SAFETY SERVICES COMPANY
Construction

Location: _____ Instructor: _____ Date/Time: _____

TOPIC C830: PREVENTIVE MAINTENANCE

Introduction: Any tool/piece of equipment can break. Damage or defects will cause an unsafe condition. Time and use will damage tools and pieces of equipment. Constantly performing maintenance and inspections is essential for the safekeeping and long life of the tool and equipment.

Equipment Inventory: Keep an inventory of machinery and equipment current, when buying new equipment and machinery, log it into the current inventory list.

Preventive Maintenance Schedule: Keep a preventive maintenance schedule for equipment and machinery, based on the manufacturer's requirements and industry standards.

Servicing Heavy Equipment: Heavy equipment must be serviced on a regular basis in order to prevent injury and costly downtime due to potential failure of expensive parts. Daily inspections are necessary and allow you to identify parts that need maintenance before they become defective. Following are guidelines for safely servicing heavy equipment:

- Inspect the equipment daily, report faulty or malfunctioning parts to a supervisor
- Don't use heavy equipment with faulty parts
- Use caution when working on heavy equipment, the slightest movement could result in an injury
- Proper blocking/securing is key; lockout equipment prior to starting any maintenance
- Find a safe place to maintain the equipment, survey the work area for hazards
- Place barricades around equipment/post signs to alert workers the equipment is being serviced
- Heavy equipment must be a zero mechanical state before performing maintenance
- Chock/block the wheels
- Don't move/lift parts that are too heavy, or are shaped so lifting is impractical
- Have a co-worker near
- Use personal protective equipment (PPE) required for servicing heavy equipment

Service Vehicle Engine Inspections: Service vehicles are used every day in a variety of occupational fields. To avoid unnecessary and costly repairs – do a simple inspection of the vehicle before starting work. Always perform a thorough inspection of the vehicle's engine beginning with engine oil, when was the last oil changed? Also check the automatic transmission fluid level, engine coolant level and brake fluid level, pump brakes to ensure a firm pedal. Check the window cleaner level, battery water level, battery connections and spark plugs for carbon. Check spark plug/other wires for rot or loose connections and the air/fuel filters to ensure they're not clogged.

Correct all defects before using the vehicle. Don't forget maintenance shop safety. Service and maintain equipment, jacks, chemicals storage, PPE, tire/rim servicing, fire protection, lubrication and washing operations, batter charging, flammables and traffic control in the area.

Defective Equipment: Report all defects in machinery or equipment to a supervisor. Machinery must be tagged/locked out until the defect is repaired/replaced. Careful attention to the lockout procedures will help keep everyone safe when maintenance and repair operations are performed. Follow these steps to ensure the lockout procedure is properly employed: **Prepare to shut** down, stop material feeding, allow product to discharge and conveyors to empty. **Initiate and verify** shut down. **Disconnect or isolate** equipment or machine from other systems, **apply the appropriate** lockout device. **Release all stored energy,** electrical charge, pneumatic or hydraulic pressure.

Conclusion: Constantly inspect all your tools and equipment for defects such as missing/inoperable machine guards. Never operate unsafe tools or equipment.

Employee Attendance:(Names or signatures of personnel who are attending this meeting)

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

These guidelines do not supersede local, state or federal regulations, and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations.