



# Airswift Holdings Ltd.

## HSE Management System

### Preventative Maintenance Program

#### REGULATORY STANDARD:

**Important Notice:**

- 1. This procedure is a Controlled Document and shall not be amended without the authority of the Operations Manager – North America.
- 2. Any queries or feedback concerning the contents of this Procedure should be addressed to the Operations Manager – North America.
- 3. This procedure is reviewed annually or when there is a change to business practices.
- 4. This document should be retained indefinitely and only removed should the procedure become obsolete.

Prepared		Reviewed		Approved		Effective Date	Issue Number
<i>Kellie Tetley</i> Name <i>Kellie Tetley</i> Signature		<i>Courtney Rife</i> Name <i>Courtney Rife</i> Signature		<i>Sam Cross</i> Name <i>Sam Cross</i> Signature		<b>02/24/2023</b>	<b>1</b>
Version Number	Effective Date	Author		Amendments		Reason for Amendments	
1	02.24.2023	Kellie Tetley		Develop Policy		Meet OSHA & Alberta OHS legislation	

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**Date:** February 24, 2023

**Version:** 01

**Owner:** Operations Manager – North America



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**1.0 PURPOSE**

The purpose of this program is to provide a safe working environment for all Airswift employees. The policy applies to all Airswift Employees, Contractors and Sub-Contractors working on behalf of Airswift.

In accordance with OSHA and Alberta Occupational Health and Safety Act, as the employer and a Temporary Staffing Agency Airswift will abide by direction within the OHSA and OHS code to ensure that any equipment used at the worksites is maintained in a condition that will not compromise the health and safety of workers using it. This could include but is not limited to computers, desks, chairs, PPE, electronic devices, etc.

**2.0 GENERAL**

All Airswift Employees, Contractors and Sub-Contractors are required to comply with the provisions of this policy and procedure. Any deviation, unless spelled out specifically in the policy and requires the permission of Airswift Safety Team or designee.

**3.0 PROCEDURE**

Airswift operations in North America, Calgary and Toronto are located in a co-op shared workspace where facilities are maintained by Building Management and the organization does not own any vehicles or equipment based on the nature of the operation.

To ensure the office workplace equipment is maintained in a safe working condition an inspection of all office equipment will be conducted during the bi-annual inspections. It is the responsibility of the office supervisors to ensure this preventative maintenance inspection is conducted as per the schedule and recorded for due diligence purposes. A Preventative Maintenance schedule is included in Appendix A of this program.

Contractors and sub-contractors will follow client site requirements for preventative maintenance inspections of their tools and equipment. The Client will ensure all manufacture preventative maintenance standards/requirements are followed.

In the event Airswift Calgary/Toronto purchases vehicles or equipment, a preventative maintenance schedule shall be developed in accordance to the manufacturer's specifications. Supervisors will be responsible to ensure the schedule is followed and any deficiencies are corrected.

Airswift operations in North America where a fleet of vehicles is in operation have a 3<sup>rd</sup> party company manage the fleet and any pertaining equipment. The 3<sup>rd</sup> party company is responsible for completing the preventative maintenance on the fleet and equipment as per the manufacturer's specifications. The Airswift fleet department is responsible for ensuring this is completed.

**4.0 TRAINING**

Airswift will ensure that all those responsible for conducting the facility inspections are trained to do so to the OSHA and or Alberta OHS legislation. Training records will be maintained, and inspectors will be notified if there is a change to this policy or if equipment is added at a later date.

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**5.0 APPENDIX A – EQUIPMENT TABLE**

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Appendix A

<b>Preventative Maintenance items</b>	<b>Responsibility</b>	<b>Frequency</b>
Fire Safety equipment – i.e. Fire extinguishers	Airswift office employees	Visually inspected monthly Re-certified annually Verified during bi-annual office inspections.
Office equipment – Computers, printers, desk, chairs, electronic devices.	Airswift employees	Inspected bi-annually using the office inspection checklist. Informally inspected pre-use.
Facilities	Building Management	As per manufacturer specifications.
Client site tools/equipment including PPE.	Client/contractor/sub-contractors	As per Client site requirements, manufacturer specifications and pre-use.

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6.0 APPENDIX B – OFFICE INSPECTION CHECKLIST – to be completed bi-annually

Office Safety Inspection										 <small>TRUSTED WORLDWIDE</small>
Airswift Location:								Date:	Completed By:	
Inspection Items	Acceptable?		Preventative Maintenance Inspection Completed?		Hazard Priority		Risk	Health or Safety	Description of Condition Requiring Attention	
	Yes	No	Yes	No	Severity 1-3	Likelihood 1-3	Hazard Score	H/S		
<b>Housekeeping</b>										
Counters, tables, work surfaces in good condition										
Floor clear of debris										
Flooring in good condition										
Garbage cans clean and empty										
Slip/trip hazards identified and corrected										
Materials not stored on floor in walkways or blocking exits										
Proper storage of tools and equipment										
Sinks clean, taps in good working order										
Washrooms clean										
<b>Electrical</b>										
Bulbs burnt out										
Extension cords used for temporary purposes only and not damaged										
Emergency lighting operational										
Light switches working										
Electrical outlets in good repair										

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Environment									
Adequate lighting in work area									
Stairs and handrails in good repair									
Are cleaning supplies identified and properly stored									
Equipment									
Copiers									
Fax Machine									
Breakroom Appliances									
Fire Protection									
Evacuation plans posted and clearly show external assembly area									
Exit signs displayed and illuminated with no burnt bulbs									
All Fire Extinguishers and Exits clear of - materials not blocking									
Fire Extinguisher monthly inspections signed off on tag									
Fire Extinguishers have been re-certified in the last 12 months									
Fire Extinguishers in place and clearly marked with proper signs									
Fire hoses easily accessible									
Fire pull boxes clear of obstruction and clearly signed									
Is there an annual fire drill carried out and logged?									
Sprinkler heads to clear of obstruction									

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First Aid									
First Aid kit properly stocked as per contents list									
IS there a First Aid Log documenting items used									
Are there trained first aiders in place with names posted next to first aid kit?									
Signs									
HSE Policy visible in the office									
Is there a visitor log in place									
Water/Hot beverages station properly labeled									
Additional comments regarding inspection:									
Hazards Identified	Hazard Severity			Corrective Completed By	Date Completed	Severity:			
						How serious could the consequences be?			
						3 – Can cause death/permanent disability.			
						2 – It could send you to the hospital.			
						1 – It could make you uncomfortable.			
						Likelihood:			
						How likely is it going to happen?			
						3 – It is highly likely.			
						2 – It might happen.			
						1 – It is unlikely.			
Priority Hazard Score:						Hazard Score = Severity x Likelihood			
Inspector Signature:					Sr. Management Signature:				