Provision and Use of Work Equipment Policy

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1. Introduction

The university is committed to ensuring that all work equipment is safe, suitable for its intended purpose, and maintained in a condition that does not present a risk to the health and safety of those using it.

The aim of this policy is to ensure that work equipment is managed effectively throughout its lifecycle, with clear responsibilities for its safe use, inspection and maintenance. This policy sets out the university's arrangements for the management of all work equipment.

The university fully accepts its legal obligations to take all reasonable steps to minimise risks arising from its activities which may affect its employees, visitors, and members of the public.

PUWER places a duty on the university as an employer and those who operate or have control over work equipment such as Dean of Schools/ Directors of Professional Service Departments (PSD).

These arrangements will be carried out in compliance with relevant health and safety at work legislation and other sections of the Health, Safety & Wellbeing Policy. The exact nature of the legislation applicable will be determined by the nature of the work.

2. Scope

This policy applies to all work equipment used in connection with university activities. It applies to all employees, students using work equipment as part of their studies, and any other authorised persons.

3. Definitions

Work equipment - almost any equipment used by a worker/employee at work including:

- Machines such as photocopiers, mobile telephones, computers, floor buffers, circular saws, drilling machines, mowing machines, tractors, dumper trucks and power presses;
- Hand tools such as screwdrivers, knives and hand saws;
- Lifting equipment such as fork lift trucks, elevating work platforms, vehicle hoists and lifting slings;
- Other equipment such as ladders and water pressure cleaners.

Use of work equipment defined as "any activity involving work equipment". It includes "starting, stopping, programming, setting, transporting, repairing, modifying, maintaining, servicing and cleaning".

4. Roles and Responsibilities

The University has, through its Statement of Intent, made the commitment to creating a safe workplace for its employees and users.

Each School and Professional Services Department (PSD) shall ensure that suitable information, instruction and training is provided regarding the correct use of work equipment.

4.1 Deans of Schools/ Directors of PSD

It is the responsibility of Deans/ Directors to ensure that:

- This policy is brought to the attention of all staff to whom it may relate;
- All equipment/activities which may create a risk with respect to equipment related work are risk assessed;
- Appropriate controls are put in place where a significant risk is identified.

4.2 Line Managers

Line Managers will:

- Not allow any new equipment to be used until it is fully commissioned if new, the relevant risk assessment has been completed and information, instruction and training have been provided to its operator;
- Obtain all relevant information from suppliers in the use and maintenance of equipment, including second-hand equipment;
- Ensure that staff who use equipment have been provided with adequate information, instruction and training;
- Ensure that equipment used by staff has been risk assessed and is safe to use;
- Ensure that the findings of the relevant risk assessment have been implemented;
- Identify any special measure required for vulnerable individuals – including young workers (16 -18 years old), students and new recruits. Prohibitions on students and new starters, for example on using dangerous equipment, should be clearly specified.

4.3 Contract Administrator / Premises Managers / Estates Team

The Contract Administrator, Premises Managers, Estates Team will request to inspect the contractor's qualifications/certificates for equipment in relation to any work undertaken that involves the use of machinery (hoists, cranes, forklifts etc.) before projects or work commences.

Estates will be responsible for the issuing of Permits to Work. This does not relieve the Contractor of their responsibilities to ensure their operatives are suitably qualified and equipment used by the contractors are safe to use.

4.4 Employees

All employees employed by the university are expected to comply with the university's health and safety policies and procedures. This will include:

- Selecting the right equipment for job.

  The selection of suitable equipment for the work to be done is important as this often means planning ahead. Consideration of how and where it will be used and who will be operating it, and its suitability for the task, user, and/or environment and the guarantee that it is as safe as possible.
- Participating in the risk assessment process;

- Using the equipment in the manner prescribed in any approved documents such as manufacturers operating instructions or instructions from other competent sources;
- If required to maintain work equipment, ensuring that:
  - Procedures are followed
  - Inspection, tests, calibrations / recalibrations are maintained and recorded accurately.
  - This is completed by suitably trained and competent persons.

4.5 Students

Students must:

- Be informed of the hazards and the reason for following a safe system of work and must follow provided instructions.
- Not intentionally or recklessly interfere or misuse any safety equipment.
- Wear the Personal Protective Equipment (PPE) provided to them, store as instructed and report damage.

5. Procedure/ Key Requirements

Work equipment must be suitable for the purposes for which it is used. Consideration should be given to the working conditions when selecting work equipment. Work equipment must be properly maintained. If a maintenance log is kept, then it must be kept up to date.

Responsible persons may be required to produce maintenance logs for inspection during internal audits or during any inspections by enforcing authorities.

Where the use of work equipment creates a specific risk to health and safety, then the use of that work equipment should be restricted to those persons responsible for using it. Repairs, modifications and maintenance must be carried out only by designated, trained persons. For example, abrasive wheels must only be changed by designated persons who have been properly trained and who are competent to do so.

Line managers are responsible for ensuring that staff and students are competent in the use of relevant work equipment.

Schools/ Departments must ensure that Planned Preventive Maintenance is carried out as identified in manufacturers' instructions and relevant risk assessments, working with the Estates Department where necessary. Maintenance operations on work equipment must be carried out safely while the equipment is shut down, and without exposing people undertaking maintenance operations to risks to their health and safety. An appropriate inspection programme must be developed at intervals, determined by the risk assessment to be carried out by the user and/ or competent person.

The extent of the inspection will depend on the potential risks from the work equipment. Inspection should include, where appropriate, visual checks, functional checks and testing.

Users and supervisors of work equipment should be given adequate information, instruction and training for health and safety purposes. This applies not only to those who use work equipment but also to staff who supervise or manage its use.

The university must provide information, instruction and training not only to those who actually use work equipment, but also to staff supervising or managing its use. This is the responsibility of the line manager to ensure that their staff and students are competent in the use of relevant work equipment.

Competent equipment suppliers should be able **to provide advice on purchase** (both new and second hand). In respect of machinery, adequate operating instructions need to be provided with the equipment in addition to information about residual hazards (e.g. noise, vibration etc.).

New Machinery Requirements:
All new machinery should be:

- CE or UKCA marked.
- Safe – never rely on CE or UKCA markings alone to guarantee machinery is safe. It is only a claim by the manufacturers that the equipment is safe. You **MUST** make your own safety checks;
- Be provided with an EC Declaration of Conformity (ask for a copy);
- Be provided with instructions in English.

Designers, manufacturers, importers and suppliers must ensure that:

- Equipment is safe when properly used;
- Adequate information is provided:

(a) about the use for which it is designed,
(b) that it has been tested and
(c) about any condition necessary to ensure that, when put to that use it will be safe and without risk to health.

If equipment is rented, leased, hired or borrowed the person from which the equipment is hired is responsible for ensuring that it is safe and fit for use at the point of hire.
They also have a responsibility to ensure that regular maintenance is carried out and recorded.
Reasonable attempts to find out what the equipment will be used for and provide advice on how it should be used should be taken.
The safe use of the equipment remains the responsibility of the person who hiring it.

Suppliers of second-hand equipment must ensure, so far as reasonably practicable, that equipment is safe when supplied.

They should safeguard second hand machines or obtain a written undertaking from the purchaser that they will take specified steps to ensure that the article is safe.

If machinery has been refurbished to an extent that almost all replaceable parts are new, it would then be considered to be new machinery and so you would need to comply with the *Supply of Machinery (Safety) Regulations 2008*.
Purchasers of such second-hand equipment are responsible for ensuring that it complies with all the relevant recommendations. They should always undertake a risk assessment and act appropriately to reduce the risks.

6. Risk Assessment/ Control Measures

The Management of Health and Safety at Work Regulations 1999 require a competent person to carry out a suitable and sufficient risk assessment, in order to identify the nature and level of risks associated with work equipment. Further information and guidance on risk assessment is available in the Risk Assessment Policy.

When identifying risks, consider:

- All the work which has to be done with the equipment during normal use, also during setting-up, maintenance, repair, breakdown and removal of any blockage
- Who will use the equipment, including inexperienced persons, those with language difficulties, new starters, those who have changed jobs within the university or those who may have particular difficulties e.g. those with impaired mobility
- Young Persons, who may be inexperienced and lack knowledge or awareness of existing or potential risks
- People who may engage in horseplay and/or act carelessly or are likely to make mistakes
- Whether guards or safety devices are poorly designed and inconvenient to use or are easily defeated;
- The type of power supply, e.g. electrical, hydraulic or pneumatic.

Typical risks associated with work equipment:

- Using the wrong equipment for the job, e.g. ladders instead of access towers for an extended job at high level;
- Not having adequate guards on machinery, leading to accidents caused by entanglement, shearing, crushing, trapping or cutting;
- Not fitting adequate controls, or the wrong type of controls, so that equipment cannot be turned off quickly and safety, or starts accidentally;
- Not properly maintaining guards, safety devices, controls etc. so that machines or equipment become unsafe;
- Failure to provide adequate information, instruction, training and supervision for those using the equipment.
- Not maintaining work equipment or carrying out regular inspection and thorough examinations;

- Not providing the personal protective equipment needed to use certain machines safely, e.g. angle grinders. Further information on PPE is available in the PPE Policy.

6.1 Dangerous Parts of Machinery - Control Measures

It is an absolute duty to prevent persons coming into contact with dangerous parts of machinery. Where practicable this should be through the use of fixed guards which are properly fastened and require tools to remove them. If regular access to parts of the machine is required and a fixed guard is not practicable, then an interlocked guard should be used. This will ensure that the machine cannot start before the guard is closed and will stop if the guard is opened while the machine is operating.

On equipment such as guillotines, devices such as photoelectric systems or automatic guards may be used instead of fixed or interlocked guards. Where guards cannot give full protection from identified hazards, jigs, holders, push sticks etc. should be used to move the work piece.

All guards and protection devices shall be suitable, of good construction, be maintained, allow the machine to be cleaned and maintained safely, not give rise to an increase in risk, not be easily bypassed or disabled and be situated at a suitable distance from the danger zone.

Note: For machinery used in engineering and woodworking, the Health & Safety Executive have produced more detailed guidance HSG129.

6.2 Protection against Specific Hazards

The university must prevent exposure to the following hazards arising from work equipment or where prevention is not practicable, control exposure to:

- Any article or substance falling (e.g. from a scaffold) or ejected (e.g. swarf ejected from a machine tool) from work equipment.
- Rupture or disintegration of work equipment (e.g. parts breaking off and being thrown off such as an abrasive wheel bursting, a scaffold collapsing etc.)
- Work equipment overheating or catching fire (e.g. through friction, electric motor burn out, cooling system failure, etc.)
- The unintended or premature discharge of any gas, dust, liquid or vapour or other substance from work equipment (whether produced, used or stored in the work equipment);
- The unintended or premature explosion of work equipment or of any substance or article used or stored in it.
- Measures must be taken to ensure that people are protected from work equipment or substances used, produced or stored in work equipment which are at extremes of temperature.

***Note**: Prevention should be achieved as far as possible other than by the provision of personal protective equipment. If PPE is required, the university must ensure sufficient information, instruction, training and supervision is provided.*

6.3 Control Systems

PUWER sets a minimum attainment for the fitting of control devices to work equipment. Where appropriate work equipment shall be provided with one or more readily accessible controls, the operation of which will bring the work equipment to a safe condition in a safe manner. Where appropriate work equipment should be:

- Fitted with start and operating controls;
- Fitted with one or more stop controls;
- Fitted with an accessible emergency stop control.

All controls on work equipment should be clearly visible and identifiable and, if needs be, they should be marked. All control systems should be, so far as is reasonably practicable, safe.

Where appropriate, work equipment should be provided with a means to isolate it from its power source. Steps should be taken to prevent reconnection causing danger to other persons. Where necessary, work equipment, or any part of work equipment, should be stabilised by clamping or otherwise.

Suitable and sufficient lighting should be provided at any place where a person uses work equipment.

Work equipment should be so constructed to ensure that, as far as is reasonably practicable maintenance operations can be carried out without risk to health.

Work equipment should be clearly marked as appropriate for reasons of health and safety.

Work equipment should incorporate warnings or warning devices as appropriate. Such devices shall only be appropriate if the warnings that they give are unambiguous, easily perceived and easily understood.

6.4 Control of Vibration at Work

The Control of Vibration at Work Regulations 2005 aim to protect workers from risks to health from vibration. Further advice on vibration is available in the Control of Risk of Vibration Exposure Policy.

6.5 Vacuum Equipment at Work

Vacuum equipment is subject to the same PUWER requirements as described above, as well as the Pressure Systems regulations. See Pressure System Safety Policy.

6.6 Woodworking Machinery

No person shall be employed on any kind of work at a woodworking machine unless they have been sufficiently trained to a level that can be deemed as competent.

Every person while being trained shall be fully instructed by a competent person as to the dangers arising, in connection with the machines used, the necessary safety precautions, and the requirements of the relevant legislation. The importance of using the correct methods of guarding and other safety devices provided for particular machines must be taught.

No person under the age of 18 years shall operate any of the following unless they have successfully completed, an approved course of training.

Those working under the adequate supervision of a properly trained and experienced person, whilst undergoing training, would be exempt from this requirement.

- Circular Sawing Machines;
- Other machines fitted with circular saw blades;
- Wood Planing Machines;
- Vertical Spindle Moulding Machines;

Training shall also cover those assisting at the machines.

Further information can be found from the HSE publication Safe use of woodworking machinery

i Machine Safety

- All woodworking machines should be fitted with a means of isolation from the electrical supply;
- The isolator should be conveniently positioned close to the machine;
- Lockable isolators give an increased degree of protection, particularly during maintenance operations;
- Lockable isolators can also be used to prevent unauthorised use of machines;
- Machines must be provided with an efficient means of starting and stopping;
- Start and stop controls should be within easy reach of the operator in the normal operating position;
- Machines should be switched off when they are not in use and should not be left unattended until the cutter has stopped turning.

ii Machine Braking

For new woodworking machinery, the provision of an automatic brake is an essential safety requirement of the *Supply of Machinery (Safety) Regulations 2008*.
A brake must be fitted to any machine where there is a risk of contact with the cutting tool.

These regulations require machinery to be equipped with an automatic brake that stops the tool in a sufficiently short time (defined in CEN standards as 10 seconds or less) if there is a risk of contact with the tool while it runs down. Some band saws are allowed a stopping time of up to 35 seconds.
This requirement does not apply to second-hand machinery or to existing machinery that is already in use. However, because of the safety benefits that braking provides,

it is appropriate that the same standard is now applied to these machines as to new machines.

Regulation 15 of PUWER 98 requires work equipment to be provided with controls which bring the work equipment *". . to a safe condition in a safe manner"* and to achieve this, the Approved Code of Practice (ACOP) from the HSE calls for:

"Employers to carry out a risk assessment, this is to determine whether the retrofitting, of braking to their machines is necessary. It also includes a list of machines in where braking will almost certainly be required."

Further reference should be made to **L115 Safe Use of Woodworking Machinery. Provision and Use of Work Equipment Regulation 1998 as applied to woodworking machinery ACOP, HSE 2014** available for free download from HSE website.

7. Information, Instruction and Training

All persons who use work equipment must have received adequate training, including training in the methods which may be adopted when using work equipment. This also includes employees who supervise or manage the use of work equipment.

Information and instruction also needs to be provided for people who are on the premises with the employer's permission or by invitation, such as:

- Contractors;
- Suppliers;
- Representatives;
- Service engineers, and
- Technicians.

The level of information, instruction and training provided will be appropriate to the nature of the work equipment, the level of risk involved, and the competence of the individual.

8. Records and Monitoring

Schools and Departments must maintain appropriate records to demonstrate compliance with the Provision and Use of Work Equipment Regulations (PUWER). Records **may** include:

- Work equipment registers.
- Risk assessments relating to work equipment.
- Servicing and repair records.
- Defect reports and records of corrective actions.
- Training, instruction and competency records.
- Manufacturer's instructions, manuals and relevant certification.
- Inspection and examination records
- PPM records

9. Legislation and Standards

- The Provision and Use of Work Equipment Regulations 1998
- Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Lifting Operations and Lifting Equipment Regulations 1998
- The Personal Protective Equipment at Work Regulations 1992

10. References

- HSE Work Equipment & Machinery: https://www.hse.gov.uk/work-equipment-machinery/index.htm

- Safe use of work equipment. Provision and Use of Work Equipment Regulations 1998 L22 (Pub 2008) https://www.hse.gov.uk/pubns/books/l22.htm

- Simple Guide to the Provision & use of Work Equipment (Pub 2009) http://www.hse.gov.uk/pubns/indg291.pdf

- Buying new machinery (Pub 2007) http://www.hse.gov.uk/pubns/indg271.pdf