 HEALTH, SAFETY & ENVIRONMENTAL PROGRAM	Section: Preventative Maintenance Procedure		
	PREPARED BY: Health and Safety Team	COR Elements: 5	
	APPROVAL DATE: February 10, 2023	DATE OF ORIGIN: 02/02/2023	REVISION # 1
	# OF PAGES: 6		

PREVENTATIVE MAINTENANCE PROCEDURE

PURPOSE

Preventative maintenance programs are enacted to ensure that all equipment used at John Aarts Group worksites are in a safe, useable condition. This is achieved by ensuring that all equipment is maintained as per the manufacturer's instructions and all legislative requirements

DEFINITIONS

Preventative Maintenance:

Planned actions undertaken to retain an item at a specified level of performance by providing repetitive scheduled tasks that prolong system operation and useful life: inspection, cleaning, lubrication, and part replacement

SCOPE

All equipment, vehicles, tools, and devices owned by, rented, or leased to the John Aarts Group falls under this policy and procedure.

A good preventative maintenance (PM) program reduces downtime, saves costs of otherwise preventable repairs, increases the life span of the equipment, and increases the safety of employees.

The John Aarts Group's PM procedure is broken into three main components:

1. Inventory
2. Preventative Maintenance Schedule
3. Preventative Maintenance Activities

See the **Equipment Maintenance Policy** as **Appendix A** at the end of this section.

A preventative maintenance schedule cannot be created without first having a comprehensive list of all equipment which needs to be maintained. The John Aarts Group's list of equipment is created for all tools, equipment, vehicles, and devices which are over 10 horsepower.

Inventory:


A preventative maintenance schedule cannot be created without first having a comprehensive list of all equipment which needs to be maintained. The John Aarts Group's list of equipment is created for all tools, equipment, vehicles, and devices which are over 10 horsepower.

The inventory will be created, and respective service schedules will be adhered to.

Required Information:

For each piece of equipment on the inventory list the following information is required (where applicable):

- Make and Model
- Unit number if owned
- Serial number or VIN
- Required maintenance activities
- Required frequencies of the maintenance activities

 <p>HEALTH, SAFETY & ENVIRONMENTAL PROGRAM</p>	Section: Preventative Maintenance Procedure		
	PREPARED BY: Health and Safety Team	COR Elements: 5	
	APPROVAL DATE: February 10, 2023	DATE OF ORIGIN: 02/02/2023	REVISION # 1
	# OF PAGES: 6		

PREVENTATIVE MAINTENANCE PROCEDURE

- Date/hours in/hours out (or kilometers) of last service

The required maintenance activities will be determined through a review of the manufacturer’s instructions, applicable legislation, industry standards and discussions with the equipment managers. The inventory list – as well as all required maintenance activities – will be updated with the acquisition of new equipment as well as annually to ensure accuracy and completeness.

Preventative Maintenance Schedule

Using the inventory list, a preventative maintenance schedule will be generated for each piece of equipment. This will be implemented to ensure that all required PM activities are planned, scheduled, and performed at the required intervals.

All preventative maintenance or unscheduled repairs of owned equipment is sent to AAROC Equipment. AAROC Equipment is a specialized equipment company with licensed, qualified, technicians. An exception to this would be daily cleaning and minor maintenance activities (ie checking fluids, greasing etc.) performed by field staff, who are instructed by a competent individual. No JAG employee should ever carry out work for which they are not qualified and/or designated to do.

The schedule will take into consideration the manufacturer's instructions/intervals, any applicable legislation, as well as input from the technicians at AAROC Equipment. Each piece of equipment may have varying schedules.

Preventative Maintenance Activities:

All preventative maintenance activities will be carried out by qualified staff at AAROC Equipment or by rental house staff if the equipment is rented or leased.

Company provided vehicles should only be maintained by licensed 310s or 310T technicians as required.

All service schedules and work orders are stored on E360/JAG servers.

Documentation:


All preventative maintenance activities should be documented. This documentation should also include any remarks noted by the tech that may result in a safety concern/failed part.

Documentation should include:

- Make and model
- Unit number if owned
- Serial number or VIN
- Maintenance activities carried out
- Required frequencies of the maintenance activities
- Date
- Hours or kilometers

PREVENTATIVE MAINTENANCE PROCEDURE

Input:

 HEALTH, SAFETY & ENVIRONMENTAL PROGRAM	Section: Preventative Maintenance Procedure		
	PREPARED BY: Health and Safety Team	COR Elements: 5	
	APPROVAL DATE: February 10, 2023	DATE OF ORIGIN: 02/02/2023	REVISION # 1
	# OF PAGES: 6		

PREVENTATIVE MAINTENANCE PROCEDURE

- Newly purchased equipment will be added to the inventory list.
- All the required information for that unit will be documented and kept on the list

Schedule Created:

- A PM schedule will be created for each unit on the inventory list
- This schedule will be created by taking all relevant information into consideration, including: the manufacturer's instructions/intervals; any applicable legislation; as well as input from the technicians at AAROC Equipment. Each piece of equipment may therefore have varying schedules

Monitoring:

- The hours or kilometers, since last PM, and the operating conditions of each unit will be monitored to ensure the PM schedule is being followed

PM Activities:

- As the schedule dictates, PM activities will be carried out and documented by qualified workers at AAROC Equipment

Review:

- The PM schedule will be reviewed at least annually to ensure it is compliant with all relevant legislation as well as current manufacturer's instructions and the company's goals

Defective Equipment:

JAG employees are required to perform a daily/pre-use inspection of all equipment on site. If during the inspection any equipment, tool, or device, is found to be defective or unsafe in any way, the operator must contact AAROC Equipment for instructions, which may include lock and tag, and removal from service immediately. The operator's supervisor must also be notified. AAROC Equipment will conduct appropriate repairs before it is used again.

DEFECTIVE EQUIPMENT PROCEDURE

Inspect:

- All equipment must be inspected daily/pre-use

Defective Equipment found:

- Note all defects on the inspection form. Contact AAROC Equipment


Tag out/Lock out if applicable:

• The piece of equipment should be locked out and tagged, if required. AAROC Equipment will provide instructions

Notify supervision:

- Supervisors should be made aware of the situation as soon as possible

Repair or Replacement:

 <p>JOHN ARNS GROUP HEALTH, SAFETY & ENVIRONMENTAL PROGRAM</p>	Section: Preventative Maintenance Procedure		
	PREPARED BY: Health and Safety Team	COR Elements: 5	
	APPROVAL DATE: February 10, 2023	DATE OF ORIGIN: 02/02/2023	REVISION # 1
	# OF PAGES: 6		

PREVENTATIVE MAINTENANCE PROCEDURE

- The defective piece of equipment will be out of service until it is repaired. This can either happen on site, or a replacement piece of equipment will be arranged for and the defective equipment will be repaired in the AAROC Equipment shop.

RESPONSIBILITIES

Senior Management

- Ensure that all applicable legislation and other requirements are identified
- Review and approve any changes required
- Ensure that the equipment, materials and protective devices are provided, maintained in good condition and used as prescribed.
- Ensure the PM schedule is adhered to for all equipment under their control
- Assist in the development of the PM inventory list and schedule

Supervisors

- Ensure the PM schedule is adhered to for all equipment at their workplace
- Follow the defective equipment procedure when informed
- Ensure operators are completing daily pre-use inspections

Workers

- Conduct daily pre-use inspections for all equipment used
- Inform your supervisor if defective equipment has been found
- Do not use equipment you know to be unsafe/defective

Health and Safety Team

- Identify all required legislation and other requirements applicable
- Advise senior management of any changes to requirements
- Conduct an annual evaluation with senior management

Health and Safety Committee/Rep

- Ensure compliance of all requirements when performing inspections
- Report all issues found to supervisors

Subcontractors

- Report and defective equipment found to JAG supervision
- Do not operate any equipment found to be unsafe/defective

Visitors

- Abide by all workplace specific health and safety policies and rules


REQUIREMENTS

Documentation

- Workplace inspections
- Identified legislation and other requirements
- Records of Training
- Manufacturer's instructions

Training

- Task specific training

 <p>JOHN ARTIS GROUP HEALTH, SAFETY & ENVIRONMENTAL PROGRAM</p>	Section: Preventative Maintenance Procedure		
	PREPARED BY: Health and Safety Team	COR Elements: 5	
	APPROVAL DATE: February 10, 2023	DATE OF ORIGIN: 02/02/2023	REVISION # 1
		# OF PAGES: 6	

PREVENTATIVE MAINTENANCE PROCEDURE

Appendix A: Equipment Maintenance Policy

The employee understands and agrees to ensure the following maintenance policy is followed during their employment at JAG.

The operator will:

Circle Check

1. Perform and document a daily circle check prior to operating a machine to inspect for leaks, cracks or other issues which could be detrimental to the operation of the machine and/or the safety of themselves or co-workers. All deficiencies will be documented on the inspection books or app provided. Any deficiency that affects the safety or durability of the machine will be reported immediately to AAROC Equipment. Submit the hard copy inspection sheets weekly with your timesheet or digitally on the app.

Idling Policy

2. Vehicle and equipment idling policy requires the responsibility of the operator to perform an engine shut down if it's expected that engine idle time will exceed 3 minutes. This positive action will reduce emissions and noise pollution, reduce maintenance and fuel costs, prolong warranty coverage, avoid negative perception of idling company vehicles and is beneficial for our environment.
In extreme conditions or for health and safety reasons, a supervisor may choose to temporarily override certain conditions of this policy, however the idle policy will remain as stated unless otherwise directed by a supervisor.

Cab Cleanliness Policy


3. Please ensure windows are cleaned every morning, garbage is removed every evening and the cab floor swept every night.

Lube & Grease

4. Lube and grease all fittings (not connected to an auto-lube system) during the work day and no later than at the end of their work day.
5. Monitor that the auto-lube system has an adequate supply of grease and that all grease points are receiving grease.
6. Ensure that all vital fluid levels are within operating range while operating a machine.

Vandalism protection/ organization / serviceability safety

7. Ensure that all applicable guards are in place at the end of the shift.
8. Ensure that the machinery is parked in a well-lit location, if available.
9. Ensure that the machinery is parked near the site access, beside the other machinery on the project. Machinery should be parked perpendicular to the road when feasible.
10. Ensure machinery is parked in such a way as to relieve any sources of potential energy or potential safety hazards.

 HEALTH, SAFETY & ENVIRONMENTAL PROGRAM	Section: Preventative Maintenance Procedure		
	PREPARED BY: Health and Safety Team	COR Elements: 5	
	APPROVAL DATE: February 10, 2023	DATE OF ORIGIN: 02/02/2023	REVISION # 1
	# OF PAGES: 6		

PREVENTATIVE MAINTENANCE PROCEDURE

11. The operator will ensure that all padlocks are installed and secured and that all doors are closed and locked.

If the employee is not completely sure or aware of the correct procedures to accomplish the above tasks, they agree to refer to the operator's manual located with the machine and/or contact the AAROC Equipment repair shop for clarification.

ENFORCEMENT

Following this procedure is a condition of employment for all employees. This will be enforced strictly by management and supervision. Failure to follow this procedure, as set out, may lead to progressive discipline up to and including dismissal or removal from site as deemed appropriate by John Aarts Group.

REVIEW

This procedure will be reviewed and revised as required. Revisions are required when there are changes in business conditions, scope of work, regulatory requirements or when deficiencies become known.

DOCUMENT CONTROL

All PM documentation created internally or received from AAROC Equipment will be stored on the JAG/HCSS servers indefinitely.