

HS19 General Work Equipment – Machinery, Plant & Equipment | Standard Operating Procedure

1. Background information

1.1. Introduction/Purpose

1.1.1. This Standard Operating Procedure (SOP) details the processes for the provision and use of work equipment at SOAS University of London.

1.2. Scope

1.2.1. The SOP is written in accordance with 'The Provision and Use of Work Equipment Regulations (PUWER) 1998' and 'Lifting Operations and Lifting Equipment Regulations (LOLER) 1998'. These Regulations, often abbreviated to PUWER, 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.

1.3. Definitions

1.3.1. Work Equipment is any machinery, appliance, apparatus, tool or installation for use at work (whether exclusively or not). This includes equipment that 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'.

1.4. Roles and Responsibilities

1.4.1. It will be the designated Health and Safety (H&S) person's responsibility to ensure:

- Suitable equipment is supplied for the tasks to be done (Reg. 4)
- That the equipment will be maintained in an efficient state, in efficient working order and in good repair (Reg. 5)
- That all equipment and plant shall be inspected as required by Regulation 6.
- That those tasked with using the equipment are competent to use it. (Regs. 8 & 9).

2. Main Content

2.1. Provision and Use of Work Equipment Regulations (PUWER)

2.1.1. 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 guarding, emergency stop devices, adequate means of isolation from sources of energy, clearly visible markings and warning devices.

2.1.2. 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 LOLER, pressure equipment must meet the Pressure Systems Safety Regulations and personal protective equipment must meet the PPE Regulations.

2.2. SOAS

2.2.1. It is our Duty at SOS to ensure that we manage the risks from any work equipment that is provided for others to use (eg for hire). This means that SOAS must:

- Ensure 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.
- Ensure work equipment is only used for suitable purposes.
- Ensure work equipment is maintained in an efficient state, in efficient working order and in good repair.
- Make sure that where a machine has a maintenance log, keep this up to date.
- Ensure that where the safety of work equipment depends on the manner of installation, it is inspected after installation and before being put into use.
- Make sure that where work equipment is exposed to deteriorating conditions liable to result in dangerous situations, it is 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.
- Where the use of work equipment is likely to involve a specific risk to health and safety (eg woodworking machinery), ensure that the use of the equipment is restricted to those people trained and appointed to use it.
- Take effective measures to prevent access to dangerous parts of machinery.
 - This will normally be by fixed guarding but where routine access is needed, interlocked guards (sometimes with guard locking) may

be needed to stop the movement of dangerous parts before a person can reach the danger zone.

- Where this is not possible, such as with the blade of a circular saw, it must be protected as far as possible and a safe system of work used.
- These protective measures should follow the hierarchy laid down in PUWER regulation 11(2) and the PUWER Approved Code of Practice and guidance or, for woodworking machinery, the Safe use of woodworking machinery: Approved Code of Practice and guidance.
- Take measures to prevent or control the risks to people from parts and substances falling or being ejected from work equipment or the rupture or disintegration of work equipment.
- Ensure that the risks from very hot or cold temperatures from the work equipment or the material being processed or used are managed to prevent injury.
- Ensure 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 electric, hydraulic, pneumatic and gravitational energy).
- Ensure work equipment is stabilised by clamping or otherwise to avoid injury.
- Take appropriate measures to ensure maintenance operations on work equipment can be carried out safely while the equipment is shut down, without exposing people undertaking maintenance operations to risks to their health and safety.

2.2.2. When providing new work equipment for use at work, the university must ensure it conforms with the essential requirements of any relevant product supply law (for new machinery this means the Supply of Machinery (Safety) Regulations).