

Company Policy-Pol 3033

Maintenance

March 2019

PURPOSE:

The Maintenance Policy is an important element ensuring the health and safety of our people and supports CITO's safety first approach.

SCOPE:

This policy applies as a pre-requisite to all heavy vehicle driving activities of CITO Transport Group, including the scheduling of drivers.

OBJECTIVES:

This policy aims to:

1. Ensure Branch Managers, Transport Managers and Schedulers are aware of the cause and effect of incorrect or inadequate maintenance of vehicles and load restraints on the safety of the roads system and other road users,
2. Ensure Heavy Vehicle Drivers under CITO's care regardless of the system they operate under, understand their obligations,

POLICY:

CITO Transport is committed to ensuring that all equipment and fleet vehicles are maintained at the manufacturer's specified requirements.

CITO Transport will employ the use of a contract firm to carry out the maintenance on CITO owned equipment.

CITO Transport will require subcontractors to provide evidence of scheduled maintenance as required.

CITO Transport will require all equipment whether company owned, or equipment used by contractors and sub-contractors to well-maintained and to be clean and tidy at all times

When working under a vehicle, CITO Transport expect staff to:

- Ensure Vehicle is parked on level ground and in a safe location
- Ensure parking brake has been applied
- Shut engine off
- Remove keys and keep them on your person
- Use wheel chocks to ensure truck is secure
- If parked on a roadway use Hazard Triangles to warn oncoming traffic. Deploy triangles as per distance stated on box
- Once work is completed stow triangles

CITO Transport requires subcontractors to confirm daily that a vehicle maintenance check has been completed and documented to ensure vehicles are maintained at the highest safest possible standard.

No Vehicle is allocated work without confirmation that the daily vehicle maintenance check has been completed and documented, this is then recorded as such.

RESPONSIBILITIES:

Senior Management:

Senior Management is responsible for:

- the allocation of responsibilities and funding to facilitate this policy;
- approval of training providers.

Depot Managers:

Managers and Supervisors are responsible for:

- ensuring all schedulers and their management, and drivers under CITO's care abide by this policy