

Work Equipment

1. PURPOSE

- 1.1 The purpose of this Procedure is to outline the requirements for purchasing, using and maintaining work equipment.

2. SCOPE

- 2.1 This procedure applies to all higher risk faculties and departments in the University with effect from 1st August 2014.

3. DEFINITIONS

Work Equipment	<p>Any equipment, machinery, appliance, apparatus, tool or installation for use at work.</p> <p>Generally, any equipment which is used by an employee at work is covered, for example hammers, knives, ladders, drilling machines, power presses, circular saws, photocopiers, lifting equipment (including lifts) and motor vehicles. Employees are not normally permitted to bring in equipment to use.</p> <p>This procedure concerns itself with more hazardous equipment and not the general types of work equipment found in offices, although the regulations do require office equipment to be suitable and sufficient for the job for which they have been purchased.</p>
Use of Work Equipment	<p>'Use' includes, starting, stopping, programming, setting, transporting, repairing, modifying, maintaining, servicing and cleaning.</p>
Suitable	<p>The equipment has been purchased to operate in the conditions in which it is to be used by employees.</p>

4. RESPONSIBILITIES

Vice- Chancellor

- 4.1 On behalf of the Council the Vice-Chancellor has executive responsibility to ensure, that the requirements of the health and safety legislation and the University health and safety policy are complied with.

The Vice-Chancellor will ensure that responsibility for health and safety is properly assigned and accepted at all levels within the University.

Deans, Directors, Heads of Schools and Departments and Research Institute Directors, Managers

- 4.2 Responsible for ensuring that the purchase, use and maintenance of all work equipment in their area of responsibility are all compliant with this procedure.

5. PROCEDURE

Selection of equipment

- 5.1 When deciding what equipment to purchase, managers should seek to ensure that the equipment is suitable for use, and for the purpose and conditions in which it is to be used.
- 5.2 All work equipment has to have been made or adapted so that, in the conditions in which it is to be used, it doesn't pose an unacceptable risk to people's health and safety. This means that the following questions should be considered when purchasing:
- Will the equipment work and be safe as it is? and
 - Will the equipment have to be adapted in some way to ensure safety?

Risk to employees

- 5.3 Members of staff and students must not be put at any additional risk as a result of using the work equipment. Risk assessments should be carried out to ensure that measures are in place to prevent employees from being at risk from dangerous parts of machinery as well as a risk assessment for the task for which the equipment will be used to ensure that the choice of work equipment does not pose any added risk to employees.

- 5.4 If modification to an item of work equipment is being considered, a risk assessment must be carried out before the modification, to ensure that the change does not introduce any new hazards or increase the risk level of current hazards.
- 5.5 Work equipment must be used only for tasks that it is fit for and in conditions for which it is suitable. Therefore the equipment should only be used to carry out those tasks for which it was intended and in the conditions for which it was intended.

Maintenance

- 5.6 Work equipment must be kept in a suitable condition, it is necessary to have a maintenance schedule for equipment which is comprehensive and minimises risk. The maintenance schedule should include both routine maintenance and planned preventive maintenance. It's not enough to put things right when they fail or break down.
- 5.7 A maintenance log must be kept for equipment and machinery as required.

Inspection

- 5.8 Inspections of work equipment are required by a competent person when work equipment is installed for the first time to ensure that it has been installed correctly, the links or connections with other equipment, systems and services are securely in place and that it is safe to operate. Inspections should also be carried out if work equipment is moved or relocated. Once it is in its new situation, it must be inspected to ensure safe installation and operation; it must be treated as though it were being installed for the first time.
- 5.9 Records of inspections must be made and kept for a period of 3 years.
- 5.10 Where work equipment is used in conditions that are likely to cause deterioration and affect its safe operation, it must be inspected more regularly

Information and instructions

- 5.11 Information must be readily available to employees to enable them to use work equipment safely. Therefore, this information must be readily accessible and be easy to understand.

Training

- 5.12 Appropriate training must be given to all who will use or supervise the use of work equipment this includes Technicians, Academics and Students. (Training may be provided by equipment supplier)

Controls

- 5.13 Controls on work equipment must be visible, clearly and easily identifiable and must be positioned so as not to endanger anyone operating the equipment. It must be possible to easily identify what each control does and which equipment it operates.

Conformity with European Community requirements

- 5.14 It is necessary to ensure that any new equipment has been made to the requirements of the relevant product Directive. Each new piece of equipment should have a CE Marking and have a copy of the EC Declaration of Conformity.

Other requirements under PUWER

- 5.15 A short guide to the law and responsibilities when buying new machinery for use at work is available [here](#).

REFERENCE DOCUMENTS

- The Health and Safety at Work (Northern Ireland) Order (1978)
- Provision and Use of Work Equipment Regulations (PUWER) 1992