





Maintenance

Checklist or Form	 Go to  Form U – Maintenance Schedule
Effective date	17 June 2008
Date reviewed	1 June 2012
Review date	February 2015
Guideline owner	Human Resource – Work Health & Safety
Applies to	All Parish workers - Employees, Contractors, Sub-Contractors, Volunteers; & Visitors
Legislative requirements	WHS Act 2011 & WHS Regulation 2011 How to Manage Work Health and Safety Risks Code of Practice Risk Management
Pages	1

Policy

Under the Work Health and Safety Regulation 2011, the Parish has a duty to provide and maintain a safe work environment including plant and structures. In order to fulfil this duty, the Parish will implement a preventative maintenance schedule. The Parish will identify all areas (plant and structure) requiring maintenance and develop a schedule of regular maintenance in accordance with manufacturer's instructions and/or available information. This may include:

- identification of any asbestos on site (see Asbestos Management Plan);
- identifying electrical items requiring regular testing and implementing an annual test program conducted by appropriately qualified person/s;
- identifying testing and/or servicing requirements for all plant e.g. air conditioners;
- ensuring annual check and maintenance of all fire prevention and fighting equipment;
- ensuring regular vehicle servicing in accordance with manufacturer's specifications (time / mileage as appropriate);
- conducting regular workplace inspections to note the condition of buildings and grounds, and identify hazards;
- ensuring regular upkeep of grounds;
- ensuring appropriate storage areas for equipment including PPE.

In addition, the Parish will implement a hazard reporting procedure to enable hazards to be reported and fixed promptly, as per the Risk Management Policy.

Record Keeping

The Parish will document all maintenance activities to demonstrate maintenance has occurred and has been provided by an appropriately qualified person.

Records will be retained for the life of the equipment plus 5 years.

Update: OHSolutions June 2012 **Revision:** Diocesan HR/WHs Manager February 2013 **Revision Date:** February 2015