



WORK EQUIPMENT POLICY

Introduction

Work equipment includes any equipment used by employees at work; this includes hand tools, power tools, mobile plant (such as fork lift trucks), office equipment, other specialist equipment and even motor vehicles.

Use of work equipment is primarily controlled by the Provision and Use of Work Equipment Regulations 1998, though other legislation may apply to specific equipment.

There is a duty on employers and the self-employed to ensure that any work equipment used at work, including that owned by an employee, is suitable, maintained, inspected as necessary, accompanied by adequate information and instructions and used by competent and trained people.

Management and Assessment of Suitability of Work Equipment

The Company shall use this document to guide the general arrangements for provision and use of work equipment. Where appropriate, more detailed procedures may be required for specific equipment.

<i>Stage 1</i>	Identify and specify suitable work equipment
<i>Stage 2</i>	Maintenance
<i>Stage 3</i>	Inspection
<i>Stage 4</i>	Use of equipment with specific risks
<i>Stage 5</i>	Training provision of information, and instruction
<i>Stage 6</i>	Operation and working environment
<i>Stage 7</i>	Record keeping
<i>Stage 8</i>	Audit
<i>Stage 9</i>	Monitor
<i>Stage 10</i>	Review

Stage 1 - Identify and Specify Suitable Work Equipment

All work equipment used at work shall be suitable and sufficient for its intended use. Before purchasing work equipment, the Company shall consider:

- Where and how the equipment shall be used.
- The purpose for which it is intended to be used.
- Who will use it.
- An assessment of risks that might result when used.
- How these risks may be controlled.



The Company shall check that all purchased equipment:

- Bears a CE, or UK Conformity Assessed (UKCA) markings and Declaration of Conformity provided.
- Is accompanied by instructions on how the equipment should be used.

The Company shall ensure that the equipment is safe and is only used for operations, and/or under conditions, for which it is suitable.

Stage 2 - Maintenance of Work Equipment

The Company shall ensure that all work equipment is maintained by competent people and in accordance with the manufacturer's recommendations.

Maintenance shall be undertaken using a safe system of work. Where necessary, a formal permit to work system shall be used to ensure correct isolation and the use of correct tools and safety equipment to ensure that the work can be undertaken without risk.

Stage 3 - Inspection

Where necessary, the Company shall arrange for equipment to be formally inspected by a competent person. All inspections shall be recorded.

When the safety of the equipment depends on the installation conditions, it shall be inspected:

- After installation and before being put into service for the first time.
- After assembly on a new site or in a new location.

Where equipment is exposed to conditions causing deterioration liable to result in dangerous situations, it shall be inspected:

- At suitable intervals.
- When exceptional circumstances occur.

Where equipment requires thorough inspection under specific legislation, such as the Lifting Operations and Lifting Equipment Regulations 1998 or the Pressure Systems Safety Regulations 2000, the Company shall plan for the inspection to be undertaken by a competent person in good time.

Stage 4 - Use of Equipment with Specific Risks

Where any work equipment involves specific hazards, only a competent person, appointed by the Company, shall use and/or maintain the equipment.

The Company shall address the risks using a hierarchy of controls in the following order:

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- Elimination of the requirement for the equipment, where possible.
- Implementation of hardware measures, such as physical barriers.
- Implementation of software measures, such as safe systems of work.

Stage 5 - Information, Instruction and Training

The Company shall ensure that all persons using or maintaining work equipment have sufficient information, instruction and training to operate or maintain the equipment safely.

Supervisors and Managers shall have sufficient training to carry out their functions.

Young persons shall only use work equipment if they have had training, instruction and supervision and are deemed to be sufficiently mature and competent.

Stage 6 - Operation and Working Environment

All work equipment shall:

- Be fitted with controls that are easily reached and operated.
- Kept stable.
- Be properly lit.
- Provided with adequate markings.
- Provided with adequate warning signs.

All dangerous parts of machinery shall have measures to prevent access and to stop the movement of these parts before any part of a person enters the danger zone.

The Company shall address the risks using a hierarchy of controls in the following order:

- The provision of fixed guards enclosing every dangerous part of the machinery.
- The provision of other guards or protection devices.
- The provision of jigs, holders, push sticks or similar protection appliances, to be used in conjunction with the machinery.

All guards and protection devices shall:

- Be suitable for purpose.
- Be of good construction, sound material and adequate strength.
- Be maintained in an efficient state, efficient working order and good repair.
- Not give rise to increased risks to health and safety.
- Not be easily by-passed or disabled.
- Not unduly restrict the view of the operating cycle of the machine.
- Be constructed or adapted to allow operations necessary to fit or replace parts and for maintenance work, without having to dismantle the guard or protection device.

The health and safety risks resulting from the following shall be controlled:

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- Any item being ejected from the work equipment.
- Rupture or disintegration of the work equipment.
- Work equipment catching fire or overheating.
- Unintended or premature discharge of any gas, dust, liquid, vapour or other substance that is produced, used or stored in the work equipment.
- Unintended or premature explosion of the work equipment or any article or substance that is produced, used or stored in it.

Where any work equipment and any article or substance produced is at a very high or low temperature it shall have protection to prevent injury from a burn.

Controls shall be used where practicable, such as insulation, doors, controls and/or guards.

Stage 7 - Record Keeping

The Company shall keep all information on work equipment provided by the manufacturer and/or supplier and all records of maintenance for the life of the equipment.

The Company shall keep all equipment inspection reports at least until completion of the next inspection report.

The Company shall keep a register of employee training on mobile work equipment, to include a record of appointment of an employee as competent to operate and/or maintain each individual type of mobile work equipment.

Stage 8 - Monitoring

The Company shall monitor the performance of employees who are involved in the implementation of this policy.

Stage 9 - Audit

The Company shall audit to ensure that processes and documents relating to this policy are properly implemented.



Stage 10 - Review

The Company should review this policy as required by the outcome of monitoring, audit and/or changes in legislation or guidance.