**Sample Preventative Maintenance Policy**

### Sample Preventative Maintenance Policy

It is the policy of \_\_\_\_\_(insert company name)\_\_\_\_ that all tools and equipment be properly maintained to reduce risk of injury and/or property damage. We ask all workers, supervisors, and managers to ensure our established preventative maintenance programs are completed as per the required schedules. Any safety concerns regarding any equipment should be reported as soon as practicable.

All employees are responsible for checking their tools and equipment. Any tools and equipment found to be defective shall be taken out of service.

All equipment brought into the facility shall meet or exceed provincial and/or CSA or Industry Standards (as a minimum).

The same maintenance standards are required for any employees providing their own tools, as well as onsite contracted employers performing maintenance to company tools, equipment, or facilities.

***\*The information in this policy does not take precedence over applicable legislation.***

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| President/General Manager |  | Date |
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| Safety Representative/Committee co-chair |  | Date |