



EAST RIDING
OF YORKSHIRE COUNCIL

Work Equipment (Including Lifting Equipment and Lifting Operations) Safety Guidance Document

Lead Directorate and Service:	Corporate Resources - Human Resources, Safety Services.
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Issued	Review Date	Approval CMT	Comments
May 2010	May 2012	CMT 10 May 2010 Minute 12449	New Guidance
May 2012	May 2014		Minor amendments to include requirement for health surveillance for use with some work equipment, and clarification on use of equipment following a failed examination
December 2013	May 2014		Removed reference to Arvato government services.
January 2015	January 2018		Reviewed minor modifications to Sections 5.2 and 5.4

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1. Background

This safety guidance document on work equipment provides information on the provision and use of work equipment and machinery including lifting equipment and lifting operations.

2. Foreword

In accordance with the Council's Corporate Safety Policy, the Council is committed to pursuing continual improvements in health and safety. This safety guidance document supports this commitment and forms part of the Council's health and safety management system.

3. Implementation

Directorates are responsible for the implementation of this safety guidance document, and communication of its content as appropriate.

This safety guidance document is available on the Safety Services intranet page and, where employees do not have access to the Council's intranet, via their line manager/headteacher.

The Council relies on the co-operation of all employees, and trades unions for the successful implementation of this safety guidance document.

A review of this safety guidance document will be undertaken three years after its implementation, and where significant changes in legislation or working practices deem this appropriate.

4. Roles and Responsibilities

4.1 Directors and Heads of Service

Directors and Heads of Service are ultimately responsible and accountable to the Chief Executive for ensuring this safety guidance document is issued to their management team.

4.2 Managers and Headteachers

Managers and Headteachers are responsible for achieving the objectives of this safety guidance document where relevant to their area of service delivery and are responsible for ensuring that:

- The information contained within this safety guidance document is implemented and complied with;
- Prior to any commitment to obtain machinery or equipment, a suitable and sufficient assessment is carried out to identify the measures that need to be taken to eliminate, or reduce, the risks presented by the use of it in the workplace, including during service and maintenance;

- The risks associated with the use of work equipment or machinery must be assessed and safe systems of work and/or other control measures introduced to reduce any significant risks to an acceptable level;
- Where the risk assessment identifies the potential for long term ill health effects, such as exposure to noise and vibration, appropriate health surveillance for exposed employees must be provided;
- Work equipment is erected or dismantled in a safe way observing any manufacturers or suppliers instructions where they exist;
- Before new or re-located equipment or machinery is allowed to enter service, the correct function of controls and safety devices must be verified. Any safe system of work for using the equipment must be confirmed as suitable;
- Machinery and equipment is only used for the purposes for which it was designed and in the conditions that are safe for its use;
- Where equipment presents specific risks to health and safety, it is only operated by those persons trained, instructed and qualified to use it;
- Any persons that use, or, supervise the use of work equipment must have received sufficient training, including; how to use the equipment, risks entailed and precautions to be taken to be competent in its use. Note: the training **and supervision** of young people is particularly important because of their relative immaturity and unfamiliarity with the work environment. Even when a young person is competent to use work equipment additional supervision may be required;
- Any persons that use, or, supervise the use of work equipment have adequate comprehensible health and safety information available to them and where appropriate written instructions for the use of the equipment. The information should cover; all health and safety aspects arising from use, any limitations, foreseeable difficulties and how to deal with them;
- Machinery and equipment (including guards and protective devices) is maintained in; an efficient state, working order and in good repair. Any maintenance log books are kept up to date;
- Inspections and tests are carried out and recorded at appropriate intervals during the life of any machinery or equipment where the safe operation is critically dependant upon its condition in use and where deterioration would lead to a significant risk to the operator or other worker;
- Inspections, tests, maintenance and service are only carried out by competent persons;
- Adequate personal protective equipment is provided and staff are suitably trained in its use.

4.3 Employees

Employees must ensure they carry out assigned tasks and duties in accordance with information, instruction, training and agreed safe systems of work. Specifically they must:

- Comply with this safety document;
- Participate in the completion and review of risk assessments;
- Cooperate to enable their manager/headteacher to formulate and implement effective management systems including method statements and safe systems of work;
- Undertake training and follow any instructions that enable them to operate work equipment and machinery safely and competently, including the wearing of personal protective equipment where necessary;
- Carry out pre-use checks?

- Notify their supervisor of any defects with the work equipment and if that defect creates an immediate risk to health or safety not use the work equipment.
- Keep any health surveillance appointments they are required to attend;
- Only use work equipment for the purposes for which it is designed and for which they have received appropriate training;
- Ensure that their own health and safety and that of others are not put at risk by their actions;
- Not intentionally interfere with equipment or misuse it in such a way as to create additional hazards or render safety devices inoperable.

4.4 Safety Services

The primary function of Safety Services is to support the Council and its employees by providing professional, authoritative, impartial advice on all aspects of health, safety and wellbeing. Where managers/headteachers require further assistance, Safety Services will advise on achieving compliance with this safety guidance document.

4.5 Occupational Health

Legislation requires that frequent and prolonged use of some work equipment may require health surveillance. The Occupational Health Unit will support this policy and procedure by providing managers, headteachers and employees with guidance on all work related health issues, including exposure to noise, vibration, musculoskeletal disorders and hazardous substances that cause ill health. Further information on the role of Occupational Health can be found on the Council's intranet.

5. Arrangements

5.1 Introduction

The definition of work equipment is wide and covers almost any equipment used at work, eg photocopiers, hoists and lifts, tool box tools, mobile equipment including vehicles. It also includes equipment brought to work by the employee with the permission of the employer for the purposes of work.

Work equipment must be:

- Suitable for the intended use;
- Safe for use and maintained in a safe condition;
- In certain circumstances, inspected to ensure that it remains in a safe condition;
- Provided with suitable safety measures, eg guards, controls, warnings, markings, manufacturer's instructions, etc;
- CE marked wherever this is relevant;
- Used by people who have received adequate information, instruction and training.

5.2 Selecting Work Equipment

Prior to obtaining work equipment or machinery, the hazards and risks connected with its use(s), where it is used (location in the workplace, is it fixed or mobile) and the environmental conditions must be assessed.

These hazards may include:

- Entrapment/entanglement;
- Ejection of materials including hazardous substances;
- Collapse or turnover;
- Temperature;
- Vibration and noise;
- Weight and ergonomic factors.

European Work Equipment and Machinery standards lay down essential health and safety requirements that must be achieved to gain CE marking. Where applicable any equipment obtained for use at work (whether new or second hand) must meet these standards. CE mark should not be confused with other markings – if in doubt formally check and record outcome.

Where work equipment presents significant risks; an evaluation of available products should be undertaken. This will include comparison of technical data such as vibration or noise levels generated by the proposed equipment, and could involve practical trials to assess:

- Actual vibration/noise levels or other emissions generated in use;
- Capabilities of different equipment configurations/fittings;
- Ergonomic factors;
- Manual handling issues.

5.3 New Work Equipment

After installation, re-installation or receipt of work equipment or machinery it should be inspected to ensure that it is safe to use and that controls and guards etc. function correctly.

Where work equipment presents negligible or low risks, e.g. tool box tools, printers etc arrangements must be made to ensure that:

- It is suitable for the task;
- It is only used in the conditions and for the activities for which it is suitable;
- When selecting which equipment to use for a task, account is taken of the working conditions and other hazards that may arise in the workplace;
- It is maintained in an efficient state, good working order and good repair;
- Risk assessments are carried out commensurate with the level of risk.

Work equipment that presents more significant risks to the health and safety of users and others that may be in the vicinity of the work activity must be the subject of a specific risk assessment and safe system of work (method statement). The following matters must be included where relevant:

- Systems that ensure compliance with specific relevant legislation;
- Specific hazards and their control measures such as guards, water suppression systems, local/general exhaust ventilation, management systems such as on tool time monitoring for vibration etc;
- Measured or assessments of exposure levels that may arise from the use of the equipment, e.g. noise, vibration, exposure to respirable silica;

- Any personal protective equipment that must be used;
- The information, instruction and training that the operators and supervisors must have received for safe operation of the equipment, including any formal competencies that may be required such as operator licensing;
- What periodic inspection and maintenance must be carried out to ensure safety, e.g. operator pre-use inspections of fall arrest harnesses and lanyards;
- The arrangements that have been made for supervision of the use of the work equipment if necessary with special consideration wherever work equipment is proposed to be used by young workers.

Note: Young people are prohibited from using some specified items of equipment and others require greater controls and supervision of the young person. Advice on this is available from Safety Services.

For the avoidance of doubt, maintenance and repair of such work equipment and machinery must also be the subject of risk assessments and safe systems of work.

5.4 Information, Instruction and Training

Operators and their supervisors must receive relevant health and safety information and written instructions on the use(s) of work equipment, including any specific hazards associated with the use of the work equipment. Instruction and operator manuals, risk assessments, safety information, manufacturers' and industry training courses, internal courses, tool box talks and on the job observations can all be used to develop user competence.

If the use of work equipment requires the operator to possess proven safety competences (such as fork lift truck or plant operation) then systems to prevent unauthorised use of such equipment must be put in place.

Refresher training may be required for the use of work equipment because of the nature of the hazards if misused and how frequently individual operators use the equipment.

5.5 Inspection and Maintenance

All work equipment and machinery must be appropriately maintained in a safe, efficient working order and in good repair.

In addition to any pre-use operator checks, certain work equipment must be formally examined by a competent person. This is often a requirement of specific legislation such as the Lifting Equipment and Lifting Operations Regulations that requires all lifting equipment to be subject to a periodic thorough examination or written scheme of examination, (for example; lifting equipment must be thoroughly examined on a six or twelve monthly basis depending on whether the equipment is used to lift people or not, respectively). Other equipment should be examined because there is a foreseeable risk of a major injury resulting from incorrect installation, re-installation, deterioration or other exceptional situation.

Records of these examinations must be kept. Inspections and maintenance of work equipment and machinery must be capable of being carried out safely. Where this involves isolation from sources of energy, such isolation must be capable of being 'locked off'. Maintenance and setting up energised work equipment and machinery must not be permitted unless appropriate control measures are put in place.

5.6 Lifting Equipment and Lifting Operations

Any work equipment used for lifting, including accessories and fittings have to meet specific additional requirements:

- Strong and stable enough for the particular use;
- Marked to indicate the safe working load;
- Positioned and installed to minimise risks;
- Used safely, i.e. the work is planned, organised and performed by competent people;
- Subject to ongoing thorough examination and inspection by competent people.

Lifting equipment includes any work equipment used at work to lower or support loads and includes; attachments used for anchoring, fixing or supporting it. It also includes lifting accessories such as chains, slings, strops, eye bolts etc.

If lifting equipment fails an examination it **MUST BE** immediately suspended from use. The equipment must be subject to a retest, following repair, prior to continued use.

Lower level recommended actions, do allow for continued use but repair must be completed as part of the next scheduled maintenance.

5.7 Planning Lifting Operations

Simple, every day lifting operations such as those found in warehouses and stores such as fork lift truck activities must be subject to a suitable and sufficient risk assessment and method statement that identifies appropriate control measures.

Complex lifting operations or non-standard lifting activities must be properly planned, supervised and implemented with suitable equipment and by competent people. Such a plan will take account of:

- The weight of the load including lifting accessories (chains, beams etc.);
- The capabilities of the lifting equipment, accessories and attachments fitted to it and the availability of current test certificates for the selected equipment;
- The competency of the operators;
- The need for a competent supervisor to take charge of the lift and with the authority to stop operations whenever s/he considers that danger is likely to arise if the operation were to continue;
- A system that prevents unauthorised movement of the lifting equipment and load;
- The weather conditions under which the lift can and cannot take place;
- The safety of other people not involved in the lift (other employees, the public).

A sketch plan showing the locations of the lifting equipment and load before, during and after the lift in relation to structures and obstructions at the site should be drawn up.

This is especially so if the lifting operation is complex involving multiple movements of a suspended load or if the load has to be temporarily set down during the operation.

Under no circumstances will a lifting operation be wholly attempted on a trial and error basis because of the potential dangers of using equipment beyond its capabilities.

5.8 Accidents and Dangerous Occurrences'

In accordance with the Council's Corporate Safety Policy and the Council's accident reporting guidelines, every manager/headteacher is responsible for, and will, ensure all accidents, incidents and dangerous occurrences' are investigated and reported.

5.9 References and Links

' Providing and Using Work Equipment Safely – A Brief Guide INDG291

' Safe Use of Work Equipment – Provision and Use of Work Equipment Regulations – Approved Code of Practice and Guidance L22

Lifting Equipment at Work – A Brief Guide INDG290

Safe Use of Lifting Equipment – Lifting Operations and Lifting Equipment Regulations – Approved Code of Practice and Guidance L113

Hand Arm Vibration Guidance on Regulations L140

Supply of Machinery (Safety) Regulations