

Madawaska Valley

Association For

Community Living

**POLICY: MAINTENANCE OF EQUIPMENT**

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**REVISED:**

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**CATEGORY: SERVICE DELIVERY**

Policy Statement:

As an employer and service provider, MVACL is committed to ensuring the safe use of equipment by staff and supported persons. The *Services and Supports to Promote the Social Inclusion of Persons with Developmental Disabilities Act, 2008* requires that equipment used on premises owned or operated by MVACL is maintained according to manufacturers’ recommendations. In addition, equipment purchased and used by supported persons receiving services from MVACL on premises it owns or operates is subject to the same requirement.

Procedure:

To ensure compliance with this regulation the following procedures apply.

1. Operating manuals and instructions will be filed in the maintenance binder.
2. Operating manuals/instructions of equipment owned or hired by supported persons should be stored in the same place but clearly distinguished from MVACL equipment manuals.
3. Equipment warranties (with photocopies of purchase receipts attached) will be attached to the manuals.
4. All equipment will be *operated* in strict compliance with the manufacturers’ recommendations...
5. All equipment will be *cleaned, serviced, maintained and repaired* in strict compliance with the manufacturers’ recommendations.
6. Staff and supported persons should not attempt to service or repair equipment where the manufacturer clearly states that this should be undertaken only by an approved specialist.
7. In signing off the relevant items in the Maintenance Binder checklists, staff will be confirming equipment has been maintained according to manufacturers’ recommendations.
8. Upon the purchase and installation of new equipment, the product will be inspected and the operating manual reviewed by all staff to identify safe use and maintenance.