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POLICY FOR THE PROVISION AND USE OF WORKPLACE EQUIPMENT

Executive Sponsor & Function	Director of Strategic Transformation, Planning and Digital
	Health and Safety Function
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1. **Policy Statement**

The Health and Safety at Work etc. Act 1974 details the employers' duty to ensure, so far as is reasonably practicable, the Health, Safety and Welfare of employees whilst at work. This policy sets out how Velindre University NHS Trust will ensure the safety of its employees that use equipment provided for use in the workplace.

2. **Scope of Policy**

This policy applies to all staff employed by or contracted to the Trust, including those within Hosted Organisations, that use any equipment within the workplace as part of their employment, which is covered by the current Provision and Use of Workplace Equipment Regulations ([PUWER](#)) and its associated [Approved Code of Practice \(ACoP\)](#). The application of this policy is irrespective of whether premises within which the equipment is used, is managed, owned or leased by the Trust or owned by third parties.

3. **Aims and Objectives**

This policy describes the ways in which Velindre University NHS Trust will comply with the requirements of PUWER and provide a clear and consistent approach to the management of workplace equipment across the Trust.

The regulations place duties on people and companies who own, operate or have control over work equipment. PUWER also places responsibilities on businesses and organisations whose employees use work equipment, whether owned by them or not.

PUWER requires that equipment provided for use at work is:

- suitable for the intended use
- safe for use, maintained in a safe condition and inspected to ensure it is correctly installed and does not subsequently deteriorate
- used only by people who have received adequate information, instruction and training
- accompanied by suitable health and safety measures, such as protective devices and controls. These will normally include emergency stop devices, adequate means of isolation from sources of energy, clearly visible markings and warning devices
- used in accordance with specific requirements, for mobile work equipment and power presses

Some work equipment is subject to other health and safety legislation in addition to PUWER. For example, lifting equipment must also meet the requirements of the Lifting Operations and Lifting Equipment Regulations ([LOLER](#)), [pressure equipment](#) must meet the Pressure Systems Safety Regulations and personal protective equipment must meet the [PPE Regulations](#)

4. Responsibilities

4.1 The Chief Executive

The Chief Executive has overall accountability for health and safety within the organisation, making sure that arrangements are in place for:

- an Executive Director to be appointed as a lead for health and safety
- the Trust Board and Executive Management Board to be informed as required on issues that affect employees and/or the service users
- the Trust's policy on the Provision and Use of Workplace Equipment to be implemented
- supporting the training and development of staff
- ensuring that there are sufficient resources for the implementation of this policy

4.2 Director of Strategic Transformation, Planning and Digital

The Director of Strategic Transformation, Planning and Digital has delegated responsibility at Trust Board level for managing health and safety and is responsible for ensuring that:

- the Trust's policy on the Provision and Use of Workplace Equipment is reviewed as and when appropriate
- regular updates on issues raised are reported to the Executive Management Board
- activities are planned, measured, reviewed and audited so that legal requirements are satisfied and health and safety risks arising from the use of workplace equipment are minimised
- information regarding the provision and use of workplace equipment is effectively communicated throughout the Trust
- The approach to the provision and use of workplace equipment is both systematic and appropriate

In addition to the delegated responsibilities for managing Health and Safety, the Director of Strategic Transformation, Planning and Digital should ensure that: -

- risks to the health and safety of employees and others from the use of workplace equipment affected by constraints of workplace environments, in property owned or leased by the Trust, are eliminated and / or reduced where possible
- risks to the health and safety of employees and others from the use of workplace equipment affected by constraints of workplace environments, in new build and / or refurbished property owned by the Trust are eliminated / reduced by ensuring that suitable and sufficient space for workplace equipment is incorporated at the design stage of any new build or refurbishment to Trust property

- Workplace equipment provided as part of a new build or refurbishment scheme is suitable for the work environment and for employees that use the equipment. Work equipment should not pose a risk to the health and wellbeing of employees so far as is reasonably practicable.

4.3 Executive Director of Organisational Development and Workforce

The Director of Organisational Development and Workforce is responsible for ensuring that:

- Suitable provision is made available to any member of staff that requires specific training for workplace equipment. The training must be appropriately monitored and recorded.
- arrangements are in place for health surveillance and support for employees with musculo-skeletal injuries or other health issues that may either arise from or raise concerns regarding the use of workplace equipment, e.g. Hand Arm Vibration from the use of power tools.

4.4 Divisional Directors / Directors of Hosted Organisations

Directors have overall responsibility for making sure that arrangements are in place for:

- establishing a local health & safety group which comprises representatives from all relevant departments and staff representatives, within their service area, where issues or concerns regarding the use of workplace equipment can be discussed.
- liaising with the Trust Capital Planning and Estates Department
- ensuring that local procedures for the safe use of workplace equipment are developed and implemented in line with the overarching trust policy. Local procedures must include a requirement to ensure that all workplace equipment used on site is deemed fit for purpose, fit for the environment and does not pose a risk to the health and safety of staff, patients, visitors, donors or service users.
- preparing and implementing the organisational structure and allocating responsibility for the safe use of workplace equipment within the service area and that the identified personnel (e.g. Senior Manager) are aware of their responsibility
- identifying risks associated with work and ensuring that associated risk assessments for workplace equipment have been implemented within the service area
- ensuring that employees have access to a level of training appropriate to their role
- all equipment provided for use in work satisfies the requirements of the current Provision and Use of Work Equipment Regulations

4.5 Assistant Director of Estates, Environment and Capital Development

The Assistant Director of Estates, Environment and Capital Development will make arrangements to

- ensure that competent risk management and health and safety advice is available to all divisions and hosted organisations of the Trust and to support the appointed local lead managers in developing and maintaining their safety management systems and training for workplace equipment. Competent advice may be sourced both internally and externally, dependant on the nature of the topic.
- provide support to the Executive Director with delegated responsibility for health and safety management across the Trust, divisional directors, operational managers and health and safety leads in the implementation of policy,
- ensure that statistical information is available on health and safety performance throughout the Trust and interpret such information in order to evolve action plans to improve or maintain standards
- investigate incidents and report to senior managers on findings and where necessary provide recommendations

4.6 Departmental Managers

Department managers have overall responsibility for making sure that arrangements are in place within their department to:

- identify any potential concerns arising from the use of workplace equipment on a day to day basis.
- ensure that a risk assessment is carried out, in line with current legislation and trust policy. The assessment should include sufficient information about the risks that are faced and the preventive / control measures that are required and, where reasonably practicable, ensure that the risks are either eliminated, controlled or managed by:
 - Physical measures: e.g. providing suitable guarding, protective devices, markings and warning devices, system control devices e.g. stop buttons.
 - Documented measures: e.g. ensuring safe systems of work are implemented and followed, maintenance regimes are performed when equipment is shut down, providing adequate information instruction and training.
- ensure that the risk assessment is regularly reviewed and actively shared with any employee using the equipment.
- identify any specific training that may be required by departmental staff via the PaDR process and advise the Education and Development Team to ensure that this is reflected within the job profile on the ESR system.
- identify any health surveillance or support that may be required by staff and liaise with local Workforce personnel to ensure that an appropriate level of occupational health support is readily accessible to staff
- identify any health surveillance or support that may be required by staff that have an existing injury or illness, in order to maintain their safety whilst using workplace equipment

- have access to specialist advice by liaising with the local Health & Safety lead, specialist advisor or the Trust Capital Planning and Estates Department
- ensure that individuals are aware of their responsibilities for the safe use of workplace equipment and have access to current information and risk assessments.
- consult and involve staff and safety representatives with local management arrangements
- report all incidents that may involve workplace equipment, identifying the specific equipment make, model and serial number in the equipment section of the Datix record
- develop and implement a local departmental procedure or safe system of work for the safe use of workplace equipment which will include
 - ensuring that any workplace equipment under their management (whether owned by the organisation or an individual employee, leased or contracted) satisfies the requirements of PUWER e.g.
 - the equipment is constructed or adapted to be suitable for the purpose it is used or provided for
 - take account of the working conditions and health and safety risks in the workplace when selecting work equipment
 - work equipment is only used for suitable purposes
 - work equipment is maintained in an efficient state, in efficient working order and in good repair
 - where equipment has a maintenance log, it is kept up to date
 - where the safety of work equipment depends on the manner of installation, it must be inspected after installation and before being put into use
 - where equipment is exposed to deteriorating conditions liable to result in dangerous situations, it must be inspected to ensure faults are detected in good time so the risk to health and safety is managed
 - ensure that all people using, supervising or managing the use of work equipment are provided with adequate, clear health and safety information. This will include, where necessary, written instructions on its use and suitable equipment markings and warnings
 - ensure that all people who use, supervise or manage the use of work equipment have received adequate training, which should include the correct use of the equipment, the risks that may arise from its use and the precautions to take
 - that work equipment is provided with appropriately identified controls for starting, stopping and controlling it, and that these control systems are safe
 - where appropriate, provide suitable means of isolating work equipment from all power sources (including electricity)
 - ensure that any outcome e.g. a change in process, further training required, will formally be fed back to the staff member concerned.
 - In addition to PUWER, LOLER requires that lifting equipment provided is adequate for the task and that additional checks should include:

- lifting tasks 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;
- 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 (someone with the necessary skills, knowledge and experience);
- a thorough examination or inspection of any lifting equipment, following which a report is submitted by the competent person to the employer to take the appropriate action.

4.7 Employees

All employees that use work equipment must undertake appropriate training provided by the organisation and should be aware of any potential risks from both the equipment used and the working environment.

The risk assessment must be reviewed if there is a significant change in working practice, the environment, the use of different equipment or software or a change in health condition. A new assessment will also be required when any work areas are relocated or following an incident.

Where an employee considers that their work equipment is causing or contributing to a health condition, they should report this immediately to their line manager for a referral to the Occupational Health Department and any current risk assessment should be reviewed.

All employees are responsible for undertaking their work in a safe manner and for following the safe system of work in place. Staff should always carry out a visual check before using any equipment. Visual checks may be formally documented on checklists and kept as a record, this is dependent upon the equipment and its use. However, routine equipment checks and any checks / maintenance undertaken following an incident or the identification of a fault with equipment **must** be formally documented and the equipment removed from service if required.

Where a member of staff uses their own equipment for work, this must be notified to their manager, who, in turn, has a duty to ensure that the equipment meets the requirements of PUWER.

4.8 Occupational Health Departments

The Trust has service level agreements in place for the provision of Occupational Health which is covered by local procedures. Please seek advice from your

Organisational Development and Workforce department, who will be able to direct you to the appropriate service provider. The manager is able to refer staff where health issues have been identified and a self-referral is available to members of staff that have existing conditions that affect their ability to undertake their duties.

5. **Definitions**

The Health and Safety Executive defines **work** equipment 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'.

Work equipment includes new or second hand equipment, hired, leased, rented or loaned free of charge, equipment that has had modification, adaptation or repair. It also includes equipment purchased by the Trust that has been installed at an external location e.g.: -

- “Toolbox tools” such as hammers, knives, hand saws, chisels, screwdrivers, spanners, knives, meat cleavers, saws, scissors etc.
- Motor vehicles provided by the trust for use at work, transport vehicles, Mobile Donor Clinics, trailers etc.
- Machines, drilling machines, portable power tools, floor polishing machines, power presses, circular saws, water pressure cleaners etc.
- Other equipment, such as donor beds/chairs, trolleys, ladders, kick stools, etc.
- Office equipment, PC's, laptops, iPads, desk, chair, screens, drawers, filing cabinets, laminators, guillotine, photocopiers and shredders etc.
- Lifting equipment, including lifts, fork-lift trucks, motorised or manual lifting gear or vehicle hoists, tail lifts and patient bath lifts, hoists and slings etc.

More specifically, the HSE defines **lifting** equipment as: -

“... any work equipment for lifting and lowering loads, and includes any accessories used in doing so (such as attachments to support, fix or anchor the equipment).

Examples of lifting equipment include:

- patient hoists
- vehicle tail lifts and cranes fitted to vehicles
- a building cleaning cradle and its suspension equipment
- goods and passenger lifts
- telehandlers and fork lifts
- overhead cranes and their supporting runways
- motor vehicle lifts
- lifting accessories

Lifting accessories are pieces of equipment that are used to attach the load to lifting equipment, providing a link between the two. Any lifting accessories used between lifting equipment and the load may need to be taken into account in determining the overall weight of the load.

Examples of lifting accessories include:

- fibre or rope slings
- chains (single or multiple leg)
- hooks
- eyebolts
- spreader beams
- magnetic and vacuum devices

LOLER requires that 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. Implementation/Policy Compliance

A system or process for the management of ALL work equipment should be in place within the work area. The local system should consider all types of equipment and the life cycle from purchase through to disposal. The system should include as a minimum:

- Conformity to UK health and safety legislation
 - Certificate of conformity and CE marking
 - Identification and location of equipment
 - Safety alerting system for MHRA and manufacturers failures and recalls
 - Identify the correct equipment fit for purpose and environment
 - Maintenance regime and general inspection checks and due dates
-
- A planned maintenance program for workplace equipment (plant and the building infrastructure) should be in place. It should consist of internal processes which generally form part of estates or facilities function and external services where specialist maintenance staff attend site and perform maintenance in line with legislative requirements.
 - Maintenance must be performed in accordance with manufacturer's instructions, by competent staff who have the appropriate skills, qualification and expertise and all maintenance is recorded following local procedures.

- LOLER requires lifting work equipment to be thoroughly examined and inspected. In the case of lifting equipment of lifting persons or an accessory for lifting at least every 6 months.
- Records of all maintenance must be kept and should include details of any tests or re-calibration carried out. Any defects should be reported to manager of the area and the relevant enforcing authority.
- Cleaning and decontamination of equipment – as per manufacturer's instructions
- Removal and repair of faulty equipment in accordance with manufacturer's instructions
- Disposal of equipment into the correct waste stream
- Recycling or resale or transfer of ownership
- Provision of safe systems of work which must include: -
 - how to perform an activity/task (step by step)
 - the issues that need to be addressed before starting a job
 - the hazards that are likely to be present
 - the precautions that are needed
 - what to do in an emergency
 - any records that need to be completed
 - any safety checks and the frequency
 - the maintenance regime or schedule
 - training required before activity commences
- Appropriate instruction, training, information and supervision on the task and the use of the equipment.

6.1 Managing work equipment

6.1.1 Portable Appliance Testing

All work equipment that has a connection to the electrical power supply must be PAT tested by a competent person, this includes new work equipment prior to use.

6.1.2 Fixed Appliance Testing.

All fixed appliances require competent staff to install and perform specific, periodic inspection and testing and provide the duty holder with a full Electrical Installation Condition Report, that includes the extent of the inspection, limitations, details of any defects and dangerous conditions, schedules and test results.

Fixed and hard wired installation testing involves the testing of electrical services and system that conduct electricity around a building. It covers all of the hard wiring in a building and includes items such as main panels, distribution boards, lighting, socket outlets, air conditioning and other fixed plant. For further information see local maintenance procedures.

6.1.3 Commissioned Equipment

Some work equipment is specially purchased and will be installed and commissioned by the supplier. The process of commissioning is to ensure that the equipment has no faults and is checked to see the functionality is verified according to design objectives and specifications prior to it being released to the user. This is a specialist function and must be completed by competent person, usually a technician employed by the supplier.

6.1.4 Mobile and other work equipment

Within PUWER regulations there are specific requirements regarding mobile equipment e.g. fork lift truck and electric tugs and pallet lifts etc. This type of equipment should be fit for purpose, be appropriate for the environment and staff should be trained and competent to use it.

6.2 Reporting an Accident (where equipment is a contributing factor)

Staff are reminded to report all accidents, incidents and near misses as soon as possible after the event to their manager and discuss:

- any issues relating to what went wrong
- any harm or injury that they suffered
- and treatment, first aid or medical attention received
- identify any witness to the incident
- the equipment being used and how it contributed to the accident.

The manager will identify:

- if the person needs to be sent home
- if any further treatment is required
- if a maintenance request on the equipment is needed
- if the equipment should be removed until repair can be organised
- if an investigation is required and what level is necessary.

All accidents will be reported into the Datix incident module following the local procedures. Information relating the equipment should be included in the relevant section.

7 Equality Impact Assessment Statement

This policy has been screened for relevance to equality. No potential negative impact has been identified.

8 **References**

HSE website – www.hse.gov.uk provides a range of general guidance and information

[Provision and Use of Work Equipment](#)

[Providing and Using Work Equipment Safely INDG291\(rev1\)](#)

[Using work equipment safely INDG229\(rev2\)](#)

[Electricity at work safe working practices and guidance](#)

[Safe Use of Lifting Equipment](#)

[Thorough Examination of Lifting Equipment](#)

[Work Equipment and Machinery](#)

[Lifting Equipment at Work INDG290\(rev1\)](#)

9 **Getting Help**

Advisors for certain aspects of Health, Safety and Risk Management have been incorporated within the Trust structure, to provide specialist advice as outlined below:-

Assistant Director of Estates, Environment and Capital Development

Mr Stephen Lloyd
Velindre University NHS Trust
Headquarters
2 Charnwood Court
Heol Billingsley, Parc Nantgarw
Cardiff CF5 7QZ
Tel: 029 20196179 WHTN 01875 6179
E-mail : Stephen.Lloyd4@wales.nhs.uk

Health and Safety

Mrs Denise Hughes
Velindre University NHS Trust
Headquarters
2 Charnwood Court
Heol Billingsley, Parc Nantgarw
Cardiff CF5 7QZ
WHTN 01875 6522
E-mail: Denise.Hughes4@wales.nhs.uk

Occupational Health

Cardiff and the Vale University LHB
Heath Park
Cardiff CF14 4XW
E-mail: occupational.health@wales.nhs.uk
Telephone; 02920743264

Cwm Taf University LHB
Royal Glamorgan Hospital
Ynys Maerdy
Llantrisant CF72 8XR

10 Related Policies

This policy should be read in conjunction with the Trust Standing Orders, Standing Financial Instructions, Trust Fire Safety Policy, Medical Devices and Medical Equipment Policy and the NHS Wales Shared Services Partnership procurement policies

11 Information, Instruction and Training

All staff who use work equipment must be given appropriate information, training and instruction and be provided with supervision when using equipment initially until competence is achieved.

Work equipment training is generally performed on the job where the equipment is likely to be used and may be delivered by:

- suppliers that instruct the staff on the equipment's use
- contractors that specifically install and maintain equipment
- managers and supervisors that have been trained to disseminate instructions
- trainers that have been trained to deliver specific training or instruction from regulations and manufacturers instruction.

12 Main Relevant Legislation

[Health and Safety at Work etc. Act 1974](#)

[Provision and Use of Work Equipment Regulations 1998 PUWER](#)

[Lifting Operations and Lifting Equipment Regulations 1998 LOLER](#)

[Electricity at Work Regulations 1989](#)

[The Electrical Equipment \(Safety\) Regulations 1994](#)

[Workplace \(Health, Safety & Welfare\) Regulations 1992](#)

Appendix 1

General Inspection Advice

The following information is taken directly from the HSE website: -

The purpose of an inspection is to identify whether work equipment can be operated, adjusted and maintained safely – with any deterioration detected and remedied before it results in a health and safety risk. Not all work equipment needs formal inspection to ensure safety and, in many cases, a quick visual check before use will be sufficient. However, inspection is necessary for any equipment where significant risks to health and safety may arise from incorrect installation, reinstallation, deterioration or any other circumstances. The need for inspection and inspection frequencies should be determined through risk assessment.

What you must do

You should inspect work equipment if your risk assessment identifies any significant risk (for example, of major injury) to operators and others from the equipment's installation or use. The result of the inspection should be recorded and this record should be kept at least until the next inspection of that equipment. Records do not have to be made in writing but, if kept in another form (e.g. on a computer), these should be held securely and made available upon request by any enforcing authority.

Work equipment that requires inspection should not be used, unless you know the inspection has taken place. Where it leaves your undertaking, or is obtained from another (e.g. a hire company) it should be accompanied by physical evidence of the last inspection, such as an inspection report or, for smaller items of equipment, some form of tagging, colour coding or labelling system.

What you should know

PUWER regulation 6 specifies the circumstances where inspection is required to ensure healthy and safe conditions are maintained:

- where the safety of work equipment depends on the installation conditions, it should be inspected after installation and before first use, and after reassembly at any new site / location
- at suitable intervals, where work equipment is exposed to conditions causing deterioration liable to result in dangerous situations
- each time exceptional circumstances (e.g. major modifications, known or suspected serious damage, substantial change in the nature of use) are liable to have jeopardised the safety of the work equipment

What should the inspection cover?

This will depend on type of work equipment, its use and the conditions to which it is exposed. This should be determined through risk assessment and take full account of any manufacturer's recommendations. The advice of others, such as trade associations and consultants, as well as other sources like published advice on health and safety, may also be helpful.

An inspection should concentrate on those safety-related parts which are necessary for the safe operation of work equipment and, in some cases, this may require testing or dismantling. However, not all safety-critical features on a particular item of work equipment may require inspection at the same intervals.

An inspection can vary in its extent, as the following demonstrate:

- quick checks before use (e.g. electric cable condition on hand-held power tools, functional testing of brakes, lights on mobile machinery)
- weekly checks (e.g. presence of guarding, function of safety devices, tyre pressures, and the condition of windows, mirrors and CCTV on mobile plant)
- more extensive examinations, undertaken every few months or longer (e.g. general condition of a ladder, close examination of a safety harness, portable appliance testing)

Records are not normally required to be made for the simplest pre-use checks.

The use of checklists can assist but these, and the records made, should be tailored to the particular type of work equipment to minimise the burden to what is strictly necessary for safety. Requiring too much detail too often can lead to inspection activity becoming burdensome with the risk of a superficial 'tick box' approach or even, in some cases, the inspection activity ceasing altogether. You only need to inspect what is necessary for safety.

When should work equipment that needs inspection be re-inspected?

Work equipment which is exposed to conditions causing deterioration that could result in a dangerous situation should be inspected at suitable intervals, and after every event liable to jeopardise its safety. The frequency of inspection may vary, depending on environmental conditions (e.g. equipment subject to harsh outdoor conditions is likely to need more frequent inspections than if used in an indoor environment).

The frequency of inspection should be determined through risk assessment, taking account of the manufacturer's recommendations, industry advice and your own experience. It may be appropriate to review the frequency of inspection in the light of your experience. Intervals between inspections can be increased if the inspection history shows negligible deterioration, or shortened where experience shows this is necessary to prevent danger.

Who should carry out the inspection of work equipment?

Equipment can be inspected by anyone who has sufficient knowledge and experience of it to enable them to know:

- what to look at
- what to look for
- what to do if they find a problem

The necessary level of competence will vary for inspections, according to the type of equipment and how / where it is used. The nature of these inspections does not have to be determined by the same person who undertakes them, provided the person determining them is competent. This can often be done in-house by experienced staff, taking account of:

- the manufacturer's recommendations
- industry advice
- their own experience of the equipment, its use, the particular factors of the workplace and the people using the work equipment

Appendix 2

EXAMPLE WORK EQUIPMENT ASSESSMENT CHECKLIST

Department Manager.....

Assessment Date Review Date.....

Name/Description of Work Equipment Location.....

Function of Work Equipment

Describe any modifications made.....

The assessment should cover what it is reasonable to inspect, at a frequency that is determined appropriate for the equipment. The following list is a guide only and sections that are not considered to be relevant to individual items of equipment can be deleted.

	Y	N	N/A
1. Safety Features			
• Are all dangerous parts of machinery guarded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are all machine guards and protection devices suitable for the purpose and of good construction, sound and of adequate strength	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are they maintained properly and in good working order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do they create any additional hazards for the user?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is it possible to by-pass or disable the guarding mechanism?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are they sufficiently far from the danger zone to prevent access or injury?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do they restrict the view of the operating cycle of the machinery?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• If so, does this restriction create additional/unnecessary hazards/risks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is there access for maintenance only?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Information and Training			
• Has everyone (staff and supervisors) received training in the safe use of the equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are written instructions for the safe use of the equipment available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Have staff maintaining the equipment been trained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are training records available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Specific Hazards			
• Is the use of the equipment restricted to those staff trained to use it?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is a list of authorised persons available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is the equipment suitable for purpose?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Where necessary, is the equipment made stable, e.g. by clamping?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are existing systems of work adequate to protect against the following:			
• Article or substance falling off or being ejected from the machine?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Rupture or disintegration?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Overheating or fire?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Y	N	N/A

- Discharge of dust, gas, liquid, vapour or other substance? (either early or unintentional discharge) ☐ ☐ ☐
- Any high or low temperature parts of the machine? ☐ ☐ ☐
- Does the equipment or articles used, produced or stored capable of excessive heat? ☐ ☐ ☐
- Any other hazards? ☐ ☐ ☐
- Are there suitable and appropriate means of isolating (e.g.. locking off) the equipment from its source of power (e.g... electricity, compressed air etc.) ☐ ☐ ☐
- Are they clearly identifiable and easily accessible? ☐ ☐ ☐
- Are measures in place to ensure that the reconnection of power (even after a power failure) will not expose the user to any risk to health and safety? ☐ ☐ ☐

4. Maintenance and Inspection

- Is maintenance of the equipment, including guards and protection devices, carried out and are sufficient records kept? ☐ ☐ ☐
- If a maintenance log is required, is it up-to-date? ☐ ☐ ☐
- Can maintenance be carried out without risk to health and safety? ☐ ☐ ☐
- Is the repair, modification or servicing of the equipment restricted to those staff designated to carry this out? ☐ ☐ ☐
- Is the equipment shut down during maintenance operations? ☐ ☐ ☐
- If the equipment is not shut down during maintenance, are there procedures in place for this to be carried out safely? ☐ ☐ ☐
- Is inspection of the equipment carried out and are sufficient records kept? ☐ ☐ ☐
- If local exhaust ventilation (LEV) is installed is it tested as necessary (e.g.. at least once every 14 months) and are sufficient records kept? ☐ ☐ ☐
- If the equipment is pressurised, is there a written scheme of examination as required by the Pressure Systems Safety regulations 2000? ☐ ☐ ☐

5. Safe Use

- Is the equipment only used in an appropriate environment? ☐ ☐ ☐
 - Adequate lighting? ☐ ☐ ☐
 - Adequate temperature? ☐ ☐ ☐
 - Adequate seating? ☐ ☐ ☐
 - Adequate space around the machine to allow safe and easy access? ☐ ☐ ☐
 - Is storage of machine parts and special tools required? ☐ ☐ ☐
 - Are fire extinguishers needed close to the machine? ☐ ☐ ☐
 - If so, record what type ☐ ☐ ☐
 - Do the controls (e.g. start/stop) operate in a safe manner? ☐ ☐ ☐
 - Are the controls clearly marked and visible? ☐ ☐ ☐
 - Where a person other than the operator may be exposed to risk when the controls are operated, are there safeguards in place e.g. systems of work, audible or visible warnings? ☐ ☐ ☐
- Y N N/A
- Are the emergency stop controls located at appropriate and accessible points

- which will bring the equipment to a complete stop in a safe manner? ☐ ☐ ☐
- Will the emergency stop controls switch off all sources of energy after stopping?..... ☐ ☐ ☐
 - Will the emergency stop controls override any other which might start/change the operating conditions of the equipment? ☐ ☐ ☐
 - If PPE is required, are operators informed and know how the PPE should be worn? ☐ ☐ ☐
 - Is local storage of PPE necessary and provided? ☐ ☐ ☐
 - Is PPE subject to routine maintenance? ☐ ☐ ☐

6. Safety Signs and Warnings

- Where necessary, are there appropriate warning signs, e.g. Noise warnings, restrictions on use, prohibited actions etc.? ☐ ☐ ☐
- Are notices (e.g.. warning of maximum speeds of abrasive wheels and safe Working loads) clearly visible and marked on the equipment? ☐ ☐ ☐

Appendix 3 Example PUWER Inventory (may form part of the organisational asset register)

Equipment	Manufacturer	Model Name & Serial Number	Date Purchased	Where Purchased	Warranty Yes / No (If yes, how many years?)	Date of Disposal

Appendix 4 PUWER Faults and Repair Log (may form part of the Facilities Management System)

Date	Description of Fault	Staff Signature	Date Repaired (by whom)	Date replaced	Staff Signature	Comments