


<b><i>HEALTH AND SAFETY MANUAL</i></b>	
Title: Preventive Maintenance	
Approved by: Greg Savoy	Rev. 11/1/08

1 Purpose/Scope:

The purpose of this program is to ensure the safety of all Company employees and visitors. Also, to ensure the safe operation of all Company machinery and equipment to comply with OSHA regulations.

This program applies to all employees who use/operate Company equipment and is not limited to mobile equipment and maintenance equipment and tools.

2 Responsibilities:

2.1 Responsibilities:

2.1.1 Managers/Supervisors shall ensure that an equipment inventory is established and maintained.

2.1.2 Managers/Supervisors shall ensure that a preventive maintenance and inspection schedule is established to meet manufacturer and governmental requirements.

3 Requirements:

3.1 Records of maintenance activities for the following equipment shall be kept on location:

- Forklifts – daily inspection
- Wire and Nylon Slings – prior to each use and annual inspection
- Fall Prevention Equipment – prior to each use and annual inspection
- Fire Extinguishers – annual inspection
- Sprinkler System – annual inspection
- Overhead Crane – prior to each use and annual inspection

3.2 Equipment found to be defective shall be tagged DO NOT USE and removed from service until repaired.

4 References: None.

5 Exhibits: None.