

# **Provision and Use of Work Equipment Regulations (PUWER)**

## **Procedure**

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<b>Ref Number</b>	MLPTM-HSP-018	<b>Pages</b>	9
<b>Written By</b>	Rob Tyson	<b>Authorised By</b>	
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## Introduction

The aim of this policy is to eliminate, reduce or control the risks arising from use of work equipment. The equipment used at work must be both safe and compliant with current legislative requirements.

The Provision and Use of Work Equipment Regulations 1998 (PUWER) and the Management of Health, Safety & Welfare Regulations 2003 (MHSWR) together require that a suitable and sufficient risk assessment be undertaken of work equipment.

## Scope and Definitions

This document applies to all employees who intend to provide, procure or use equipment for work. It also applies to contractors that we manage from whom minimum similar standards are required.

## Definitions

**“Work Equipment”** is defined as any machinery, appliance, apparatus, tool or installation for use at work whether exclusively or not. Other examples include both manual and power driven equipment, hand tools, hammers, knives, handsaws; drills, circular saws, photocopiers, Dumpers, air compressors, computers, lift trucks, vehicle hoists, lifting equipment, ride on and powered mowers, ladders, portable equipment, measuring devices, access equipment etc.

Items not covered include: privately owned cars, livestock, substances such as acids, alkalis, slurry, cement, structural items, walls, stairs, roofs fences, small office stationery items such as staplers and hole punches.

**Inspection in connection with PUWER: A visual or more rigorous examination carried out by a competent person that may include appropriate testing.**

PAT testing of office equipment to be done bi-annually with a visual inspection annually by a competent person.

**Thorough examination as required by PUWER: A thorough examination carried out by a competent person that may include appropriate testing.**

- A competent person is one who has the necessary skills, knowledge, experience and other attributes in the inspection, usage and maintenance of the equipment used. They will need to have the necessary practical and theoretical knowledge to recognise any defects and their significance to the prevention of danger during work.

**Use: Includes any activity that may be associated with the work equipment, such as starting, stopping, programming, setting, transporting, repairing, modifying, maintaining, servicing and cleaning.**

## Policy

MLP Traffic Ltd will provide all employees with the necessary equipment to ensure that they can carry out their work and tasks safely.

Where employees provide their own equipment, it shall meet the requirements of this policy. The employee shall ensure that its use is approved by their Manager or delegate, preferably in writing, prior to the equipment being used. The equipment shall be subject to the same management controls and audit processes as equipment provided by the employer. MLP Traffic Ltd retain the right to refuse the use of any equipment provided by an employee.

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Where additional costs are incurred on the grounds of personal preference, the company reserves the right to recover the costs.

## Policy Objectives

The regulations demand that users of work equipment, their supervisors and managers be provided with information, instruction and training covering use of the work equipment.

In respect of Work Equipment, MLP Traffic Ltd will ensure that all equipment:

- Is suitable and fit for purpose;
- Is inspected and maintained to pre-determined regimes;
- Is used by people for whom the equipment is provided;
- Has suitable levels of information instruction and training available;
- Conforms to CE and/or British standards;
- Are assessed for levels of risk as far as is reasonably practicable;
- Has correct isolation systems in place;
- Has warning notices available and displayed as appropriate.

## Responsibilities

### 5.1 Management Responsibility

It is the responsibility of all Managers to ensure that this policy and arrangements are appropriately communicated, understood and implemented. This includes assessments, audits and regular inspections.

### 5.2 Supervisors Responsibility.

Supervisors will ensure the correct use of work equipment provided and raise any safety issues relating to the correct use or function of the work equipment.

- They will complete and review associated documentation.
- They will review levels of competency within their teams and that equipment used is fit for purpose and well maintained.
- They will ensure that up to date details of inspections, faults found and any remedial repairs are recorded and kept in a log covering work equipment.

### 5.3 Operators Responsibility

Operatives must use work equipment in accordance with the manufacturers or other instructions, information and training provided. Carry out a visual inspection prior to use and where appropriate carry out recorded annual inspections to identify any losses or defects that must be reported to supervisors and managers.

Any equipment which is unsafe must be removed from service with immediate effect.

## 6. Arrangements

Compliance with the following arrangements will ensure the achievement of the MLP Traffic Ltd policy objectives above.

### 6.1 Purchase of Equipment

MLP Traffic Ltd will only purchase equipment from approved suppliers. Before purchase of any work equipment consideration will be given to:

- Suitability
- The environment it is to be used
- The process for which it will be used

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## 6.2 Equipment Selection and Assessment

Equipments are only to be used for the tasks they were designed to do. A suitable assessment of the equipment is to be undertaken. This is in addition to the task risk assessment, either generic or site specific, as required by the Risk Assessment Policy.

New equipment should comply with applicable European Standards and have the CE mark as appropriate. It is important that powered equipment complies with the physical agent's directive for maximum noise and vibration figures.

The assessment at Appendix A should be retained for the life of the equipment plus three years and be available to the equipment user.

The requirement for recorded assessments should be relevant to the degree of risk and low risk items e.g. brooms, dustpans, etc need only have a generic PUWER Assessment.

## 6.3 Maintenance

All work equipment will be maintained on a regular basis as per the manufacturer's instructions and will be recorded in a Log Book e.g. for powered equipment, or a Check List for low risk equipment(Appendix B). Maintenance / Calibration must be carried out by operatives /contractors who are competent to do so.

Managers will also ensure that up to date details of inspections, faults found and any remedial repairs are recorded and retained until the next inspection.

## 6.4 Inspection

Operators (visual) inspection, routine inspection and thorough inspection will be carried out as required in the manufacturers instructions and be subject to a minimum inspection regime as identified by PUWER risk assessment

Equipment found to be faulty must be withdrawn from use immediately and marked appropriately. Where repairs are necessary these must be completed and re-inspected before returned to use. Equipment that cannot be repaired must be destroyed and the inspection records endorsed.

Where the safety of equipment depends on installation this must be inspected by a competent person to ensure it is safe for use. Inspection must take place:

- After installation and before use for the first time
- After assembly at a new location

If the equipment is provided for common use on site such as a scaffold, it must be established who is to take responsibility for inspections and ensuring that it complies with regulatory requirements.

Type of examination or inspection	How long to keep records
Thorough examination before first use.	Lifting equipment – until the employer ceases to use the lifting equipment.  Lifting accessories – for two years.
Thorough examination before use where the safety of the equipment depends on the installation conditions.	Until the equipment is no longer in use at the place where it was installed/ assembled.
In-service thorough examination (6-monthly, 12-monthly or examination scheme).	Until the next report is made or two years, whichever is the later.
In-service inspections/tests	Until the next report is made.

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## 6.5 Information Instruction and Training

Users and supervisors of work equipment must have available to them adequate H&S information and where appropriate any specific written instructions pertaining to the use of the equipment. Items of information might cover conditions and methods of use, foreseeable abnormal instructions, and any conclusions drawn from previous experience of using the work equipment.

**Competent Persons/ Supervisors / Managers** who use work equipment, supervise or manage its use must receive adequate training in the work methods involved and any associated H & S risks

All requests for training must be made formally. Competent preferred suppliers will deliver approved training in a timely and cost effective way. On completion of training HR will update central records and training details will be added to personnel files.

## 6.6 Hazards & Protection Measures

The provision of safe equipment is an essential part of PUWER. Equipment must where necessary be fitted with safety devices or protected against failure. Measures must be taken to ensure that access to dangerous parts of machinery is prevented, such as using the hierarchy of controls.

### 6.6.1 Hierarchy of control:

1. Fixed enclosing guards (most effective option);
2. Other guards or protection devices;
3. Protection appliances (jigs, push sticks etc.);
4. Information Instruction and training;

### 6.6.2 Hazards

Examples of common hazards are shown below:

- Ejected or falling objects;
- Rupture or disintegration of parts of the work equipment;
- Fire or overheating of the work equipment;
- Unintended or premature discharge of any article or any gas, dust, liquid, vapour or other substance produced, used or stored in the work equipment;
- Unintended or premature explosion of the work equipment or any article or substance produced or stored in it.

Protection from the above hazards should not to be prevented by provision of PPE alone. Information, Instruction & Training and Supervision must be implemented. Measures to minimise the effects of the hazard as well as to reduce the risks must also be taken.

### 6.6.3 Protection Measures

Guards and protection devices must be:

- Suitable;
- Of good construction, sound material and adequate strength;
- Be maintained in an efficient state, efficient working order and good repair;
- Not increase health and safety risks;
- Not be easily by-passed or disabled;
- Be at a sufficient distance from the danger zone;
- Not duly restrict the view of the operating cycle of the machinery;
- Be constructed or adapted to allow the fitting of replacement parts and maintenance work.

## 7. Control systems

The provision, location, use and identification of control systems and controls on work equipment relate to the starting or significantly changing the operating conditions, stop controls, emergency stop controls and general control systems.

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All work equipment must have a means of isolation from sources of energy. It must be clearly identified and readily accessible. Reconnection must not result in risks to the H & S of the operator.

Generally the above requirements will be met by the manufacturer of new equipment; however the controls on older equipment should be reviewed.

## 8. Warning Notices & Operating Signs

All work equipment must have clearly visible markings where appropriate. They must be unambiguous, clearly perceived and easily understood. This is an important point to note on visual inspection

## 9. Mobile Equipment

It is forbidden for passengers to be carried on mobile work equipment unless it has been specifically designed for this purpose. Passengers must be accommodated by ensuring suitable features for reducing to as low as reasonably practicable risks to their safety including risks from wheels or tracks.

Risk from equipment overturning, protection must be provided by the following:

- Stabilising the work platform;
- Providing a structure which ensures that the work equipment does no more than fall on its side;
- Providing a structure giving sufficient clearance to anyone being carried if it overturns further than on its side;
- A device giving comparable protection
- Suitable restraining system for crush risks

Where self-propelled equipment presents a risk to safety while in motion **e.g. Cherry Pickers**, the following must be in place:

- Means of preventing unauthorised starting;
- Appropriate facilities for minimising the consequences of collisions between any rail mounted equipment, for example overhead cranes;
- A device for braking and stopping; in addition a secondary braking system is required where a failure of the main braking system would result in significant risks;
- Adequate devices such as mirrors or CCTV for improving the operators vision in situations where his vision is impaired;
- In situations where the equipment is provided for use at night or in dark areas it must be provided with appropriate lighting and be safe for such use;
- Appropriate fire fighting equipment carried on the equipment (or near to it) where operators are at risk as a result of the equipment or load catching fire;
- Devices incorporating fail safe systems should there be risk of impact or crushing.

## 10. References

The Provision and Use of Work Equipment Regulations 1998 as amended  
 PUWER Open Learning Guidance  
 Management of Health & Safety at Work Regulations 2003  
 Personal Protective Equipment Regulations 1992  
 The Workplace Health, Safety & Welfare Regulations 1992  
 The Lifting Operations and Lifting Equipment Regulations 1998  
 The Electricity at Work Regulations 1989  
 The Working at Heights Regulations 2005  
 MLP Traffic Ltd Working at Heights Policy & Arrangements

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## 11. Enquiries

For additional information regarding this document contact the Health and Safety Manager

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# Appendix A

<b>CERTIFICATE OF THOROUGH EXAMINATION &amp; INSPECTION OF LIFTING EQUIPMENT</b>				Cert. Serial No: <b>12801</b>	
This form may be used for the purposes of compliance with:				Tick as appropriate	
Lifting Operations & Lifting Equipment Regulations 1998					
Provision & Use of Work Equipment Regulations 1998					
NAME & ADDRESS OF EQUIPMENT OWNER:			EXAMINATION LOCATION:		
NATURE OF EXAMINATION OR INTERVALS: (TICK)		12 MONTH INTERVAL		6 MONTH INTERVAL	
		WRITTEN SCHEME		EXCEPTIONAL CIRCUMSTANCES	
Schedule No.	a.	Description of item.			
	b.	Serial No. & date of certificate			
	c.	Date of last examination			
	d.	Date of next examination			
	e.	Proof test applied (if applicable)			
	f.	S.W.L. and radius			
	g.	Defects affecting safety which are a danger to persons requiring immediate attention.			
	h.	Action taken to rectify defects effecting safety detailed at item 'g' above.			
	i.	Make and model of quick hitch.			
	j.	I.D. number of quick hitch.			
	k.	S.W.L. of quick hitch.			
l.	Defects requiring immediate attention.				
I hereby certify that the equipment described above has been inspected and thoroughly examined i.a.w. LOLER 1998 and that all defects likely to affect safety have been rectified other than those detailed above.					
I hereby certify that I have carried out maintenance on the equipment described above i.a.w. PUWER 1998 and that all defects likely to affect safety have been rectified other than those detailed above.					
Competent Plant Engineer Employee of: Mervyn Lambert Plant Ltd. Millpond Farm, Garboldisham, Norfolk IP22 2SP Telephone: (01953) 688211		NAME (PRINT)			
		SIGNATURE		DATE	
Customers Signature		NAME (PRINT)			
		SIGNATURE			
		COMPANY		DATE	

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## Appendix B

<b>CERTIFICATE OF THOROUGH EXAMINATION &amp; TEST OF LIFTING EQUIPMENT</b>		Cert. Serial No: <b>4801</b>	
This form may be used for the purposes of compliance with:		Tick as appropriate	
Lifting Operations & Lifting Equipment Regulations 1998			
Provision & Use of Work Equipment Regulations 1998			
NAME & ADDRESS OF EQUIPMENT OWNER:		EXAMINATION LOCATION:	
NATURE OF EXAMINATION OR INTERVALS: (TICK)		12 MONTH INTERVAL WRITTEN SCHEME 6 MONTH INTERVAL EXCEPTIONAL CIRCUMSTANCES	
Schedule No.	a. Description of item. b. Serial No. & date of certificate c. Date of last examination d. Date of next examination e. Proof test applied (if applicable) f. S.W.L. and radius	g. Defects affecting safety which are a danger to persons requiring immediate attention. h. Action taken to rectify defects affecting safety detailed at item 'g' above. i. Defects that may become a danger to persons. j. Action required to remedy defects at item 'i' above and the date such work must be completed.	
<p>I hereby certify that the equipment described above has been tested and thoroughly examined i.a.w. LOLER 1998 and that all defects likely to affect safety have been rectified other than those detailed above.</p> <p>I hereby certify that I have carried out maintenance on the equipment described above i.a.w. PUWER 1998 and that all defects likely to affect safety have been rectified other than those detailed above.</p>			
Competent Plant Engineer		NAME (PRINT)	
An Employee of:		SIGNATURE	
Mervyn Lambert Plant Ltd. Millpond Farm, Garboldisham, Norfolk IP22 2SP		DATE	
Telephone: (01953) 688211			

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