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Provision and Use of Work Equipment Procedure

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Purpose

To ensure that work equipment provided is suitable and safe for employees and others and is used safely.

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The Provision and Use of Work Equipment Regulations 1998 apply to the functioning and safety of our work equipment. The purpose of this procedure is not to deal with each piece of equipment individually, but to provide general guidance applicable to all equipment.

Before using any piece of equipment for the first time, you should always read the Operator's Manual provided by the manufacturer.

Moving machinery can cause injuries in many ways, which you need to be aware of, including:

- People can be struck and injured by moving parts of machinery or ejected material. Parts of the body can also be drawn in or trapped between rollers, belts, and pulley drives.
- Sharp edges can cause cuts and severing injuries. Sharp-pointed parts can cause stabbing or puncture the skin, and rough surface parts can cause friction or abrasion.
- People can be crushed; both between parts moving together or towards a fixed part of the machine, wall, or other object, and two parts moving past one another can cause shearing.
- Parts of the machine, materials, and emissions (such as steam or water) can be hot or cold enough to cause burns or scalds and electricity can cause electrical shock and burns.
- Injuries can also occur due to machinery becoming unreliable and developing faults or when it is used improperly through inexperience or lack of training.

Legislation

- Health and Safety at Work act 1974
- Management of Health and Safety at Work Regulations 1999
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

Scope

This procedure applies to all locations and activities where work equipment is used on behalf of the ateb group. It will outline the key responsibilities of Managers and those who use work equipment. It will not describe in any detail the individual requirements of work equipment. For further detailed information Managers should refer to the Provision and Use of Work Equipment Regulations 1998. Approved Code of Practice and guidance and the equipment manufacturer's instructions.

Definitions

'Work equipment' means any machine, appliance, apparatus, or tool used at work by an employee in order to carry out their assigned tasks. It includes any second-hand, leased or hired equipment as well as that which is supplied new. 'Use' has a wide definition and includes any activity involving work equipment such as starting, stopping, programming, and setting equipment, repair, modification, maintenance, servicing, cleaning and transporting.

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PUWER stands for the Provision and Use of Work Equipment Regulations 1998. The regulations deal with the work equipment and machinery used every day in workplaces and aims to keep people safe wherever equipment and machinery is used at work. The Regulations require risks to people's health and safety, from equipment that they may use at work, to be prevented or controlled.

LOLER – Lifting Operations and Lifting Equipment Regulations.

In addition to the requirements of PUWER, lifting equipment is also subject to the requirements of the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

Responsibilities

Board

The group Board have approved our Health & Safety Policy for use across the group that sets out our general approach and who is responsible for what in terms of Health & Safety matters. It applies to all service areas identified across the group.

Chief Executive

The Chief Executive shall be responsible for the overall implementation of this PUWER Procedure by ensuring adequate resources are made available to both develop and implement this Procedure.

Executive Directors

Executive Directors have delegated responsibility for the successful implementation, management, and monitoring of this procedure.

Health and Safety Advisor

The Health and Safety Adviser is responsible for conducting audits and providing reports on all incidents involving work equipment for discussion and consideration for addition to the risk register, and/or the assurance framework.

This can be done by.

- Providing support and advice to managers and employees regarding safe use of work equipment.
- Monitor and review this procedure.

Managers

- All equipment provided is suitable and used for the purpose that it was intended.
- Equipment is bought or hired from a reputable company.
- The use of equipment is risk assessed.

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- Where the safety of work equipment depends on the manner of installation, it must be inspected after installation and before being put into use.
- Only approved persons use work equipment and that appropriate measures are put into place to prevent unauthorised use e.g., lock out device.
- Equipment is used only by people who have received adequate information, instruction, and training.
- Appropriate regular checks and inspections are made and recorded.
- Appropriate electrical safety checks are carried out and recorded.
- Manufacturer/supplier manual is kept accessible, ideally by or near its equipment.
- Young persons, due to their lack of experience, only use work equipment if they are adequately always supervised.
- Changing of tool sets, blades and grinding wheels must always be carried out by approved persons.
- That full and proper use of any Personal Protective Equipment or any equipment with a Health & Safety function is maintained and kept in a clean condition and in good working order.
- That any Local Exhaust Ventilation (LEV) systems are always activated when machinery is being used.
- Work equipment is appropriately assessed for noise and vibration.

Regarding work equipment maintenance, Managers will ensure that:

- Testing and maintenance is only carried out by competent persons.
- Work equipment guarding is not removed for normal use but only when machinery is being inspected or maintained.
- Where the maintenance of work equipment is considered as a substantial or intolerable risk through the risk assessment process, a permit to work must be implemented.
- Ensure all local exhaust ventilation systems within their control are appropriately maintained, serviced, inspected, and checked.
- The area must be cordoned off to prevent access by unauthorised persons.
- All maintenance and inspection records are kept on file.
- Good standards of housekeeping and cleanliness are maintained, including clear walkways, fire exits and escape routes.

Employees & Contractors

- Use equipment following manufacturer's instructions and training.
- Not use equipment for which they have not been trained.
- Read and understand Risk Assessment relevant to specific equipment

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- Carry out a visual inspection prior to using the equipment to check for defects, external damage, strange functioning, or any other cause of concern.
- Personal portable electrical equipment should not be used at work.
- Only use equipment for the purpose that it was manufactured, supplied, or provided.
- Not remove any equipment guarding unless they are competent and authorised to carry out its maintenance.
- Not remove or add any additional parts to the equipment unless it is specifically designed and approved for that purpose.
- Always use the personal protective equipment advised by the manufacture/supplier, the safe system of work (risk assessment, method statement, direct instruction) or as displayed on the equipment.
- Report any unsafe equipment and take measures to prevent further use.

Procedure

Purchasing Equipment / Suitability of Work Equipment

Equipment can only be purchased from a reputable company. Equipment will be purchased from approved suppliers only. Under no circumstance equipment will be bought outside the approved suppliers unless approved in writing by Senior Management. Contact your Line Manager before purchasing work equipment.

The Purchasing Manager must consider the intrinsic hazards related to the equipment to be purchased and select, so far as it is reasonably practicable, the safer option taking in consideration the advance in technology. For example, the equipment producing less noise, less vibration or minimising the silica dust release.

Equipment purchased must have the CE mark if they come under one of the relevant product supply Directives that require CE marking, for example:

- Machinery.
- Lifts.
- Pressure equipment.
- Low-voltage electrical equipment.
- Equipment for use in potentially explosive atmospheres.

Products that do not fall under these Directives - such as manually powered machinery (except those used for lifting), tools and ladders - must not be CE marked although it would be preferable that they are CE marked.

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Equipment purchased also must come with a Declaration of Conformity, include the certificate of warranty and the instructions manual. The instruction manual must be written in English.

The Manager must keep the certificate of warranty, the Declaration of Conformity, and the instructions manual for future reference.

Before obtaining new equipment (either bought, hired), the following issues need to be considered:

- Selection of Equipment - Does it comply with regulations, CE marking?
- Does it have a Declaration of Conformity?
- Identification of utilities required – does it need a water or electrical supply?
- Location – Consider vibration, extraction Noise?
- Consideration of safe use.
- Consider a pre-installation visit from supplier to identify ‘added extra’s’ in advance.
- How will any waste products be safely dealt with and disposed of?
- Ask yourself, What, Where, Who and How will the equipment be used?
- Consult with others that might be impacted (e.g., Managers, Operatives).

Information, Instruction and Training

ateb will ensure that all employees who use work equipment are suitably trained in its operation and associated hazards, and controls pertaining to its use.

Appropriate information and instruction will be provided in accordance with statutory requirements and industry standards. Work equipment must only be used by employees who have been given adequate training.

Risk Assessment

All work equipment should be Risk Assessed, this can be either as part of a task involving the equipment or as part of a specific piece of equipment Risk Assessment.

The level of complexity in the Risk Assessment is dependent on the equipment/task being assessed.

The Risk Assessment must consider:

- Access and egress
- Ease of use
- Equipment condition and suitability
- Location of other equipment to vicinity of job
- Condition of bolted equipment
- Ease of communication when operating the equipment
- Having a valid permit to work
- Specific PPE
- Wearing jewellery

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- Wearing ties or scarves
- Covering up long hair under a snood
- Covering body parts with overalls
- Lone working
- Leaving unguarded machinery unattended
- Work area being clear and free from obstructions

Maintenance and inspection

Maintenance and inspection are an integral part of ensuring that the equipment is safe to use, it is also a preventative measure in the control of risks. The following measures will apply to maintenance activities:

- Persons who maintain and inspect work equipment must be approved, authorised and competent.
- Frequency of maintenance should take in the intensity of use as deterioration could lead to increased risks to health and safety. As a minimum, maintenance will be carried out following manufacturer's manual.
- The lock out system must be used when performing repairs or maintenance on relevant machinery.
- Work equipment guarding can only be removed when machinery is being inspected or maintained. When the maintenance of machinery is considered as a substantial or intolerable risk through the risk assessment process, a permit to work must be implemented. Whilst maintenance on fixed machinery is taking place, the area must be cordoned off to prevent access by unauthorised persons.
- Details of Inspection, maintenance and repair must be recorded by the approved and authorised person and the recordings then handed to the manager for filing.

Types of maintenance.

Equipment should be checked frequently to ensure that safety-related features are functioning correctly.

Planned preventative – maintenance involves replacing parts or making necessary adjustments at present intervals so that hazards do not occur because of the deterioration or failure of the equipment.

Condition Based – maintenance involves monitoring the condition of safety critical parts and carrying out maintenance whenever necessary for the same purposes.

Breakdown – maintenance, however, only needs to be carried out after failure has occurred.

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The frequency of maintenance activities should consider the:

- intensity of use – frequency and maximum working limits
- operating environment, for example marine, outdoors
- variety of operations – is the equipment performing the same task all the time or does this change?
- risk to health and safety from malfunction or failure

General Maintenance and Inspection Timeframes

Equipment	Daily Inspection	Weekly Inspection	Thorough Inspection	Legislation
Car/Van	Visual pre use check	Documented vehicle checklist	12 monthly	DVLA
Crane	Written Pre use check	N/A	12 Monthly	LOLER 1998
Forklift Truck	Written Pre use check	N/A	12 Monthly	LOLER 1998
Forklift Truck with Man Basket	Written Pre use check	N/A	6 Monthly	LOLER 1998
MEWP	Written Pre use check	N/A	6 Monthly	LOLER 1998
Excavator with lifting attachment	Written Pre use check	N/A	6 Monthly	LOLER 1998
Dumper	Written Pre use check	N/A	12 Monthly	PUWER 1998
Ladders	Visual Pre Use Check	N/A	12 Monthly	PUWER 1998
Power Tools	Visual Pre Use Check	N/A	In line with manufacturers guidance	PUWER 1998
Hand Tools	Visual Pre Use Check	N/A	N/A	PUWER 1998
Abrasive Wheels	Visual Pre Use check	N/A	12 monthly	PUWER 1998
PPE	Visual Pre Use Check	N/A	N/A	PPE at Work Regs 1992
RPE	Visual Pre Use Check	In line with manufacturers guidance	Monthly	PPE at Work Regs 1992

Portable Appliance Testing

Portable appliance testing (PAT) is the term used to describe the examination of electrical appliances and equipment to ensure they are safe to use. Most electrical safety defects can be found by visual examination but some types of defects can only be found by testing. PAT's testing is carried out by competent personnel only at intervals deemed necessary by risk assessment or in line with the manufacturer's instructions. Refer to the PAT procedure for more information.

LOLER – Lifting Operations and Lifting Equipment Regulations

Lifting equipment includes any equipment used at work for lifting or lowering loads, including attachments used for anchoring, fixing, or supporting it. The Regulations cover a wide range of equipment including, cranes, fork-lift trucks, lifts, hoists, mobile

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elevating work platforms, and vehicle inspection platform hoists. The definition also includes lifting accessories such as chains, slings, eyebolts etc.

Employers must ensure that where applicable the work equipment provided meets the requirements of LOLER.

In doing so, it must be ensured that it is:

- Sufficiently strong, stable, and suitable for the proposed use. Similarly, the load and anything attached (e.g., timber pallets, lifting points) must be suitable.
- Positioned or installed to prevent the risk of injury, e.g., from the equipment or the load falling or striking people.
- Visibly marked with any appropriate information to be taken into account for its safe use, e.g., safe working loads. Accessories, e.g., slings, clamps etc., should be similarly marked. 6.4 Additionally, it must be ensured that:
- Lifting operations are planned, supervised, and carried out in a safe manner by people who are competent.
- Where equipment is used for lifting people it is marked accordingly, and it should be safe for such a purpose, e.g., all necessary precautions have been taken to eliminate or reduce any risk.
- Where appropriate, before lifting equipment (including accessories) is used for the first time, it is thoroughly examined. Lifting equipment may need to be thoroughly examined in use at periods specified in the Regulations (i.e., at least six-monthly for accessories and equipment used for lifting people and, at a minimum, annually for all other equipment) or at intervals laid down in an examination scheme drawn up by a competent person. All examination work should be performed by a competent person.
- Following a thorough examination or inspection of any lifting equipment, a report is submitted by the competent person to the employer to take the appropriate action

Faulty Equipment

Faulty equipment or machinery must be reported at once to the line manager or supervisor, who will then plan for the repair or replacement depending on what faults are found. Only competent authorised persons will undertake any repair of faulty parts electrical or mechanical on any item of equipment.

Where equipment or machinery is found to be faulty the item may need to be labelled to warn others of the default, until it is removed from the premises.

It is considered gross misconduct to remove such a sign without ensuring a competent person has deemed the piece of equipment safe to use.

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Personal Protective Equipment (PPE)

Personal Protective Equipment means all equipment intended to be worn or held by a person at work which protects them against risks to health and safety.

This can be in the form of gloves, safety goggles/visors, safety shoes, overalls/lab coats or safety harnesses. Individuals should be provided with training on the use of PPE and supervisors should be actively enforcing the requirement for appropriate PPE to be worn.

When choosing PPE consideration should be given to:

- Latest regulations and ateb Group Policies.
- The Task and risk for which protection is needed.
- Physical effort of the tasks and duration of the task.
- Requirements for visibility and communication.
- The Environment the task takes place in.
- The person – consider health, allergies, and ergonomic effects (including fit).
- Equipment must be compatible if more than one item of PPE used.
- PPE should be maintained in good working order, checked for damage, cleaned, and replaced when required.
- PPE should be stored to prevent damage, contamination, and loss.
- Ensure individuals have had sufficient training on how to use the PPE appropriately including exposure limits.
- Footwear – Consider the hazards (e.g., steel shoes for working with heavy equipment)
- Consider specialized eye protection (ultraviolet light/laser)
- Hand Protection – consider the hazard – biological, hot/cold/cut resistant

Review

In line with changes in guidance or accident/incident findings relating to work equipment or on a 2 yearly basis.

References

- PUWER 1998
- LOLER 1998
- PPE Regulations 1992
- L22 Safe use of Work Equipment

Documents

MEWP pre-user inspection
Ladder Inspection

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Scaffold inspections
Training Records
Thorough Examination Certificates
PATs testing procedure.

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