Provision and Use of Work Equipment Policy – HSC017
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Why we need this Policy

The legal duty to provide safe work equipment is laid down in the Health and Safety at Work etc Act 1974 and the Provision and Use of Work Equipment Regulations 1998. These put a requirement on the employer to ensure that work equipment is suitable for its intended use, taking into account its: purchase; construction; adaptation; operation; and conditions where it would be sited or used. Employers must ensure that work equipment is properly maintained and all persons using, supervising or managing work equipment are required to be provided with adequate information, and where appropriate, written instructions, training and/or safe systems of work.

These duties are supported by the Management of Health and Safety at Work Regulations 1999 that put a requirement for all work equipment to be assessed for suitability and safety.

What the Policy is trying to do

The aim of this Policy is to ensure the safety of all people who have to use work equipment in the Trust. This Policy should be read in conjunction with CLP009 – Medical Devices Management Policy.

Which stakeholders have been involved in the creation of this Policy

- Health, Safety and Risk Committee

Any required definitions/explanations

- **Inspection:**
  A process for identifying whether equipment can be operated, adjusted, and maintained safely and to ensure that deterioration through damage or wear does not result in unacceptable risk.

- **Use:**
  All activities involving work equipment including: stopping, starting, repair, modification, maintenance, servicing, cleaning, and transporting equipment.

- **Work Equipment:**
  Covers almost any equipment ‘for use at work’ including:
  - Medical Devices and Equipment
  - Lifting equipment such as: lifting slings, hoists, lift trucks, etc.
  - Tool box tools such as: hammers, screwdrivers, spanners, saws etc.
  - Single machines such as: drilling machines, circular saws, photocopiers, washing machines, dish washers, etc.
  - Vehicles used for work, but not private cars.
• Other equipment: curtain rails, ladders, pressure washers, etc.

• Dangerous part:
  A part or piece of work equipment that if used in a foreseeable way could cause injury.

• For use at work:
  When an employee uses work equipment in the course of their employment, but not otherwise (or a self-employed person is at work throughout such time as he devotes to work as a self-employed person).

• Competent Person:
  A person with the relevant skills, knowledge, training and experience to be able to complete a procedure.

• NHFT
  Northamptonshire Healthcare NHS Foundation Trust

Key duties

• Responsibilities for the Provision of Work Equipment
  Managers must ensure that all new, second hand and existing work equipment is suitable for purpose, safe for use and falls in line with legal requirements. To meet these requirements managers must complete a risk assessment of work equipment and record in the DatixWeb risk register module, making the necessary provisions for reducing any risks identified. Risk assessments must be reviewed yearly or if anything changes. A form for completion of specific machinery risk assessment is included in Appendix 1.

  Managers must ensure that regular inspections of work equipment are completed and a record of such kept. If work equipment is transferred to another facility, then the records of inspection must also accompany the equipment.

  Managers must ensure any defects identified with work equipment are reported to the relevant people, and where there is a risk to employees’ safety, the equipment is taken out of service, or rendered safe where practicable.

  Managers must ensure any safe systems of working with the equipment are designed in accordance with the manufacturer’s recommendations.

• Responsibilities for Training
  Managers responsible must provide the employee with adequate and appropriate training information and instruction as to the use of the work equipment, risks to be avoided and the need to report any defects. A ‘safe system of work’ and policy information should be available to the employee at all times.
• **Responsibilities for Use of Work Equipment**

Managers must ensure that work equipment is used following manufacturer’s guidelines, safe working procedures and the requirements of this policy.

Employees must ensure they follow instructions and training given and must not misuse or abuse any work equipment. They must also follow the requirement of this policy.

Employees must report any defects in work equipment to the managers following standard Trust reporting guidelines.

**Policy detail**

Managers must ensure that the following procedures are followed with regards to work equipment.

• **Suitability and Selection of Work Equipment**
  • The correct work equipment is provided for the task planned.
  • All employees are aware of the best equipment to use for each task i.e. a chisel should not be used as a replacement for a screwdriver.
  • Work equipment risk assessments are carried out (see Appendix 1) for existing equipment, before equipment is adapted, before new equipment is purchased, or if there are changes to the working environment.
  • When selecting/purchasing new work equipment it is appropriate for the use intended, CE marked and takes account of ergonomic design so that operators can achieve a comfortable position.

• **Maintenance**
  • All work equipment is entered on the Maintenance Schedule and safety-critical components subjected to planned preventative maintenance in accordance with the manufacturer’s recommendations.
  • Equipment is provided with the manufacturers or suppliers maintenance manual, which clearly states when equipment should be maintained and what should be done.
  • Where equipment is hired long-term, responsibility for maintenance will be confirmed in writing with the hirer.
  • Maintenance of all powered equipment will only be undertaken after the equipment has been isolated.
  • Maintenance work is limited to trained authorised employees and approved contractors in possession of a valid Permission to Work Certificate.
  • Where equipment is found to be defective it is isolated from its power source, e.g. fuse removed, and marked ‘Out of Order – Do Not Use’.
  • All defective equipment is entered in the Defects Log – along with the remedial action taken.
  • Maintenance records are kept.

• **Inspections**
  • Where the safety of work equipment depends upon correct installation an inspection by a competent person, who is familiar with the equipment, is undertaken prior to putting the equipment into service for the first time.
  • Inspections will also be undertaken if the equipment is relocated or adapted.
• Where deterioration of safety-critical components leads to significant risk then routine inspection and testing will be carried out as necessary under guidance from the competent person e.g. complex automated equipment, guillotines, compactors, printing machinery etc.
• Where exceptional circumstances could affect the safety of the equipment i.e. serious damage, change of use (frequency, environment etc.), modifications, refurbishment, or repairs etc.
• Appropriate records of the inspection are kept.

• Information and Instruction
  • All employees who use work equipment have been provided with adequate health and safety information and, where appropriate, written instructions giving the correct use of the equipment;
  • Manufacturers instruction sheets, drawings, operating instructions, instruction placards and warning labels are provided as necessary;
  • In-house instructions and information from training courses;
  • Health and safety aspects arising from the use of the work equipment, including difficulties that could arise during the use of the equipment;
  • Methods for dealing with difficulties arising from the use of the work equipment;
  • Limitations on the use of the work equipment;
  • Information relating to previous experience in the use of the work equipment.

• Training
  • The Manager responsible must ensure that all employees using work equipment are competent to do so and where necessary have received training:
  • This must include the procedures that must be followed when using the equipment, the risks the equipment poses and precautions to take when operating the equipment;
  • Where necessary to operate the equipment safely, close supervision should be provided until the person is deemed to be competent.

• Conformity
  When new work equipment is purchased it must conform to European Community requirements as follows:
  • The new work equipment must comply with current health and safety legislation and legislation implementing any relevant EC Directive.
  • The equipment must bear a CE mark, and where appropriate by must be accompanied with a copy of the EC declaration of conformity.

• Dangerous Parts of Machinery
  • A suitable and sufficient risk assessment has been carried out on the work equipment and that the risk assessment has identified all dangerous parts of the equipment and considered; normal operation, setting, maintenance, cleaning and repair.
  • Wherever practicable access to dangerous parts of machine must be prevented by physical guards or protection devices.
  • All guards or protective devices must be suitable for their purpose, of good construction, sound material and adequate strength. When selecting the appropriate guards the following hierarchy of selection must be applied:
    o Use of a fixed/enclosing guard;
    o Use of other guards and protection devices such as interlocking guards, infrared trip guards, pressure mats etc.
• Protection appliances such as jigs, holders and push sticks etc.
• Provision of information, instruction, training and supervision;

**Protection against Specified Hazards**
As part of the risk assessment, specified hazards must be assessed to ensure that the risk of injury due to these hazards is prevented. Examples include:

- Materials falling from equipment.
- Material being thrown out of, or ejected from the equipment.
- Parts of equipment breaking off and being thrown out.
- Parts of equipment coming apart.
- Overheating and fire.
- Explosion of the equipment due to pressure build up.
- Explosion of the equipment due to chemical reaction.

Personal protective equipment is provided as a last resort, where a risk remains that cannot be controlled or eliminated in some other way.

**Controls**

- All controls must be easy to operate, recognisable, visible and able to safely start and stop the equipment.
- Emergency stops are installed where appropriate in appropriate locations around the equipment that enable the equipment to be stopped when an irregular event occurs bringing the equipment to a stop safely under control.
- Positioned to prevent inadvertent contact.
- Positioned as not to expose the operator to additional hazards;
- Maintained in a good working order.

**Isolation from Sources of Power**
All work equipment must be able to be isolated from all of its sources of energy i.e. electrical, pneumatic, hydraulic, steam, liquids and gases. The means of isolation must be clearly visible and readily accessible.

Emergency stop buttons must be provided for each item of equipment in readily accessible positions. Emergency stop controls must be coloured red, mushroom-headed and clearly labeled as to their function.

Employees must be trained to isolate all work equipment during maintenance, or if it becomes defective.

Where the equipment is positioned in such a manner which would allow it to be accidentally reconnected, a suitable locking device(s) should be introduced.

**Stability**

All work equipment which may fall over, collapse, or overturn, must be adequately secured in place. This should be achieved by fixing equipment to the floor by bolting, tying, fastening or clamping. Stability of mobile equipment must employ the use of outriggers as necessary.

**Lighting**

Wherever work equipment is used suitable and sufficient lighting must be provided for the operation, maintenance, cleaning and repair of the equipment.
- **Maintenance Operations**
  When maintenance work is carried out it must be done:
  - With the equipment stopped and isolated wherever possible;
  - Where the equipment cannot be stopped and isolated additional controls such as temporary guards, limited movement controls, crawl speed operated by hold to run controls etc., are adopted.

- **Markings and Warnings**
  All necessary markings and warning devices are provided as necessary for reasons of health and safety. Such signs must meet the design requirements of the Health and Safety (Safety Signs and Signals) Regulations 1996.

**Training requirements associated with this Policy**

- **Mandatory Training**
  There is no mandatory training associated with this policy.
  
  Training required to fulfil this policy will be provided in accordance with the Trust’s Training Needs Analysis. Management of training will be in accordance with the Trust’s Statutory and Mandatory Training Policy’

- **Specific Training not covered by Mandatory Training**
  Ad hoc training sessions based on an individual’s training needs as defined within their annual appraisal or job description.

**How this Policy will be monitored for compliance and effectiveness**

The table below outlines the Trusts’ monitoring arrangements for this document. The Trust reserves the right to commission additional work or change the monitoring arrangements to meet organisational needs.

<table>
<thead>
<tr>
<th>Aspect of compliance or effectiveness being monitored</th>
<th>Method of monitoring</th>
<th>Individual responsible for the monitoring</th>
<th>Monitoring frequency</th>
<th>Group or committee who receive the findings or report</th>
<th>Group or committee or individual responsible for completing any actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duties</td>
<td>To be addressed by the monitoring activities below.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To ensure effectiveness of this policy the Trust will set up monitoring systems as required in HSC001 – Health and Safety Policy.
This will include:

- Managers regularly auditing work equipment inspection reports.
- The Health, Safety and Security Officer completing audits of work areas to ensure the completion of suitable work equipment risk assessments and inspections.
- Monitoring actions from equipment assessments and inspections through the risk register process.

<table>
<thead>
<tr>
<th>Task</th>
<th>Frequency</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review of inspection reports</td>
<td>Annual</td>
<td>Health, Safety and Risk Committee</td>
</tr>
<tr>
<td>Audit of work areas</td>
<td>Annual</td>
<td>Health, Safety and Risk Committee</td>
</tr>
<tr>
<td>Review of risk registers</td>
<td>Quarterly</td>
<td>Health, Safety and Risk Committee</td>
</tr>
<tr>
<td>Managers</td>
<td></td>
<td>Health, Safety and Risk Committee</td>
</tr>
<tr>
<td>Locality managers</td>
<td></td>
<td>Health, Safety and Risk Committee</td>
</tr>
</tbody>
</table>

Training will be monitored in line with the Statutory and Mandatory Training Policy.

Where a lack of compliance is found, the identified group, committee or individual will identify required actions, allocate responsible leads, target completion dates and ensure an assurance report is represented showing how any gaps have been addressed.

For further information

Please contact Health and Safety Risk Manager or Health, Safety and Security Officer

Equality considerations

The Trust has a duty under the Equality Act and the Public Sector Equality Duty to assess the impact of Policy changes for different groups within the community. In particular, the Trust is required to assess the impact (both positive and negative) for a number of ‘protected characteristics’ including:

- Age;
- Disability;
- Gender reassignment;
- Marriage and civil partnership;
- Race;
- Religion or belief;
- Sexual orientation;
- Pregnancy and maternity; and
• Other excluded groups and/or those with multiple and social deprivation (for example carers, transient communities, ex-offenders, asylum seekers, sex-workers and homeless people).

The author has considered the impact on these groups of the adoption of this Policy and incorporated the findings into the overarching health and safety equality analysis.

Reference Guide

Provision and Use of Work Equipment Regulations 1998
ISBN: 9780717662852

Document control details

<table>
<thead>
<tr>
<th>Version No.</th>
<th>Date Ratified/Amended</th>
<th>Date of Implementation</th>
<th>Next Review Date</th>
<th>Reason for Change (eg. full rewrite, amendment to reflect new legislation, updated flowchart, minor amendments, etc.)</th>
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</thead>
<tbody>
<tr>
<td>2.0</td>
<td>10.01.2017</td>
<td>10.01.2017</td>
<td>10.01.2020</td>
<td>New governance of trust policies template.</td>
</tr>
<tr>
<td>2.1</td>
<td>27.11.2019</td>
<td>28.11.2019</td>
<td>27.11.2022</td>
<td>Review – no changes</td>
</tr>
</tbody>
</table>
# Appendix 1 – Machinery Risk Assessment

**Item of work equipment being assessed**

**Asset no.**

**Location**

**Work equipment use**

**Frequency of use**

**Manager Responsible**

**Date of Assessment**

<table>
<thead>
<tr>
<th>Yes/No</th>
<th>Action Required</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Suitability of Work Equipment</strong></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Are employees trained to use the equipment for the identified task?</td>
</tr>
<tr>
<td>2</td>
<td>Is the work equipment purchased or hired suitable for the task intended?</td>
</tr>
<tr>
<td>3</td>
<td>Are manufacturers/suppliers specifications and instructions available for the equipment?</td>
</tr>
<tr>
<td>4</td>
<td>Is the work equipment used in accordance with the manufacturers/suppliers specification and instructions?</td>
</tr>
<tr>
<td>5</td>
<td>Is work equipment selected to take account of the environment where it is/will be used?</td>
</tr>
<tr>
<td><strong>Installation and Maintenance</strong></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Is the work equipment installed safely by a competent person taking account of its use and environment?</td>
</tr>
<tr>
<td>7</td>
<td>Are control panels and systems easily recognisable, ergonomically arranged and clearly labelled?</td>
</tr>
<tr>
<td>8</td>
<td>Are emergency stop controls easily accessible, clearly visible and labelled?</td>
</tr>
<tr>
<td>9</td>
<td>Are damaged control panels or switches repaired immediately, or the equipment isolated and labelled ‘Out of Order – do not operate’?</td>
</tr>
<tr>
<td>10</td>
<td>Can the work equipment be isolated from all its sources of energy?</td>
</tr>
<tr>
<td>11</td>
<td>Are means of isolation clearly identifiable and readily accessible?</td>
</tr>
<tr>
<td>12</td>
<td>Where isolation of equipment is required for maintenance or repair, has a Safe System of Work been provided and put in place to avert accidental reconnection?</td>
</tr>
<tr>
<td>13</td>
<td>Is significant fixed work equipment bolted or otherwise fixed to prevent unexpected movement?</td>
</tr>
<tr>
<td>14</td>
<td>Where work equipment is exposed to severe weather conditions, have additional measures been taken to ensure its stability?</td>
</tr>
<tr>
<td>15</td>
<td>Is good lighting provided at all areas where work equipment is operated?</td>
</tr>
<tr>
<td></td>
<td>Question</td>
</tr>
<tr>
<td>---</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>16</td>
<td>Is the work equipment entered on a maintenance schedule and subject to regular planned maintenance as per manufacturer’s recommendations?</td>
</tr>
<tr>
<td>17</td>
<td>Where surface of work equipment attains a hot or very cold temperature is this clearly marked by warning signage?</td>
</tr>
<tr>
<td>18</td>
<td>Where regular works are undertaken near hot or very cold work equipment, are engineering measures provided to reduce the risk of contact? Where impractical PPE is worn?</td>
</tr>
<tr>
<td>19</td>
<td>Use of Work Equipment</td>
</tr>
<tr>
<td>20</td>
<td>Have all persons who use work equipment received adequate training, information and instructions for safe use of the equipment?</td>
</tr>
<tr>
<td>21</td>
<td>Have employees who supervise or manage the use of work equipment received adequate training themselves?</td>
</tr>
<tr>
<td>22</td>
<td>Danger Parts</td>
</tr>
<tr>
<td>23</td>
<td>Are dangerous parts of work equipment guarded against physical contact?</td>
</tr>
<tr>
<td>24</td>
<td>Is guarding fit for the purpose, of good construction, sound material and adequate strength?</td>
</tr>
<tr>
<td>25</td>
<td>Are guards maintained in an efficient state of repair?</td>
</tr>
<tr>
<td>26</td>
<td>Is work equipment routinely inspected to ensure that guards are not being bypassed or disabled?</td>
</tr>
<tr>
<td>27</td>
<td>Where the dangerous parts cannot be guarded, are other suitable control measures provided?</td>
</tr>
<tr>
<td>28</td>
<td>Where there are no practical or effective alternative control measures available, is PPE provided / used</td>
</tr>
</tbody>
</table>

**Note:**
- **Use of Work Equipment**
- **Dangerous Parts**