

# Provision and Use of Work Equipment Policy

LHS016

## 1. Introduction

1.1 All work equipment presents a risk of harm during use and for some work equipment this may be significant. The direction under legislation to ensure the safety of persons using work equipment, is an absolute requirement, and therefore Lampton 360 (L360) will ensure that equipment is suitable for the task, regularly inspected and well maintained. By using safe and well maintained equipment, which is operated by adequately trained staff, greatly reduces the risk of harm to users.

1.2 The legislations, which cover work equipment are:

- The Health & Safety at Work Act 1974 that places a duty on manufacturers, suppliers, importers and employers to ensure that “so far as is reasonably practicable” work equipment is safe, and without risk to health.
- The Provision and Use of Work Equipment Regulations 1998 (PUWER) where the duty is placed on the employer to ensure the equipment is safe to use.
- The Supply of Machinery (Safety) Regulations 2008, (amended 2011) which places duties on manufacturers and suppliers of machines to make sure they are safe to use, ensuring compliance with [essential health and safety requirements](#) (EHSRs) for machinery and other products in scope, compiling a technical file, CE marking, Declaration of Conformity and provision of user instructions, among others.
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) that places duties on organisations that use lifting equipment.

## 2. Scope

2.1 This policy applies to all employees and temporary employees employed by L360 who operate or use work equipment. It also applies to any new, second-hand, borrowed and hired ‘work equipment’ used by L360 employees.

2.2 This policy applies to all equipment used at work, regardless of the source. It includes, in the case of trade staff, equipment bought by staff whether funded privately or through a salary scheme.

## 3. Definitions

3.1 Work equipment is defined as any machinery, appliance, apparatus, tool or installation for use at work (whether exclusively or not). This includes equipment which employees provide for their own use at work. The scope of work

equipment is therefore extremely wide. The use of work equipment is also very widely interpreted and '...means any activity involving work equipment and includes starting, stopping, programming, setting, transporting, repairing, modifying, maintaining, servicing and cleaning'.

### 3.2 Work equipment is (not exhaustive list):

- Simple 'tool box' and hand tools.
- Powered tools & appliances.
- Office equipment.
- Domestic, and Kitchen equipment.
- Mobile and self-propelled equipment.
- Purpose built installations of all types.
- All lifting appliances and equipment.
- Vehicles and transport.
- Access equipment.
- Weather protection and clothing.
- Workshop and laboratory equipment and machinery.

### 3.3 The term 'Use' not only includes normal application but also misuse and work activity involving:

- the controls, indicators, labels, plugs, sockets and isolation switches for starting and stopping, programming, setting;
- erecting, installation, repair, cleaning, servicing and maintenance, modifications and dismantling;
- transport, storage, loading and unloading;
- and non-routine work in emergencies and on disposal, etc.

## 4. Responsibilities

4.1 **Managing Directors** are responsible to make appropriate resources available to ensure the application of this policy. It includes to ensure that all people who use, supervise or manage the use of work equipment have received adequate training.

### 4.2 **Managers** must ensure that:

- 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.
- Where the safety of work equipment depends on the manner of installation, it must be inspected after installation and before being put into use.
- That a list of persons approved to operate work equipment is produced and maintained where identified by risk assessment (this is best practice and is to be implemented where reasonably practicable).
- 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 supervised at all times.
- 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 activated at all times when machinery is being used.
- Work equipment is appropriately assessed for noise and vibration.

In regards to 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 in file. The information recorded in file will be held by the line manager for a period of 10 years.
- Good standards of housekeeping and cleanliness are maintained, including clear walkways, fire exits and escape routes.

#### 4.3 **Staff** will:

- Use equipment following manufacturer's instructions and training.
- Not use equipment for which they have not been trained.
- 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. In case of necessity the equipment must be PATested prior to be used, with the exception of USB cables to charge small items (mobile phones) if the cables are plugged to a PATested L360 or Council provided equipment e.g. iGel, laptop, etc.
- 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.

#### 4.4 The **Health and Safety Team** will:

- Support, advice managers and employees regarding safe use of work equipment.
- Monitor and review this procedure.

## 5. Equipment safety

5.1 All existing equipment must be CE/BS marked (pre 1995). Those without the mark will be decommissioned until they have a [Conformity Assessment](#). The Declaration of Conformity can only be done by a competent organisation known as a Conformity Assessment or Notified Body.

5.2 Where appropriate, have emergency stop controls within easy reach, particularly on larger machines so they can be operated quickly in an emergency. They will be red in colour and be conspicuous.

5.3 Before fitting emergency stop controls to machines that have not previously had them fitted, it is essential to check that they themselves will not become a risk. For example, some machines need the power supply to be on to operate the brakes. This power could be lost if the machine is stopped using the emergency stop control.

5.4 All portable electrical tools will be fitted with a trigger guard, handle-mounted dead man's switch or similar protection to prevent accidental operation of the tools.

#### 5.5 High or low temperatures

- Accessible surfaces of equipment or machinery, when hot or very cold, represent sources of burn or other injury such as frostbite. Examples include cooker hotplates, soldering irons and cold stores.
- The risk of contact should be reduced by engineering methods, for example, shielding, barriers, etc. wherever possible. Where this is not possible, personal protective equipment, use of warning signs, instruction and training and supervision may be used.

## 6. Basic requirements for LOLER

6.1 Employers must ensure that the work equipment provided meets the requirements of LOLER. In doing so, it must be ensured that it is:

- Strong and stable enough for the particular use and marked to indicate safe working loads.
- Positioned and installed to minimise any risks.

- Used safely, i.e. the work is planned, organised and performed by competent people.
- Subject to ongoing thorough examination and, where appropriate, inspection by competent people.

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

6.3 When using any lifting equipment, the requirements of LOLER need to be met. For example, all lifting equipment 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.

## **7. Purchasing equipment**

7.1 Equipment can only be purchased from a reputable company. L360 will have a list of approved suppliers which have been appointed following procurement rules. Under no circumstance equipment will be bought outside the approved suppliers list unless approved in writing by the subsidiary or company director.

- 7.2 The purchasing officer 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.
- 7.3 The purchasing officer must also consider other hazards that the use of the equipment might bring to the workplace to ensure there are systems of work in place before the new equipment is used. For example controlling the dust release for the operative and others that might be affected.
- 7.4 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.
- 7.5 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.
- 7.6 The manager must keep the certificate of warranty, the Declaration of Conformity and the instructions manual for future reference.

## 8. Hiring equipment

- 8.1 Equipment can only be hired from a reputable company. L360 will have a list of approved suppliers which have been appointed following procurement rules. Under no circumstance equipment will be hired outside the approved suppliers list.
- 8.2 Equipment hired will accompany a CE mark, the Declaration of Conformity, up to date testing and maintenance certificates and the instructions manual. The instruction manual must be written in English. The manager must keep copies.
- 8.3 **Maintenance and testing will always be carried out by the hiring company.**

## 9. Maintenance and inspections

9.1 Maintenance and inspection is 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 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.

9.2 Types of maintenance.

- **Planned preventative** – maintenance involves replacing parts or making necessary adjustments at present intervals so that hazards do not occur as a result 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.

9.3 Lockout procedure

- All work equipment/machine operators will be protected from injury or harm caused by unexpected energising or start-up of machines or equipment.
- This could be accomplished by a range of different solutions, depending on the part/ type of equipment to isolate from a source of energy.
- The padlock key, code or the release mechanism of the locking device will only be held by the operator carrying out the maintenance, who will be on the approved list of competent persons. The lockout procedure will also prevent unauthorised use of machinery.

## 10. Faulty equipment

10.1 Faulty equipment or machinery must be reported at once to the line manager or supervisor, who will then make arrangements 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.

10.2 Where equipment of machinery is found to be faulty the item may need to be labelled so as to warn others of the default. On fixed equipment a 'Danger Do Not Use' sign might be hung on the isolation switch of the appliance.

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

## Appendix 1

### **Equipment authorisation form**



This employee (full name) \_\_\_\_\_ has the necessary knowledge, training and experience to (use/maintain) \_\_\_\_\_ the following equipment:

Name:	Make:	Model:
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Name:	Make:	Model:
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Name:	Make:	Model:
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Name:	Make:	Model:
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Name:	Make:	Model:
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Name:	Make:	Model:
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Name:	Make:	Model:
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Name:	Make:	Model:
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Authorising manager:

Date:	Signature:
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## Appendix 2. Work equipment checklist

Location: \_\_\_\_\_ Type of equipment being assessed: \_\_\_\_\_

Name of assessor: \_\_\_\_\_ Date: \_\_\_\_\_

Subject	Yes	No	N/A	Actions required
<b>User competency</b>				
Have all operatives received suitable information, instruction and training?				
Are training records kept?				
<b>Use of equipment</b>				
Is equipment being used in accordance with manufacturer's instructions, the company's safety policy and other safety procedures?				
Are all guards that should be used, in place				
Are operatives following the safe system of work and using appropriate controls?				
Does the use of the equipment pose any risk to the operative?				
Is noise controlled?				
Is vibration controlled?				
Are any exhaust fumes, dust, etc. suitably controlled?				
Are suitable warning notices supplied on the equipment and are they clearly visible to all users?				
<b>Maintenance</b>				
Are there suitable maintenance records for the equipment?				
Does any part of the equipment appear to be defective, e.g. broken guards, frayed leads, broken casings, etc.?				
Are operatives aware that they need to check maintenance records?				
<b>Specific hazards</b>				
Is protection provided in relation to:				

▪ Items falling				
▪ Items being ejected				
▪ Overturning				
▪ Collapse				
▪ Overheating				
▪ Fire				
▪ Disintegration				
▪ Explosion				
▪ Unscheduled start				

Subject	Yes	No	N/A	Actions required
<b>Environment</b>				
Is there adequate lighting?				
Is good housekeeping practiced?				
Is local exhaust ventilation provided?				
Is the work area free from hazards?				
Is noise controlled?				
Is the work area overcrowded and are operatives at risk?				
<b>Gas/electricity</b>				
Does the equipment use gas or electricity?				
If yes, are procedures in place to ensure safety from gas release, carbon monoxide, etc. or electric shock?				
<b>Fire safety</b>				

Does the operation of the equipment pose any specific fire safety risk to the operatives or overall work area?				
Dangerous machinery				
Is the machine classified as a dangerous machine or is it subject to specific legal requirements, e.g. LOLER?				
Are young persons prevented from using or cleaning dangerous machinery?				

Action summary		
Describe in more detail the steps identified in “Actions required” which need to be taken to ensure that the equipment will be used safely. Indicate who should action any tasks and in what timescale.		
Actions	Who	By when