

HS27 Machine Safety | Standard Operating Procedure

1. Background information

1.1. Introduction/Purpose

1.1.1. This Standard Operating Procedure (SOP) details the processes for machine safety at SOAS University of London.

1.1.2. SOAS must comply with all relevant laws and follow best practices in applying HSE guidelines and ACOP.

1.2. Roles and Responsibilities

1.2.1. SOAS University Must:

- Provide and maintain safe equipment and work systems that offer no risks to users' health.
- Carry out regular risk assessments and inspections to ensure that all safety measures are up-to-date and functioning appropriately.
- Install safety perimeter guards, such as light fences or physical machine enclosures, and follow HSW procedures to prevent accidents or injury.
 - This includes protecting against chronic injuries which might arise from bad posture or a sequence of movements that induce repetitive strain injuries.
- Ensure the workplace is suitably furnished with hazard warning signs to draw attention to any area or point of contact where machines may cause physical damage.
- Provide users with appropriate Personal Protective Equipment (PPE) where necessary.
- Ensure all machine operators must be thoroughly trained to use the equipment and should be kept up to date on all relevant safety procedures.

2. Main Content

2.1. Regulations

2.1.1. Supply of Machinery (Safety) Regulations 2008, as amended by the Supply of Machinery (Safety) (Amendment) Regulations 2011, requires all machines placed on the market in the EU to carry a CE mark as described by the European Machinery Directive 2006/42/EC.

2.1.2. Provision and use of Work Equipment Regulations 1998 (PUWER 98) place duties on people and companies who own, operate or have control over work equipment.

2.2. SOAS Machine Safety Rules

2.2.1. The following are our top ten Machine Safety Rules:

- Operate machinery only when safeguards are correctly installed and adjusted.
- Never remove machine safeguards or try to get around them.
- Do not use a machine with safeguards that are unauthorised or damaged.
- If you discover a machine safeguard problem, report it immediately.
- Lubricate machine parts wherever possible without removing the safeguard.
- Remove machine safeguards only after equipment lock-out/tag-out.
- Avoid creating safety hazards, e.g. new pinch points or letting objects fall into a machine's moving parts.
- Always wear the proper protective clothing (PPE), and don't let jewellery, loose clothing or long hair dangle anywhere near machines.
- Never walk away from a machine until all its parts have stopped moving.
- Always refer any questions or concerns about machine safety or working with safeguards to your supervisor.

- 2.2.2. A system of conformity assessment must be in place.
- 2.2.3. The machine must satisfy the relevant Essential Health and Safety Requirements of the Machinery Directive to be state of the art.
- 2.2.4. The machine must be accompanied by a Declaration of Conformity (DoC).
- 2.2.5. The machine must be accompanied by user instructions in the end user's language.
- 2.2.6. A Technical File must be compiled.
- 2.2.7. The machine must carry a CE mark.
- 2.2.8. Machine guards from the manufacturer must be supplied with a Declaration of Conformity and may or may not be CE marked, depending on the circumstances.
- 2.2.9. In some cases a pre-owned machine will need to be CE marked before it can be used for the first time by its new owner. For existing machines or those being used for the first time
- 2.2.10. A new machine should receive a PUWER assessment when it is first used and periodically after that. Regulation 11 of PUWER addresses the needs relating to dangerous parts of machinery:
- Regulation 11 (1) requires employers to take adequate measures (specified in regulation 11 (2)) to prevent access and stop the movements of dangerous machinery parts before a person enters a danger zone.
 - Regulation 11 (3) contains specific requirements for guards and protection devices.
Regulation 11 (4) states which of the measures in 11 (3) apply to 'protection appliances' such as jigs, holders and push-sticks.

2.2.11. PUWER makes no direct reference to standards, and the Approved Code of Practice and guidance (ACOP) published by the Health & Safety Executive makes little mention of them. There are no legal obligations to work to the current standards of the ACOP. However, following the ACOP and applying standards is the easiest way to demonstrate that best practice has been used when conducting a risk assessment, analysing the risks and implementing appropriate risk reduction measures to comply with the law. If an HSE inspector visits, they expect to see that the PUWER ACOP has been followed.

2.2.12. Detailed information about Machine Safety Regulations can be found at:
www.hse.gov.uk

Document History

Version	Published	Owner	Status	Review Date / Schedule	Notes / Changes
V1	Feb 23	Estates and Property Services	Approved by Health & Safety Committee – Feb 23	Annual review or when dictated by incident or legislation.	First Issue