

Repair and Maintenance: Employee Factsheet

Why is repair and maintenance important?

Selection of suitable plant and equipment and its subsequent maintenance and repair is not only a specific legal requirement but also makes good business sense. Planned preventative maintenance will help extend the working life of plant and equipment which may have had a high initial capital outlay. Having a working environment which is adequately maintained with plant and equipment will help ensure that business operations run smoothly and efficiently and is therefore as productive as possible.

Good practice

- Establish a procedure for the selection of plant and equipment which is fit for purpose
- prepare a full inventory/asset register of all plant and equipment
- identify the plant and equipment required to have statutory inspections
- identify all plant and equipment requiring planned preventative maintenance
- establish breakdown maintenance arrangements based on risk assessment and foreseeable risks
- determine what use/operator checks should be undertaken
- provide maintenance contractors and engineers with details of any hazardous substances or materials they may come into contact with, such as asbestos or chemicals used in production processes
- ensure that access by maintenance contractors and engineers to all parts of the premises including confined spaces, work at height, work over or near water or adjacent to moving machinery is considered
- establish shut down and lock out procedures for maintenance on moving machinery
- identify workplace maintenance and hygiene regimes, including general cleaning and any areas such as food preparation areas which require thorough cleaning
- prepare a diary planner, detailing all planned preventative maintenance regimes through the year
- consider the routine inspections necessary to ensure that plant and equipment remains operational and safe for use

Did you know?

- Maintenance of work equipment is a legal requirement
- maintenance of lifting equipment is subject to specific legally binding frequencies, particularly when lifting people
- failure to adequately maintain floors and pedestrian traffic routes can lead to civil claims for damages and prosecution
- maintenance of fire precautions is a legal requirement enforced by the Fire Authority
- failure to adequately maintain plant and equipment may put an organisation in breach of both warranty and insurance stipulations

- keep records
- ensure that the business impact of any plant and equipment failures is recognised.

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