the equipment is out of order (tag or marking).

Note: It is the responsibility of the operator to ensure other employees are not subject to any danger by lack of reporting faulty equipment.