

Manitoulin-Sudbury District Services Board POLICY & PROCEDURES MANUAL	
Section: G. Paramedic Services	Effective Date: April 30, 2019
Topic: 5. Vehicles, Equipment & Facilities	Replaces: May 30, 2010
Subject: 2. Adjunct Maintenance Program	
Policy No. G.5.2.2019	Page 1 of 1

PURPOSE

To ensure the adherence with a sound program of, and compliance with Regulatory requirement for inspections, preventative maintenance, and equipment repair of all patient care handling devices and oxygen/suction adjuncts.

APPLICATION

Paramedics, Paramedic Superintendents, Senior Managers

PROCEDURE

- 1) Each patient carrying, or oxygen/suction device shall be inspected by Paramedics as part of their start of shift inspections.
- 2) The shift start inspection shall ensure each required item is fully operational, and documentation of compliance shall be submitted in Operative IQ.
- 3) Each patient carrying, or oxygen/suction device shall be subject to an established preventative maintenance (PM) program within the required interval. Manitoulin-Sudbury DSB Paramedic Services has coordinated with each manufacturer to implement a PM interval of 6 months, +/- 1 month.
- 4) The PM program shall only be completed by those personnel manufacturer certified to do so. PM documentation shall minimally include the assigned vehicle identification, device serial number, Service ID number and other specified information.
- 5) Upon completion of an PM inspection, a seal shall be affixed to the device listing the inspection date (year/month).
- 6) Where a device failed to operate in accordance with the manufacturer's specifications, the device will be removed from service until it can be repaired by the manufacturer, or alternatively is decommissioned.
- 7) Preventative Maintenance and repair records shall be maintained by Manitoulin-Sudbury DSB Paramedic Service for a period of 5 years.

REFERENCE

Ministry of Health and Long-Term Care Oxygen Equipment Testing Program
 Provincial Equipment Standards for Ontario Ambulance Services
 Guide to Ontario Provincial Land Ambulance and Emergency Response Vehicle Standard.