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PREVENTATIVE MAINTENANCE POLICY

Introduction

Employees have a common-law duty of care. This means they must exercise reasonable skill and care in their relationship with the site management and colleagues. The Health and Safety at Work Act 1974 (HASAWA) requires an individual to take reasonable care for the health and safety of all in the workplace. This extends to cooperation to enable the employer to fulfil its legal duty.

Jones Bros Ruthin (Civil Engineering) Co Ltd and all employees have a duty to ensure all tools, equipment, and vehicles are properly maintained. The Health & Safety Executive (HSE) requires Jones Bros Ruthin (Civil Engineering) Co Ltd to demonstrate that arrangements are in place to ensure all equipment, from hand tools and ladders to electrical power tools and larger plants, are well maintained and in a safe condition.

Preventive maintenance is a schedule of planned maintenance actions aimed at preventing breakdowns and failures. The primary goal of preventive maintenance is to prevent the failure of equipment before it actually occurs. It is designed to preserve and enhance equipment reliability by replacing worn components before they actually fail.

Preventive maintenance activities include equipment checks, partial or complete overhauls at specified periods, oil changes, lubrication, and so on. In addition, workers can record equipment deterioration so they know to replace or repair worn parts before they cause system failure.

The benefits of good preventative maintenance include:

- Improved safety for everyone.
- Decreased equipment downtime.
- Better conservation of assets and increased life expectancy of assets, thereby eliminating premature replacement of machinery and equipment.
- Reduced overtime costs and more economical use of maintenance workers due to working on a scheduled basis instead of a crash basis to repair breakdowns.
- Timely, routine repairs to circumvent fewer large-scale repairs.
- Well-maintained and operational plant and machinery to promote and maintain the Jones Bros brand and image.

Responsibility

The Plant Department & Fitters

The Plant Department and Fitters are responsible for both reactive and planned maintenance activities on all items of plant, vehicles, and equipment owned by Jones Bros Ruthin (Civil Engineering) Co Ltd and to ensure that the company abides by appropriate health and safety codes. The Plant Department is to liaise with Site Management teams to plan and manage ongoing maintenance activities and unplanned problems that arise with breakdowns of plant, vehicles, and equipment on site.

Site Management teams have a duty to:

- Ensure that all plant, vehicles, and equipment on Jones Bros Ruthin (Civil Engineering) Co Ltd sites are checked and maintained regularly before, during, and after use to ensure everything is safe to use and is in a well-maintained condition.
- Liaise closely with the Plant Department and report all defects and damages as they occur.
- Ensure all on-hire and off-hire checks are carried out thoroughly. This includes verifying that items of plant are checked over, cleaned, and fully operational before being off-hired and removed to the next Jones Bros project site.

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All employees operating plant, vehicles, and equipment

All employees operating plant, vehicles, and equipment on Jones Bros Ruthin (Civil Engineering) Co Ltd sites have a duty to:

- Carry out routine checks of equipment before, during, and after use. This includes checking and topping up of essential fluids in a vehicle or machinery, including but not limited to engine oil, coolant/antifreeze, transmission fluid, brake fluid, power steering fluid, windshield washer fluid, and greasing where required.
- Report any defects or problems **immediately** to the site management team or the nearest Jones Bros site supervisor via the safest means available. All defects should also be recorded on their SMART sheets.
- Keep the item of plant or machinery clean both inside and outside, including ensuring that tracks, wheels and the undercarriage are clear of mud after use.
- Provide a duty of care for all plant, vehicles, and equipment that allows for continued safe use and promotes the Jones Bros Ruthin (Civil Engineering) Co Ltd brand and professionalism.

Purpose

- To ensure that all maintenance activities for company plant, vehicles, and equipment are conducted in a planned manner and are consistent with manufacturer guidelines and standards.
- To ensure that preventative maintenance services are provided for plant and vehicles in a managed process.
- To ensure that problems (breakdowns) identified with plant, vehicles, and equipment on construction sites are reviewed and addressed on a priority basis where safety-critical issues take precedence.
- To ensure the safety and security of users of company plant, vehicles, and equipment.

Approval

Repairs, replacement, or planned maintenance on plant, vehicles, and equipment must be approved by the Plant Manager and addressed on a priority basis.

Processes

Jones Bros Ruthin (Civil Engineering) Co Ltd has developed a suite of Process Flow Charts (PFCs) and tools that are to be used when managing weekly/daily plant, vehicle, and equipment checks and for the planning and performing of both reactive and planned maintenance on Jones Bros Ruthin (Civil Engineering) Co Ltd sites. All PFCs are located within the company Document Management System (DMS).

Review

This policy will be reviewed annually, and any changes made will be communicated to all employees.

Hefin Lloyd-Davies
Director
November 2025