

Garmong Construction Services					
<i>EMPLOYEE SAFETY POLICY HANDBOOK – Equipment and Tool Maintenance</i>					
Last Revised:	February 7, 2012	By	Douglas Mahurin, MS, CSP	This Copy Printed:	2/7/2012 5:05:00 PM

Equipment and Tool Maintenance

The Shop Foreman, Ben Douglas, is responsible for coordinating all tool and equipment maintenance.

All tools should be checked out of the shop and then returned as soon as the tool is no longer needed on site. This will allow tools to be moved to sites as they are needed. Any defective tools should be immediately tagged "Do Not Use" returned to the shop where the shop foreman will repair or arrange for the tool to be repaired. Weekly tool inventory lists will be provided to all Superintendents so they can verify the tools and equipment they have signed out. If there is equipment on a site not identified on the inventory sheet, notify the shop foreman immediately.

Equipment preventative maintenance and repair will also be coordinated by the shop foreman. A matrix will be maintained demonstrating the completed preventive maintenance on all large equipment and vehicles. Superintendents are responsible to get their own oil changes in a timely manner, then forward receipt of the service to the shop foreman so it can be entered in the maintenance matrix. If any piece of equipment is found in need of repair or service, notify the shop foreman immediately. Local repairs and oil changes will be performed by **Atterson Tire** and charged to GCS. Those vehicles out of the local area will need to coordinate with the shop foreman to identify a local repair garage that can service the vehicles and give routine inspections to identify any potential issues with the vehicles.