



# Clear Hills County

Effective Date: <b>April 10, 2007</b>	Policy Number <b>3105</b>
Title: <b>MAINTENANCE PROGRAM POLICY</b>	

## 1. Policy Statement

- 1.1. Clear Hills County shall have all tools and equipment properly maintained so as to reduce risk of injuries to employees or damage to property.

## 2. Responsibilities

- 2.1. Supervisors shall ensure that all preventative maintenance is carried out by qualified personnel according to established schedules and that records are maintained.
- 2.2. All employees shall regularly check all tools and equipment that they work with and shall take out of service any tools or equipment that pose a hazard due to a need for repair. Employees must report defective tools and equipment to their supervisor.

## 3. End of Policy

ADOPTED  
Resolution #C876-03

Date: November 25, 2003

AMENDED  
Resolution #C215(04/10/07)

Date: April 10, 2007