

## **Section 7**

# **Maintenance Program**



### **Tool Maintenance Program**

All tools and equipment shall be properly maintained so as to reduce risk of injuries to employees or damage to property.

Supervisors shall ensure that all preventative maintenance is carried out by qualified personnel according to established schedules and that records are maintained.

All employees shall regularly check all tools and equipment that they are working with, and shall take out-of-service any tools or equipment that pose a hazard due to a need for repair.

The Safety information in the Policy does not take precedence over OH&S Regulations. All employees should be familiar with the OH&S Act and Regulations.

### **Vehicle Maintenance Checklist**

The vehicle fleet for Gypsum Drywall (Southern) Limited is leased/ purchased with a comprehensive maintenance package in place.

As a result of the purchased package the need for vehicle inspections is reduced as this process falls under the monthly maintenance being completed at the dealer. All drivers of Gypsum vehicles are required to ensure that all maintenance is completed and recorded through the main office. This is done when all documentation is submitted following maintenance to the main office.

All maintenance records and associated administration are filed by vehicle at the Gypsum Drywall (Southern) Limited shop with the Safety Officer

All drivers are still required to ensure that daily basic operation inspections of their vehicles are completed and that any deficiencies be addressed as soon as practicable.



GYPSUM DRYWALL (SOUTHERN) LTD

### **Defective Tool/ Equipment Removal**

All employees are to ensure that any tools or equipment being used by Gypsum Drywall employees or sub-contractors are in safe working order. The following guidelines will be followed regarding defective tools and/ or equipment:

- All tools and equipment returned to the warehouse will be deposited in the Returned Equipment Area. Upon receipt all tools and equipment will be checked for serviceability
- Serviceable tools will be cleaned and placed on the appropriate shelf in the equipment crib
- Non-Serviceable tools will be repaired on location or sent for repair if necessary
- Power tools that are beyond repair will have their power cord cut off and will be disposed of
- Tools that are repaired and returned will receive a Gypsum tool inspection sticker and then placed in common inventory
- Tools that are discovered to be non-serviceable on site will have repairs attempted on site. If not repairable on site they will be returned to the warehouse for repair.
- Extension cords that are cut or frayed will NOT be repaired with electrical tape. They will be removed from site immediately

It is critical that all foremen remind all site workers during site toolbox meetings for the repair and replacement policy.



**Tool Safety Repair Sheet**

No. \_\_\_\_\_

Date Out	
Type of Tool	
Delivered To	
Returned To	
Repaired	YES _____ NO
Purchase Order #	
Remarks	
Return to Stock / Shipping	

- a. Copy to be given to Warehouse Manager
- b. Copy to be maintained on site if applicable

**GDSL inventory**

**Maintenance Schedule**

ITEM	Inspect and Maintain on Return	Seasonal Maintenance
10FT EXTENDO PLANK	X	
10FT FLEX LADDER	X	
10FT PLANK	X	
12FT FOLDING LADDER	X	
150000 BTU DIESEL HEATER	X	X
2 STEP BENCH	X	
20FT EXTENSION LADDER	X	
240V HEATER	X	X
24FT EXTENSION LADDER	X	
3 STEP BENCH	X	
4 STEP BENCH	X	
5FT FOLDING LADDER	X	
6 STEP BENCH	X	
7FT LEVEL	X	
7FT PLANK	X	
8 STEP BENCH	X	
8FT EXTENDO PLANK	X	
8FT FLEX LADDER	X	
8FT FOLDING LADDER	X	
8FT PLANK	X	
ACCORDION BAKER SAFFOLD	X	
AIR FANS	X	X
BAKER SCAFFOLD	X	
BAKER SCAFFOLD 1/2	X	
BAKER SCAFFOLD DECKS	X	
BAKER SCAFFOLD ENDS	X	
BAKER SCAFFOLD OUTRIGGERS	X	
BAKER SCAFFOLD SIDES	X	
BAKER SCAFFOLD WHEELS	X	
BATTERY BOOSTER	X	
BLACK & DECKER 1/2" IMPACT WRENCH	X	
BLACK & DECKER JIGSAW	X	
BOLT CUTTER	X	
BOSCH HAMMER DRILL	X	
BOSCH IMPACT DRILL	X	
CANON 2530 IMAGE RUNNER PHOTOCOPIER	X	X
CHAMPION 4000W GENERATOR	X	X
DEWALT 1/2 INCH DRILL	X	
DEWALT 18V IMPACT	X	
DEWALT 18V ROUTER	X	
DEWALT 20V IMPACT DRILL	X	

**GDSL inventory****Maintenance Schedule**

ITEM	Inspect and Maintain on Return	Seasonal Maintenance
DEWALT CHOP SAW	X	
DEWALT GRINDER	X	
DEWALT JIGSAW	X	
DEWALT LINE LASER	X	
DEWALT MIXER	X	
DEWALT RECIPROCATING SAW	X	
DEWALT SKILL SAW	X	
DEWALT SPINNING LASER	X	
DOLLY	X	
DOOR JAMB ANCHOR	X	
DREMEL TOOL	X	
DRYWALL CART	X	
EXTENDO PLANKS	X	
FANS, DRUM LARGE	X	
FANS, ORIENT	X	
FIRE EXTINGUISHER	X	
FIRST AID KIT	X	
FLOOR JACK	X	
FLOOR ANCHOR, NAILER	X	
FLOOR SCRAPER	X	
GARBAGE BIN	X	
GAS CHOP SAW	X	
HALOGEN CONSTRUCTION LIGHT	X	X
HALOGEN WORKLIGHT WITH STAND	X	X
HARNESS	X	
HEATED BUCKET	X	X
HILTI CAULKING GUN	X	
HILTI DSH700 SAW	X	
HILTI DX 36	X	
HILTI DX351	X	
HILTI DX460	X	
HILTI GREEN SPINNING LASER	X	
HILTI GX 100	X	
HILTI HAMMER DRILL	X	
HILTI TE2	X	
HYDRAULIC HOIST	X	
JOB BOX	X	
KARCHER POWER WASHER	X	X
LADDERS	X	
MAKITA 18V SKILL SAW	X	
MAKITA CHOP SAW	X	
MAKITA HAMMER DRILL	X	

**GDSL inventory**

**Maintenance Schedule**

ITEM	Inspect and Maintain on Return	Seasonal Maintenance
MAKITA MIXER	X	
MAKITA SAWZALL	X	
MAKITA SKILL SAW	X	
MARSHALLTOWN DUOFLEX TEXTURE MAC	X	
MEASURING WHEEL	X	
MILWAUKEE STEEL SAW	X	
MUD APPLICATOR	X	
MUD TUB	X	
RIGID HEATER/ AIR MOVER	X	X
RIGID SAWZALL	X	
RIGID VACUUM	X	
ROD BENDER	X	
SAFEWAY SCAFFOLD 1/2 SECTION	X	
SAFEWAY SCAFFOLD BRACES	X	
SAFEWAY SCAFFOLD ENDS	X	
SAFEWAY SCAFFOLD LARGE PINS	X	
SAFEWAY SCAFFOLD WHEELS	X	
SANDING POLE	X	
SCAFFOLD SAFETY CLIPS	X	
SCAFFOLD SCREW JACKS	X	
SCOOP SHOVEL	X	
SKILL SAW	X	
STABILA MAGNETIC LEVEL	X	
STABILA ROTATING LASER	X	
STANLEY AIR NAILER	X	
STANLEY CHOP SAW	X	
STANLEY COMPRESSOR	X	X
SUPER TAPER	X	
UPRIGHT DOLLY	X	
WATER COOLER	X	X
WHEELBARROW	X	
WOBBLE LIGHTS	X	X
XT290 TITAN PRIMER MACHINE	X	X



**EXAMPLE INVENTORY LIST & MAINTENANCE SCHEDULE**

<b>ITEM</b>	<b>FREQUENCY</b>	<b>COMMENTS</b>
Vehicles	Daily	Driver to do a daily inspection
	Service	Driver will have vehicle serviced in accordance with manufacturers specifications
Texture and Blow Machines	Daily	Inspect daily, ensure connections are good. Confirm oil level
	Service	Every 50-80hrs. Oil, filters, lube
2HP Engine	Daily	Verify all connections, oil level
	Service	As per manufacturers recommendations
First Aid Kits	Usage	Replace items as they are used
Fire Extinguishers	Usage	Replace/ Recharge after use
	Annual	Inspection and re-certification
Ladders	Daily	Check feet, hinges, non-slip surfaces
Benches	Daily	Check feet, hinges, non-slip surfaces
Scaffold	Daily	Prior to use – verify connections, safety brakes, pins Tag for use
Planks	Daily	Check for cracks and splits
Stilts	Daily	Check straps and mechanisms
Fall Protection Equipment	Prior to use	As per ACSA guide sheet in Appendix
Saws, blades	Prior to use	Check all cords, guards, switches and connections





DATE: \_\_\_\_\_

### Vehicle Maintenance Checklist

Year of Vehicle: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

Odemeter Reading: \_\_\_\_\_ Unit #: \_\_\_\_\_ License #: \_\_\_\_\_

Vehicle Assigned To: \_\_\_\_\_ Inspected By: \_\_\_\_\_

General Check (If Applicable)	Checked Yes / No	Needs Repair	Date	Comments
Oil Level				
Coolant Level				
Washer Fluid				
Trans. Fluid				
Power Steering Fluid				
Brake Fluid				
Belts (Alt, A/C, etc.)				
Radiator Hose				
Heater Hoses				
Reverse Lights				
Brake Lights				
Lights - Low/High Beam				
Signal Lights				
Tail Lights				
Dash & Dome Lights				
Door Latches (Hand)				
Door Window Control				
Emergency Brake				
Gauges (Oil, Temp., etc.)				
Heater Controls				
Horn / Wipers				
Radio				
Mirrors				
Seats				
Speedometer				
General Body Condition				
First Aid Kit (Contents)				
Fire Extinguisher (Serv. Date)				

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_