

## **WORK EQUIPMENT POLICY AND PROCEDURE**

The Council will take all reasonable steps to reduce health and safety risks from work equipment to employees and others who may be affected.

The Council will ensure that suitable, safe work equipment is provided and that it is maintained, tested and inspected. Adequate information, instruction, training and supervision will be provided to ensure that work equipment is used in a safe manner and without risks to health. Employees will make proper use of any equipment and systems of work provided for their safety.

The Council will ensure that an assessment of the risks associated with the work equipment is conducted by a competent person.

Heads of Service will ensure that:

- all work equipment is suitable for its intended purpose and working environment prior to use;
- ergonomic risks when selecting work equipment are taken into account;
- the work equipment conforms with European Community Directives (including a declaration of conformity and a CE mark);
- an assessment of the risks associated with the work equipment is conducted prior to its use;
- measures are taken to prevent access to dangerous parts of work equipment or to stop their movement before any part of a person enters the danger zone;
- where appropriate, that work equipment has accessible emergency stop controls and can be isolated from all its sources of energy;
- that the work equipment is properly maintained, inspected and tested, and kept in good repair;
- that if a maintenance log is used it is kept up to date;
- that members of staff who install, inspect, test and maintain work equipment are competent to do this;
- that members of staff who use work equipment and those who supervise its use are provided with adequate information, instruction and training;
- that young persons do not use work equipment that they are prohibited by law from using;
- written instructions and safe working methods for the work equipment are provided, where required;
- that where inspections are undertaken records are kept;
- that training records are kept;
- reasonable steps are taken to ensure that work equipment is used in a proper manner;
- that reasonable adjustments are made for the provision of equipment and use of equipment for particular groups (during pregnancy, certain disabilities)

### **Employees undertaking the work equipment risk assessment will:**

- consider all those who may be affected by the equipment hazards;
- identify inspections required if there is a significant risk resulting from incorrect installation, deterioration or exceptional circumstances;
- ensure that the greater risks to young persons and new and expectant mothers from the work equipment are taken into account;
- ensure that work equipment assessments are reviewed for their confirmed application at least once every 12 months and when any significant change is made;
- maintain a file of work equipment assessments.

### **Employees using work equipment will:**

- use work equipment only if they have been trained and are competent to do so;
- follow the safe methods of work including wearing and using appropriate personal protective equipment when required;
- report any defects in the equipment, personal protective equipment and guarding to their line manager
- not to remove guards or interlock devices

### **Notes**

Work equipment means any machinery, appliance, apparatus, tool or installation used at work (whether exclusively or not). Examples are photocopiers, hammers, ladders, Bunsen burners, circular saws and dumper trucks etc.