



MAINTENANCE POLICY

All tools, equipment, machinery, and vehicles are to be kept in a condition that will maximize the safety of all personnel and maintained as per manufacturers specification.

All employees will use tools and equipment in the way they are intended and will receive training and instruction in their safe operation. Employees will participate and apply the training received.

- **DO NOT attempt to use any tool or equipment that you are not competent with or cannot use safely.**
- **ASK management.**


Employees must report all observed defects to their supervisor and the defective item must be taken out of service immediately by attaching a lock and tag that identifies the defect. All necessary repairs are to be conducted by a qualified person.

To accomplish our maintenance program goals, an inventory of all major tools, equipment, specialized protective equipment, machinery, and vehicles will be kept and updated. The results of any repairs or pre-job inspections will be documented.

To ensure our maintenance program is being implemented we will complete the following:

1. Adherence to manufacturer's specifications, standards, and regulations.
2. The employees' responsibility for inspecting all tools and equipment prior to using them.
3. Frequency of inspections include:
 - Pre-use inspections of vehicles
 - Pre-use inspections of aerial lifts
 - Bi-annual inspection of aerial lifts
 - Pre-use inspections of scaffolds

E4 Homes Inc management will be responsible for the application of the maintenance program in his/her area of responsibility.



Owner

Date