

## **Maintenance Directives**

The **South Shore Regional School Board** will ensure all tools found not to be in good working order will be immediately tagged and removed from service. All tools removed from service will be inspected and repaired by qualified personnel before being returned to use.



### INVENTORY OF EQUIPMENT

Equipment	Location

---

---

## Tags for Defective Equipment

The following list is an example of items probably located at your workplace. If at any time, any piece of equipment becomes defective, a tag must be attached on the equipment noting it is defective and not to be used until further notice.

### Equipment Inventory

- X Vehicles
- X Hoisting Equipment
- X Power Tools
- X Hand Tools
- X Ladders
- X Scaffolding
- X Power Cords
- X Temporary Lighting Equipment
- X Temporary Heating Equipment
- X Personal Protective Equipment
- X Ropes
- X Hoses
- X Clamps
- X Hitches
- X Other Accessories

### Maintenance Records

A check of these items shall be done and recorded. The check should be done according to the safe work practices and the OH&S Act and regulations. Additional maintenance may be required on some items. If an employee finds a defective tool or equipment, he/she must make the supervisor aware of it immediately. Note: Items not in good repair must be repaired or replaced.

Items	OK	Problem Description	Repaired By/Date
<b>Hand Tools:</b>			
<b>Power Tools(Stationary):</b>			





