



<p>Team Name: Physical Plant Services Team</p> <p>Team Lead: Regional Manager, Physical Plant Services</p> <p>Approved by: VP- Corporate Services</p>	<p>Reference Number: ORG.1913.PL.001</p> <p>Program Area: Support Services</p> <p>Policy Section: Physical Plant</p>
<p>Issue Date: May 3, 2019</p> <p>Review Date:</p> <p>Revision Date:</p>	<p>Subject: Preventative Maintenance on Equipment</p>

**POLICY SUBJECT:**

Preventative Maintenance on Equipment

**PURPOSE:**

Southern Health-Santé Sud (SH-SS) will ensure that preventative maintenance will be conducted on all equipment as required.

**BOARD POLICY REFERENCE:**

Executive Limitations (EL-02) Treatment of Clients  
 Executive Limitations (EL-07) Corporate Risk

**POLICY:**

Preventative maintenance will be conducted on all Southern Health-Santé Sud equipment as per manufacturer’s recommendations or at the discretion of SH-SS and on medical equipment as per manufacturer’s recommendations or at a minimum annually, to minimize safety hazards for residents, patients, clients, physicians and staff.

All preventative maintenance and requests for maintenance, including the subsequent follow-up will be documented.

**PROCEDURE**

- All Preventative Maintenance and repairs on equipment will be tracked in Hippo by way of a Scheduled or Demand Work Orders.
- Southern Health-Santé Sud will ensure the Company that provides the service of medical equipment testing and repairs has trained technicians and proper equipment to perform all the testing & repairs for the safety of its clients and to meet provincial guidelines prior to awarding the contract.

- Any equipment which is in need of repair will be removed from service and the staff member or designate who identifies the need for repair will submit a Demand Work Order in Hippo and contact Maintenance staff immediately if it is an urgent request.

**DEFINITIONS:**

**Hippo:** An electronic maintenance management system (EMMS).

**Medical Equipment:** Direct patient care equipment.

**Demand Work Order:** Requisition in the Hippo program that is to request repairs on any equipment.

**Scheduled Work Order:** Requisition in the Hippo program that is to request repairs for any scheduled Preventative Maintenance.