



Provision and use of work equipment

Relevant Legislation

- Health and Safety at Work etc. Act
- Management of Health and Safety at Work Regulations
- Provision and Use of Work Equipment Regulations
- Supply of Machinery (Safety) Regulations

Policy

Employ My Ability recognises that work equipment presents many hazards and will ensure that the risks to people's health and safety, from equipment that they use at work are prevented or controlled.

Suitability

Any work equipment provided for work will be suitable for its intended purpose. Account will be taken of all reasonable foreseeable working conditions, inherent health and safety risks where the equipment is to be used and any risks associated with the equipment itself.

C E Marking

Employ My Ability will ensure that work equipment conforms to any relevant European Directive relating to safety.

Maintenance

Work equipment will be maintained in an efficient state, in efficient working order and in good repair and will, where appropriate, be carried out in accordance with manufacturer's recommendations. Where required, a maintenance log will be kept up to date.

Inspection

Where the safety of work equipment depends on the installation conditions, work equipment will be inspected after installation and before it is used for the first time or after it has been installed at a new location or premises.

Work equipment that is exposed to conditions which may cause deterioration and consequent danger as a result of that deterioration will be inspected at suitable intervals and whenever exceptional circumstances have occurred that may have adverse affects on the safety of the work equipment.

Records of all inspections will be kept until the next inspection has been completed and recorded.

Specific Risks

Where work equipment poses a specific risk to health and safety, the use and maintenance of such equipment will be restricted to persons who have received adequate training in the operations they have been designated to undertake.

Information and Instructions

Adequate health and safety information will be provided to persons who use work equipment (and those who manage and supervise the use of work equipment) and where appropriate written instructions pertaining to the use of work equipment will also be provided.

Training

Adequate health and safety training in the use of work equipment, including any associated risks and necessary precautions will be provided to persons who use work equipment and persons who supervise or manage the use of work equipment.

Dangerous Parts

Effective measures will be taken to prevent access to dangerous parts of machinery or any rotating stock-bars, or stop the movement of any dangerous machinery or rotating stock-bars before any part of a person enters a danger zone.

The hierarchy of such measures will include, to the extent that it is practicable:

- provision of fixed guards; then
- other guards or protection devices; then
- information, instruction, training and supervision

All guards, protection devices and protective appliances will be:

- suitable for their intended purpose
- of good construction, sound material and adequate strength
- maintained in an efficient state, in efficient working order and in good repair and not increase any risks to health and safety, and not unduly restrict the view of the operating cycle where such a view is necessary.

In addition, guards and protection devices will:

- not be easily by-passed or disabled
- be situated at a sufficient distance from the danger zone and be constructed/adapted to allow replacement, repair or maintenance work, but only in the area where such work is necessary, and where possible without dismantling the guards or protective devices

Protection against Specified Hazards

Appropriate measures to prevent or adequately control the exposure of persons to certain specified hazards arising from the use of work equipment will be taken. The measures taken will, so far as is reasonably practicable, be other than the provision of personal protective equipment or adequate information, instruction, training and supervision.

High or Very Low Temperatures

Work equipment, components or an articles or substances which are at high or very low temperatures will be protected so as to prevent burns, scald or sear injuries through contact with the offending surface.

Controls and control systems

Where appropriate, work equipment will be fitted with adequate controls and control systems to minimise exposure to the risk from work equipment.

Isolation from Sources of Energy

Work equipment, where appropriate, will be provided with suitable, clearly identifiable and readily accessible means to isolate it from all sources of energy.

Stability

Work equipment that might collapse, overturn or fall over will be stabilised where necessary for the purposes of health or safety.

Lighting

Suitable and sufficient lighting will be provided, taking into account the operations carried out on a particular piece of equipment.

Maintenance Operations

Work equipment, so far as is reasonably practicable, will be constructed or adapted to allow maintenance work that involves a risk to health and safety to be carried out while the work equipment is shut down. Where this is not possible, maintenance work will be carried out in such a way that the person doing the maintenance work is not exposed to health and safety risks and appropriate measures will be taken for their protection.

Markings and Warnings

EMA policies / Generic

Work equipment will be marked in a clearly visible manner with markings and incorporate any warnings or warning devices that are appropriate for reasons of health and safety. Warnings will be unambiguous, easily perceived and easily understood.

Records

Records will be kept of:

- risk assessments undertaken
- certificates of conformity with essential safety requirements of EC directives
- maintenance, inspection and test records and logs
- information and training provided.