



HALLS HEAD BOWLING & RECREATION CLUB INC

PREVENTATIVE MAINTENANCE POLICY 2023-2024

This Policy applies to all area equipment relating to the Halls Head Bowling and Recreation Club (Inc.).

Procedure

Halls Head Bowling and Recreation Club (Inc.) have a legal obligation to ensure the health and safety of all members, employees, guests, visitors and contractors under the Occupational Health and Safety Act. Halls Head Bowling and Recreation Club (Inc.) will comply with all relevant Legislation, Australian Standards, WA Health Policy Directives, manufacturers' specifications, Local Council requirements in relation to the maintenance of plant, equipment, buildings and grounds.

Maintenance Reporting

All maintenance carried out shall be recorded in the Maintenance Log Book. Defective equipment is to be fitted with an "Out of Service" tag and placed in the maintenance shed for repair or replacement.

Responsibilities

To ensure that all plant and equipment is maintained to a standard suitable for safe operation and personnel safety.

ALL MAINTENANCE SHALL BE CARRIED OUT BY APPROPRIATELY QUALIFIED TECHNICIANS. Equipment to be maintained is as follows;

- Lawn maintenance equipment
 - Rollers
 - Mowers
 - Blowers
- Compressor
- Power tools
- Power leads
- Water chillers
- Greens flood lighting
- Residual Current Devices (RCD's)
- Kitchen equipment
 - Microwaves
 - Oven

- Exhaust fans
- Fridges
- Freezers
- Misc equipment

- Emergency lighting
- Exit signs
- Smoke detectors
- Fire extinguishers
- Fire blankets
- Air Conditioners
- Automatic doors
- Defibrillator
- Bar equipment
- Ice machine
- Chillers

Records

Records will be kept of all maintenance jobs and repairs, including when the fault or repair requirement was reported, when the repair was arranged, who completed the repair and who checked that it was complete. Incomplete or unsatisfactory repairs will be followed up. Maintenance records will be regularly inspected and reviewed to identify trends or patterns of work required and the performance of contractors.

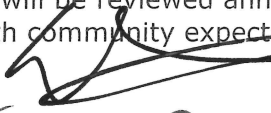
Working with Maintenance Contractors

All contractors working on maintenance tasks will be expected to abide by organisational health and safety and security policies and procedures. When work is being planned, maintenance contractors or staff working on the premises should always be provided with a site map identifying electrical and water installations, and a register of any known asbestos materials that have been left in place and sealed.

Policy Review

This policy will be reviewed annually to ensure it remains relevant to club operations and reflects both community expectations and legal requirements.

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Signed:  Club President Date: 13th June 2023

Signed:  Club Secretary Date: 19th June 2023

Next policy review date is June 2024