

MAINTENANCE PROGRAM

Program Element R2-10-207(7)

Each agency shall develop and implement “a maintenance program for state-owned vehicles, equipment, and grounds under the control of that agency.”

The goal of an equipment maintenance program is to decrease the amount of unscheduled equipment maintenance and breakdowns by increasing scheduled or preventative equipment maintenance.

Definition	A maintenance program encompasses procedures to ensure state-owned vehicles, equipment and grounds are maintained through scheduled preventive maintenance, inspection and repair.
Why do I need this program?	Preventive maintenance programs for facilities, state-owned vehicles, equipment, and grounds must be developed at the agency level to ensure these are maintained and free of recognized hazards to prevent equipment and employee accidents.
How do I know if this program applies to my agency and my specific job hazards?	Conduct work area surveys to identify operations and/or equipment. Identify required preventive maintenance and testing schedules required by the manufacturers. Ensure that maintenance procedures address equipment and personnel safety. Additionally, repairs should only be made by qualified persons.
What are the minimum required elements and/or best practices for a Maintenance Program?	<p>The goal of a maintenance program is that vehicles, facility, and equipment are maintained to improve equipment life, avoid any unplanned maintenance activity, and reduce accidents.</p> <p>To ensure that neither equipment nor facility are allowed to go to the breaking point, apply these evaluation and application methods:</p> <ul style="list-style-type: none">• Non-destructive testing• Periodic inspection• Preplanned maintenance activities• Maintenance to correct deficiencies found through testing or inspections

	<p>Program components include painting, lubrication, cleaning, adjusting, and minor component replacement to extend the life of vehicles, equipment and facilities.</p>
<p>Are there any mandatory training requirements or best practices that must be developed by the agency?</p>	<p>Required by the program is a written schedule of routine inspection, adjustment, cleaning, lubrication and testing of:</p> <ul style="list-style-type: none"> • State-owned vehicles • Fire protection equipment - fixed and portable • Life safety components • Security and emergency alarms • Motorized equipment • Boilers • Machinery • Elevators <p>Dependent upon your type of industry, operations and work practices, compliance with these and other standards may be required:</p> <ul style="list-style-type: none"> • Respiratory Protection [29 CFR 1910.134] • Lockout/Tagout [29 CFR 1910.147] • Confined Space Entry [29 CFR 1910.146] • Hazard Communication [29 CFR 1910.1200, 29 CFR 1926.59] • Blood borne Pathogens [29 CFR 1910.1030] • Hearing Conservation [29 CFR 1910.95] • Laboratory Chemical Hygiene [29 CFR 1910.1450] <p>Safe work practices, policies, and general workplace rules likely require assessing your workplace for these types of operational hazards:</p> <ul style="list-style-type: none"> • Pre/post use vehicle and equipment inspections • Buddy systems (2 in 2 out) for employees working in hazardous atmospheres • Specialized equipment such as X-ray equipment, laser producing equipment, overhead hoists and lifting devices • Personal protective equipment required for specific jobs or areas

<p>Are there specific requirements for documenting the program, training, etc...?</p>	<p>Documentation requirements often vary in accordance to the specific standards, policies, and work practices. Ensure that you are using the correct forms as identified by these requirements.</p> <p>All formal and informal training should be documented and include the following:</p> <ul style="list-style-type: none"> • Topic of training conducted • Date of training • Instructor • Length of course or training presentation • Topics covered in the training or presentation • Name of the participant(s) • Work place location of the participant • Signature of the participant (sign in-sheet) <p>Training Records can be maintained through the Arizona Learning Center through the Y.E.S. website.</p>
<p>Are there any resources available that can assist me in putting together a Maintenance Program?</p>	<p>State Risk Management may be able to assist in developing site or topic specific safety training. Contact State Risk at 602-542-2175 to discuss your training needs with one of our consultants.</p>