

Company Name

SAFE WORK PRACTICE

EQUIPMENT MAINTENANCE

SPECIAL EQUIPMENT REQUIRED

- Non-slip sole safety footwear
- Gloves
- Temperature appropriate clothing
- Safety head wear.
- Knee pads.
- Visor
- Welding shield

INTRODUCTION

Proper ergonomics is essential for safely maintaining equipment. Modern tools can reduce the effort required to complete a task which improves productivity and reduces the risk of injury. Exposure to the elements (extreme heat or cold) can cause injuries and affect productivity.

PRACTICES

1. All maintenance personnel must have a driver's license in good standing to operate any vehicle. After a repair has been made the maintenance person should test drive the repaired equipment prior to reinstating the equipment back into service. If the maintenance person is not qualified to operate the equipment he/she should ride as a passenger while a qualified operator tests the machine to ensure the deficiency has been corrected.
2. All maintenance personnel should be trained in proper ergonomics.
3. Repair site housekeeping must be maintained to reduce the risk of accident and injury.
4. Proper and appropriate personal protective equipment (PPE) must be worn when maintaining heavy equipment. Prepare for extreme temperatures. Have warm work wear for extreme cold. Have water available and adjust frequency of breaks for extreme heat.
5. Maintenance personnel must maintain certification as a condition of employment
6. Proper body positioning when maintaining equipment can improve productivity, reduce fatigue and reduce the possibility of injury.
7. All Tools must be inspected prior to use. Any defective tools must be removed from service.
8. Periodic tool inspections will be performed by supervisor
9. Treat the public in a courteous manner at all times
10. Improvement in tool design by manufacturers can reduce effort and increase productivity. A qualified person should audit tool inventory and replace older versions of tools with

