



Document Title:	Provision and Use of Work Equipment Policy & Procedure.
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## **1. Introduction**

RHSU uses work equipment in its operations and accepts that it has a duty of care to ensure the use of these is done in a manner that is safe and legal. The legal standards for this are given in the Provision and Use of Work Equipment Regulations 1998 (PUWER) made under the Health & safety at Work Act 1974. The policy is not intended to limit the use of tools and equipment within RHSU but to ensure that their use is managed in compliance with the regulations, and exclusively for the benefit of the organisation.

## **2. What is Work Equipment?**

Work equipment is any machinery, appliance, apparatus, tool or installation for use at work (whether exclusively used at work or not). This includes equipment which staff or volunteers provide for their own use at work. The scope of work equipment is therefore extremely wide and encompasses tools as simple as a hammer or screwdriver as well as those that are more complex – power drill or paper shredder.

The definition of the use of work equipment in the Regulations is also widely interpreted and ‘...means any activity involving work equipment and includes starting, stopping, programming, setting, transporting, repairing, modifying, maintaining, servicing and cleaning’.

The standards of the procedure must also be applied to any equipment that is hired or borrowed from a 3<sup>rd</sup> party for use by staff or volunteers of RHSU, and to equipment that is supplied or hired to a 3<sup>rd</sup> party by RHSU.

## **3. Employer Responsibilities**

To achieve compliance with the Regulations, day-to-day responsibility is devolved to Heads of Departments and respective line managers. It is their responsibility to ensure the safe use of potentially hazardous work equipment with relevant staff and students, ensuring that sufficient training is provided to equip them to undertake their designated tasks with minimum exposure to risk.

RHSU is required to ensure that equipment provided for use at work is:

- i. Suitable for the intended use, with a central record of all equipment maintained.
- ii. Safe for use, maintained in a safe condition and inspected to ensure it is correctly installed and does not subsequently deteriorate
- iii. Used only by persons who have received adequate information, instruction and training
- iv. Accompanied by suitable health and safety measures, such as protective devices, isolators, controls and signage.
- v. Used in accordance with specific requirements, for mobile work equipment and power presses

Some equipment is subject to other health and safety legislation in addition to PUWER, lifting equipment must meet the requirements of LOLER (Manual Handling Policy & Procedure), pressure vessels must meet the Pressure Systems Safety Regulations (Confined Spaces Policy & Procedure) and personal protective equipment must meet the PPE Regulations (Personal Protective Equipment Policy).

Some equipment will contain dangerous parts which require guards to protect persons from harm or injury. These will normally be by fixed guarding or interlocked guarding, and it is the responsibility of RHSU to ensure these are routinely maintained. Where guards cannot be used a safe system of work must be employed and efficiently communicated, with all persons trained and records held. The protective measures should follow the hierarchy laid down in PUWER Regulation 11(2) and the PUWER Approved Code of Practice and guidance, and in the case of woodworking machinery the Safe use of Woodworking machinery: Approved Code of Practice and guidance.

#### **4. Mobile Work Equipment**

Mobile work equipment by definition is any form of mechanical equipment that can be driven, is self-propelled or operated via remote control. Some mobile work equipment is used to carry individuals, and where this is the case the equipment must be suitable for that purpose. RHSU must ensure that:

- i. The risk from rolling over is minimised, and any person being carried is protected in the event of fall or rollover. This should include protection against crushing through the provision of a suitable restraint and a rollover protection system.
- ii. Self-propelled equipment can be controlled safely with braking devices, adequate driver vision and where necessary adequate lighting
- iii. Measures are taken to prevent any risks from drive shafts that power accessories attached to mobile work equipment via the use of adequate guarding.

Mobile work equipment in use by RHSU are restricted to manual pallet trucks, motorised pallet trucks and motorised cage pullers. Where additional mobile work equipment is required professional drivers are employed as part of the hire contract to mitigate risk.

#### **5. Line Management Responsibilities**

Heads of Departments and respective line managers must incorporate the following good practice principles into their departmental procedures:

- i. Ensure risk assessment has been completed which takes account of the working conditions and health and safety risks in the workplace when selecting work equipment.
- ii. Ensure work equipment is maintained in an efficient state, in efficient working order and in good repair; and where a machine has a maintenance log, keep up to date and review annually.
- iii. Ensure that all persons using, supervising or managing the use of work equipment are provided with adequate information and training, records maintained.
- iv. Ensure a log of all work equipment within the department is kept, to contain maintenance, training and safety records

Responsibility for the procurement of new work equipment is delegated to Heads of Department, who must ensure that the equipment is CE marked, comes with a Declaration of Conformity, has instruction in English and is free from obvious defects. New equipment must be added to the departmental equipment log and be adopted into routine maintenance schedules.

A specific risk assessment will be undertaken for any new work equipment or task requiring the use of work equipment.

#### **6. Employees' Responsibilities**

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully in complying with any procedures that may be introduced as a measure to protect the safety and well-being of our staff and visitors.

It is the responsibility of all employees:

- i. to be aware of the potential risks in the area where they are working
- ii. to comply with instruction and follow safe working practices at all times
- iii. to only use work equipment once appropriate training has been provided
- iv. to ensure that PPE provided is used
- v. to ensure guarding mechanisms are used in accordance with instruction and appropriate risk assessments
- vi. to complete a visual safety check of all work equipment prior to use

## **7. Training**

Managers must ensure that everyone involved in the use or operation of work equipment is competent to do so, having received suitable and sufficient information, instruction and training and while being trained, is supervised by a competent person.

## **8. Monitoring, Reporting and Record Keeping**

Line Managers must ensure that records of all maintenance, testing and examination of work equipment is kept, including the date and action taken.

Line Managers must ensure that records are maintained for all training, with copies held at departmental level and centrally with HR.

The implementation of this Policy will be monitored at departmental level with any accidents, incidents or near misses being recorded and reported centrally.