Isle of Anglesey County Council

Provision and Use of Work Equipment (PUWER) Policy

Version 1.0 August 2018

About this policy

This document sets out Ynys Mon County Councils policy for Health and Safety Management of the Provision and Use of Work Equipment 1998 (PUWER 1998).
The policy aims to assist employees with achieving compliance under the Regulations.

The Policy is supported by resources on the Council's website.

Revision history

Version	Date	Summary of changes
1.0	September 2016	
	August 2017	No change
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Date of next review	
This policy will be reviewed in:	September 2021
The review will be undertaken by:	Health and Safety

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We are happy to provide this policy in alternative formats on request. Please use the above contact details.

Mae'r ddogfen yma ar gael yn y Gymraeg.

This document is available in Welsh.

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1.0 Background

This document sets out Ynys Mon County Councils policy for Health and Safety Management of the Provision and Use of Work Equipment 1998 (PUWER 1998).
The policy aims to assist employees with achieving compliance under the Regulations.

The use of this policy and the incorporation of its requirements into working practices and activities should assist in ensuring that the Authority achieves compliance with legal duties under the regulations.

2.0 Duties under the Regulations

The **Provision and Use of Work Equipment Regulations 1998 (PUWER)** applies to all work equipment, including leased, hired or second hand and to all activities involving work equipment including starting, stopping, regular use, transport, repair, modification, servicing and cleaning.

The policy applies to any machinery, appliance, apparatus, tool or installation supplied for use at work.

Following the procedures set out in this document will assist in ensuring that work equipment provided by the authority meets the requirements of PUWER by ensuring that equipment is:

- suitable for use, and for the purpose and conditions in which it is used;
- maintained in a safe condition for use so that people's health and safety is not at risk;
- Inspected in certain circumstances to ensure that it is, and continues to be, safe for use. Any inspection should be carried out by a competent person (this could be an employee if they have the necessary competence to perform the task) and a record kept until the next inspection.

It will also assist to ensure that risks, created by the use of the equipment, are eliminated where possible or controlled by:

- taking appropriate 'hardware' measures, e.g. providing suitable guards, protection devices, markings and warning devices, system control devices (such as emergency stop buttons) and personal protective equipment; and
- taking appropriate 'software' measures such as following safe systems of work (e.g. ensuring maintenance is only performed when equipment is shut down etc), and providing adequate information, instruction and training.

A combination of these measures may be necessary depending on the requirements of the work, your assessment of the risks involved, and the practicability of such measures.

It must also be ensured that employees utilising the work equipment have received adequate training, instruction and information for the particular equipment.

3.0 Preventive Measures in the Workplace

Work Equipment

The scope of 'work equipment' is extremely wide. It covers almost any equipment used at work, including:

- 'tool box tools' such as hammers, knives, handsaws, meat cleavers etc;
- Machines such as drilling machines, circular saws, photocopiers, dumper trucks etc;
- Apparatus such as laboratory apparatus (Bunsen burners etc);
- Lifting equipment such as hoists, lift trucks, elevating work platforms, lifting slings etc;
- Other equipment such as ladders, pressure water cleaners etc;
- An installation such as a series of machines connected together, for example an enclosure for providing sound insulation, scaffolding or similar access equipment (except where the Construction (Design and Management) Regulations 2015 impose more detailed requirements).

Purchasing / Procurement

Prior to purchasing/procuring work equipment a suitable and sufficient risk assessment must be conducted. This will assist in assessing the suitability of any equipment for particular tasks, makes it possible to reduce or eliminate many risks to the health and safety and ensure that the authority complies with the legal requirements under regulation 3(1) of the Management of Health and Safety at Work Regulations 2002 as amended.

In most cases departmental risk assessors will be capable of conducting their own risk assessment however with machinery where there are complex hazards or equipment advice should be sought from the authorities health and safety department.

The safety and suitability of work equipment must be assessed from three aspects:

- Its initial integrity
- The actual place where it will be used
- Its intended purpose and use

When selecting and purchasing equipment, particular attention must be given to its suitability by design, construction or adaptation for the actual operation it is to be used for. Equipment should be used in accordance with manufacturers' specifications and instructions.
And consideration should be given to the particular process, procedures, working conditions and environment, under and in which the equipment will be used. For

example, electrically powered equipment is not suitable for use in wet or flammable atmospheres unless it is designed for this purpose. In such circumstances you should consider selecting suitably protected electrical equipment or alternative pneumatically or hydraulically powered equipment.

Other factors to be considered are ergonomics. The ergonomic design takes account of the size and shape of the human body and should ensure that the design is compatible with human dimensions. Operating positions, working heights, reach distances etc can be adapted to accommodate the intended operator. Operation of the equipment should not place undue strain on the user. Operators should not be expected to exert undue force or stretch or reach beyond their normal strength or physical reach limitations to carry out tasks. This is particularly important for highly repetitive work.

Maintenance

Each department must ensure that work equipment is maintained in a safe and efficient working manor by implementing and conducting a routine maintenance schedule. The schedule should be in accordance with any manufacturer's recommendations which relate to the equipment, for example periodic lubrication, replacement and adjustment of parts.

The frequency at which maintenance activities are carried out should take into account the:

- Intensity of use – frequency and maximum working limits;
- Operating environment, for example marine, outdoors;
- Variety of operations – is the equipment performing the same task all the time or does this change?
- Risk to health and safety from malfunction or failure.

The extent and complexity of maintenance can be simple checks on basic equipment to integrated programmes for complex equipment.
In all circumstances, for maintenance to be effective it needs to be targeted at the parts of work equipment where failure or deterioration could lead to health and safety risks.

Maintenance should only be conducted by competent persons who have adequate information and instruction in the necessary procedures and techniques. Wherever possible, maintenance should be carried out with the equipment isolated from any power source.

If plant and equipment is hired, clear responsibilities for maintenance and inspections must be documented. The Hire Company is to carry out these, and the department hiring the equipment must ensure that they have been carried out and hold copies of all records.

Maintenance Log

It is recommended that a record of maintenance for high-risk equipment. A detailed maintenance log can provide information for future planning of maintenance activities and inform maintenance personnel and others of previous action taken.

Inspection

In addition to any pre-use checks by operators, certain work equipment must be formally inspected by a competent person where there is a foreseeable risk of major injury resulting from incorrect installation or re-installation, deterioration or other exceptional situations.

Such inspections would include, as appropriate, visual checks, functional checks and running and load testing for the purposes of safety.

The thorough examination of particular equipment required under specific legislation will
normally suffice for the above inspections; i.e. the six monthly thorough examination of
equipment used for lifting people (e.g. hoists) as specified under Lifting Operations and
Lifting Equipment Regulations. Records must be kept of inspections and thorough examinations.

All inspections must be recorded and kept until the next inspection. The records should include the following:-

- information on the type and model of equipment;
- any identification mark or number that it has;
- its normal location;
- the date that the inspection was carried out;
- who carried out the inspection;
- any faults; and/or
- any action taken;
- to whom the faults have been reported;
- the date when repairs or other necessary action were carried out.

All Departments must ensure that no work equipment (identified as requiring a suitable inspection) leaves the Authority for use by another organization or, (if obtained from another organization) be used by the Authority, unless it is accompanied by physical evidence that the last inspection required has been carried out.

Information & Instruction

Departments must make available all relevant safety information and, where appropriate, written instructions on the use of work equipment to their workforce. This

material must be provided to persons conducting maintenance and supervisors as well as operators.
Workers must have easy access to such information and instructions as well as be able to understand and use them.

Instructions can be from suppliers, in-house documents or from training courses, may be verbal or written and may be in a range of formats from instruction sheets to warning labels to training manuals. The form that instruction takes therefore depends on the complexity of the equipment.

Information and instructions provided must cover: -

- Health and safety aspects arising out of the use of work equipment;
- Any limitations on these uses;
- Any foreseeable difficulties that could arise and the methods to deal with them.
- Any important safety considerations that have been learned from experience.

Training

Departments must provide training on safe methods of use. Such training must be provided to supervisors and managers as well as operators.

Training will be necessary: -

- On recruitment;
- When new technology or equipment is introduced;
- If the system of work changes;
- As a refresher.

The nature of the training will depend on the job, the equipment and the experience of the employee with the key aim to achieve competency. e.g.

- Particular care must be taken in the training and supervision of young people, taking into account lack of experience, lack of awareness and immaturity.
- Self-propelled work equipment must only be driven by appropriately trained competent drivers.

Conformity with Community requirements

All Departments must ensure that equipment provided for use for the first time since 31st December 1992 complies with the Supply of Machinery (Safety) Regulations 1992.

Departments must check, for example,

- That there are adequate operating instructions provided with the equipment and that there is information about residual hazards such as noise and vibration;

- That the equipment has been checked for obvious faults;
- The equipment carries a CE marking and is accompanied by the relevant certificates or declarations.

Suppliers and manufacturers should also supply guidance on what a piece of equipment can be used for.

Second Hand Equipment

Second hand equipment must be safe for use. In some cases equipment may not have CE marking, but it is still the duty of the supplier to make sure that it is safe and has instructions for safe use. There is also the duty on the authority to ensure that secondhand machinery is:

- Safe;
- Suitable for the work it is to do;
- Maintained in a safe condition.

Dangerous Parts of Machinery

Risks arising from mechanical hazards must be assessed and effective measures taken to:-prevent contact with dangerous parts of machinery, e.g. cutters / blades / belts or any
moving parts of the machinery.
prevent access to dangerous parts or to stop the movement of any dangerous part before any person / person's limb enters a danger zone.
There is a hierarchy of measures to be taken which can be a combination which includes:

- Fixed enclosing guards
- Other guards or protection devices
- Protection appliances (e.g. jigs, holders, push sticks)
- Provision of information, instruction, training & supervision.

The features of guards & protection devices must be:

- Suitable and sufficient
- Of good construction, sound material of adequate strength
- Maintained in an efficient safe working order & in good repair
- Not to be easily by-passed or disabled
- At sufficient distance from the danger zone (i.e. to comply with appropriate safe reach distances)
- Not to unduly restrict the view of the operating cycle of the machinery, where such a view is necessary
- Not increase risks to health or safety particularly when maintenance, adjustment or inspection is in progress

Temperatures

The risk from contact with hot or very cold work equipment, parts of work equipment or

articles / substances within the equipment must be assessed, particularly where engineering measures cannot be, or are impractical to be taken to control the risk. Alternative forms of protection must be considered, e.g. use of personal protective equipment (heat resistant gloves), training and supervision, operating instructions and warning signs.

Stop Controls

Stop controls are intended to bring equipment to a safe condition in a safe manner. Operating the stop control may not instantaneously stop equipment. For operational and safety reasons it may be necessary to allow equipment to run to the end of an operating cycle, deactivate or power down; this may take some time.

Emergency stop controls should be provided within reach of the operator, where other safeguards are not adequate to prevent danger. They are intended as a rapid response to potentially dangerous situations. They should not be used as functional stops during normal operation, and must have priority over start and operating controls.

Where start, stop and emergency stop controls are provided, they should be fully functional and maintained. Controls should be clearly seen and easily accessible but also ergonomically designed so as to prevent accidental operation. It should be possible to easily identify what each control does and on which equipment function it takes effect.

Isolation

Where appropriate, powered work equipment should be provided with suitable means to isolate it from sources of energy, to allow it to be made safe for maintenance or adjustment or if an unsafe condition develops, e.g. overheating. For some equipment, isolation can be achieved by simply removing the plug from the electrical supply socket. Other equipment may require an isolating switch or valve to be operated at a remote or distant location.

To avoid unsafe reconnection, the switch or valve may need to be locked off, e.g. during maintenance or cleaning operations. Emergency stop devices should not be used solely as a means of isolating equipment in order to adjust, service or maintain the equipment or machine.

Stability

Work equipment should be made stable, where appropriate by fixing to the ground, clamping or being tied, e.g. ladders should be tied or footed whilst in use. Most machines used in a fixed position should be bolted or otherwise fastened down. Certain types of mobile equipment can have their stability increased, e.g. by the use of outriggers on mobile tower scaffolds or MEWPS. Gas cylinders and manifolds must be chained, secured or guarded to prevent for example, toppling or collisions.

Lighting

Lighting within the work place should be suitable and sufficient for the work tasks. Ideally this should be by ambient lighting, however, if tasks involve perception of detail, additional local lighting should be provided. Temporary lighting for use when carrying out maintenance, construction or repairs may also be necessary, e.g. use of portable lamps, torches or generators.

Markings

Work equipment must be clearly marked or provided with clearly visible instructions and colours that is appropriate as a warning for health and safety reasons, e.g. an abrasive wheel must be marked with its maximum rotation speed, gas cylinders and service pipes are colour coded and marked with pressures and direction of flow.

Warnings

Where risks to health and safety remain after other control measures have been implemented, it may be appropriate to use warnings or warning devices, usually in the form of a notice or similar, giving:

- Positive instruction, e.g. hearing protection must be worn
- Prohibition, e.g. no smoking / no entry
- Restriction warning, e.g. do not heat above 60°C
- Signs must conform to the Health and Safety (Safety Signs and Signals) Regulations 1996
- . Audible signals may also be appropriate and are sometimes fitted as standard,
- e.g. vehicles with an audible reversing alarm

Misuse

Willful misuse of and unauthorised modifications to equipment is potentially dangerous and strictly forbidden. Such action will lead to disciplinary proceedings.

For further information contact the Corporate Health and Safety Team on 01248 752820.