

PROVISION AND USE OF WORK EQUIPMENT PROCEDURE

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PROVISION AND USE OF WORK EQUIPMENT PROCEDURE

INTRODUCTION

This procedure is to ensure safe systems are implemented to protect employees operating work equipment, so far as is reasonably practicable, from the associated risks.

The Provision and Use of Work Equipment Regulations 1998 (PUWER) applies to all work equipment, whether new, existing or second-hand. This includes hand tools, powered tools, laboratory apparatus, lifting equipment etc. It also applies in circumstances where work equipment is provided for use by others at work, e.g. contractors. Note that there are specific requirements related to power presses and woodworking machinery, which are covered in more detail in the Approved Codes of Practice (L112 and L114).

Note: Although Display Screen Equipment is a type of work equipment, they have their own separate Regulation and University Procedure.

RESPONSIBILITIES

Deans of Schools / Directors / Heads of Department

Responsible for all health and safety within their School or Department and must:

- Ensure risk assessments are completed, including for the use of work equipment
- Allocate sufficient resources for all control measures required by the risk assessment

Supervisors, Line Managers, Directors of Studies and Academic Leads

Responsible for ensuring the day to day supervision of health and safety matters in their areas of responsibility and therefore must:

- Carry out / ensure risk assessments are completed, and include the risk from work equipment where significant
- Communicate the risk assessment to all affected parties
- Bring this procedure to the attention of direct reports who use work equipment.

Health and Safety Champion

- Act as the focal point for health and safety within their school or department and are available to support Line Managers and Programme Leaders.

Individual Users (Staff and Students) have a responsibility for their own health and safety and that of others, and therefore must:

- Take care of themselves and others who could be affected by their actions and omissions
- Use all work equipment provided for the task appropriately
- Adhere to the control measures identified in the Risk Assessment
- Report any significant safety issues to their Line Manager promptly

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PROCEDURE

All work equipment must meet the following criteria:

- Suitable for the intended use
- Safe for use, maintained in a safe condition and inspected to ensure it is correctly installed and does not subsequently deteriorate
- Used only by people who have received adequate information, instruction and training in its use
- Fitted, as appropriate, with suitable health and safety measures, such as protective devices and controls. This will normally include emergency stop devices, adequate means of isolation from sources of energy, clearly visible warning markings and warning devices
- Used in accordance with specific requirements for mobile work equipment, power presses and woodworking machinery
- Constructed or adapted to be suitable for the purpose it is provided for
- Take account of the working conditions and health and safety risks in the workplace when selecting work equipment
- Is maintained in an efficient state, in efficient working order and in good repair
- Where a machine has a maintenance log, it is kept up to date with details of service and maintenance
- Where the safety of work equipment depends on the manner of installation it must be inspected after being installed (and if appropriate, commissioned) and before being put into use
- Where work equipment is exposed to deteriorating conditions liable to result in dangerous situations it must be inspected, at appropriate intervals, to ensure faults are detected in good time so the risk to health and safety is managed
- Ensure that all people using, supervising or managing the use of work equipment are provided with adequate health and safety information. This will include, where necessary, written instructions on its use, equipment markings and warnings, training which should include the correct use of the equipment, the risks that may arise from its use and the precautions to take to avoid injury
- where the use of work equipment is likely to involve a specific risk to health and safety, Line Managers and Programme Leaders should ensure that the use of the equipment is restricted to those people trained and approved to use it
- Take effective measures to prevent access to dangerous parts of machinery. These protective measures should follow the hierarchy laid down in the Regulations
- Take measures to protect people from parts and substances falling or being ejected from work equipment, or the rupture or disintegration of work equipment
- Ensure that the risks from very hot or cold temperatures from the work equipment, or the material being used, are managed to prevent injury
- Ensure that work equipment is provided with appropriately identified controls for starting, stopping and controlling it, and that these control systems are safe
- Where appropriate, provide suitable means of isolating work equipment and controlling access through permits to work from all power sources (including electric, hydraulic, pneumatic and gravitational energy)
- Ensure work equipment is stabilised by clamping or otherwise to avoid injury

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- Take appropriate measures to ensure maintenance operations on work equipment can be carried out safely while the equipment is shut down and isolated.

Some work equipment is subject to other health and safety legislation and, must therefore, meet the provisions of those Regulations also.

Procurement of New Work Equipment

Work equipment must conform to the British or European quality standards.

You must check to ensure:

- It is CE marked indicating that the manufacturer of the product is declaring conformity with all of the Directives relating to that product
- It comes with a Declaration of Conformity relating to the particular product
- It is provided with instructions in English, usually in the form of an Instruction Manual
- Is free from obvious defects – and that it remains so during its working life

Work equipment requiring statutory examination under any of the applicable Regulations should be added to the University Engineering Inspection Schedule held by the University Insurer. Further information can be obtained from the University Senior Insurance Officer.

Mobile Work Equipment

When providing mobile work equipment, e.g. fork lift trucks, it must be ensured that:

- Where employees are carried, the equipment is suitable for that purpose
- The risks from rolling over are minimised, and any person being carried is protected in the event of fall or rollover. This should include protection against crushing, through the provision of a suitable restraint and a rollover protection system
- Self-propelled equipment can be controlled safely with braking devices, adequate driver vision and, where necessary, lighting
- Measures are taken to prevent any risks from drive shafts that power accessories attached to mobile work equipment, by using adequate guards

Managers should prevent staff from borrowing tools and equipment for use on non-University business as this may increase the University's liability. Where staff bring their own tools and equipment to use in the University, this must be approved by the Dean/Head and subjected to the same inspection and maintenance procedures as tools and equipment owned by the University.