Provision and Use of Work Equipment  
Responsibility: All Campus Services Employees

Purpose
Campus Services has a duty under the Provision and Use of Work Equipment Regulations 1998 (PUWER) to ensure work equipment is:

- **Suitable** - for use, and for the purpose and conditions in which it is used;
- **Maintained** - in a safe condition for use so that people’s health and safety is not at risk; and
- **Inspected** - to ensure it is and continues to be safe for use.
- Accompanied by suitable safety measures, e.g. protective devices, markings, and warnings.
- Only used by competent employees who have had sufficient information, instruction and training.

Whilst this policy refers to all ‘Work Equipment’, its main purpose is to set out procedures to minimise the risk from potentially hazardous equipment such as electrically powered tools, those with moving parts or those which may give rise to noise and vibration.

Work Equipment
Any equipment which is used by an employee at work; whether it belongs to the University or the employee himself, falls within the provisions of PUWER so these arrangements must be rigorously applied.

The following types of equipment are subject to the procedural controls covered by this arrangement:

- **Work equipment** includes the following:
  - ‘tool box tools’ such as hammers, knives, handsaws etc;
  - single machines such as drilling machines, circular saws, photocopiers, dumper trucks etc;
  - fixed machinery such as woodworking machinery (see note below);
  - lifting equipment such as hoists, lift trucks, elevating work platforms, lifting slings etc (see note below);
  - other equipment such as ladders (see note below), pressure water cleaners etc;

The following types of equipment whilst coming under the general requirements of PUWER have separate specific legislation/guidance and are therefore dealt with in more detail under separate Property Services arrangements:

- Lifting equipment - equipment, machinery or installation used by staff to lift or be lifted e.g. passenger lift, access equipment, Mobile Elevated Working Platforms, etc.
- Personal protective equipment – equipment worn or held by staff for their protection e.g. head protection, high visibility clothing, harnesses etc.
- Access equipment – equipment used to work at height, e.g. ladders, Mobile Access Towers etc.
- Woodworking machinery – whilst there is no additional legislation to PUWER, there is separate guidance due to the High Risk nature of this equipment. To this end Property Services have prepared a supplementary arrangement for the safe use of woodworking machinery.

**General Requirements:**
**Procurement of New Equipment**
New equipment is subject to approval by Supervisors of each division who will allocate responsibility for checking that supplied equipment meets the specified requirements and is suitable for the task to be performed.
Equipment and controlled equipment calibration and maintenance services must only be procured from suppliers deemed competent having gone through a rigorous procurement process.

Equipment that is supplied for short periods, whilst not being identified on an inventory must be supplied with appropriate calibration, maintenance and operational documentation.

**Selection of Equipment**
When selecting work equipment either new or existing, Employees & Supervisors must ensure that it is suitable for the task to be undertaken. For simple tasks using 'tool box tools' such as hammers, employees will be expected to use common sense in the selection of the appropriate tool. For more complex tasks and use of either powered or fixed equipment such as workshop machinery, Supervisors should undertake a risk assessment of the task which should include the selection of work equipment to be used.

**Use of Equipment**
Property Services will take all reasonable steps to ensure that employees are not exposed to unnecessary risks associated with using equipment at work and ensure it is managed and used in line with current legislation and the manufacturer's or suppliers instructions. Risk assessments will be carried out, by Supervisors, for all operations and tasks where there is a perceived risk to health and safety and safe systems of work will be established, to limit any risks identified to acceptable levels.

All plant, materials and equipment used by employees must be of good construction, sound material, adequate strength, free from patent defects, properly maintained and competently operated and routinely inspected by a Competent Person (insurance inspector) when required.

All Employees, when provided with equipment are required to:
- Check that it is the equipment as identified in the risk assessment or task specific method statement.
- Check that any equipment with a specified life is in-date.
- Comply with the manufacturer’ instructions and follow any training given.
- Raise any concerns with the Supervisor before use.
- Return the equipment in good working order and in a clean and dry condition to the designated store after use.
- Report any deficiencies or loss to the Supervisor.

Supervisors should also ensure that risks, created by the use of the equipment, are eliminated where possible or controlled by:
- Provision and maintenance of suitable guards and other protection devices; markings and warning devices; system control devices (such as emergency stop buttons) and as a last resort, personal protective equipment; and by
- Following safe systems of work (e.g. ensuring maintenance is only performed when equipment is shut down etc), and providing adequate information, instruction and training.

**Self-Propelled Mobile Equipment**
Supervisors should ensure that when 'self-propelled mobile equipment' is used such as MEWP’s or dumpers, the following precautions are taken to ensure the safety of pedestrians walking near by:
- separation of pedestrians and self-propelled mobile work equipment;
- traffic rules;
- traffic signs;
- planning traffic routes;
- traffic speed.

**Electrical Equipment**
All electrical work and work involving the use of electrical tools and equipment shall be carried out in accordance with the Electricity at Work Regulations 1989 and with University rules for
all portable electrical equipment. Preference will be given to battery powered and larger powered tools or equipment to be rated max 110V. All practical steps are to be taken to prevent circuit conductors and electrical equipment being made live whilst work in progress.

Woodworking Machinery
Property Services have prepared a supplementary arrangement specifically for woodworking machinery.

Provision, control and storage of equipment
Where equipment is given to employees they shall ensure that it is suitably stored to keep it clean, dry and in good working order. When requested by their supervisor they shall return it to the store for inspection.

Supervisors are responsible for equipment provided by the University; individual employees are responsible for equipment used which belongs to them. The University shall provide suitable storage facilities within the Campus Services Stores for equipment used outdoors. Where required; appropriate signage should be displayed to highlight hazards to employees.

Identification of Equipment
All equipment owned or on long-term hire/lease to the University must be recorded on an Inventory, (Equipment hired by the University or provided by a client or external body for a short period does not need to be identified).

Equipment with any of the following attributes should be identified on the inventory as Controlled Equipment:
- Equipment which requires regular adjustment or re-calibration.
- Personal protective equipment which needs specialist maintenance.

The following information is to be retained for each item of Controlled Equipment, where appropriate:
- Purchase documentation, with warranty and/or guarantee
- Calibration certificate
- Calibration procedure and standard, including test method and equipment used, and the frequency of calibration
- Maintenance agreement
- Written procedures on how the equipment is used e.g. Operating Manual
- Action plan if equipment is found to be out-of-calibration or faulty

Each item of Controlled Equipment must be marked with a unique item reference and with the date at which the next maintenance is due.

Equipment which is not identified as Controlled Equipment shall be General Equipment.

Maintenance of Equipment
Property Services has a programme of planned preventative maintenance (PPM) activities at required intervals to ensure that equipment is maintained in a safe and efficient working order. The programme includes inspection, testing, cleaning, repair and replacement by a competent person. Maintenance of Equipment is recorded on the equipment inventory. Defective Equipment must be reported to the Supervisor, who will withdraw it from service and label it to prevent its inadvertent use.

All Supervisors must provide the store manager with copies of their testing and maintenance Records.

Portable electrical equipment
As part of the above PPM, Property Services arrange for and record regular maintenance by a competent electrical contractor (NICEIC Approved Electrician or equivalent) for each item of portable electrical equipment
Supervisors shall make employees aware that they should not attempt to repair or maintain electrical equipment themselves and that any defective equipment must be reported.

Private electrical equipment should not be used in the workplace unless the supervisor has given approval and the equipment has been checked and passed by a competent electrical contractor.

**Maintenance of Personal Protective Equipment** – Must be carried out in accordance with the PPE at work Regulations 1992, as per 'Instructions for Selection, Use and storage of PPE.

**Local Exhaust Ventilation (LEV)** – as part of the PPM, all LEV will be thoroughly examined and inspected every 14 months, by a competent person and regularly checked and maintained throughout the year, by the users themselves, ensuring that the maintenance log is kept up to date.

**Training**

Employees must only use equipment that they are competent to use and after they have received the necessary information, instruction or training on how to use it safely. Where they have concerns over the operation of equipment they have been provided you must contact your supervisor.

Where equipment is provided with an operator then proof of competence, such as a certificate of competence for the operator must also be supplied.

**Reference**

Provision and Use of Work Equipment Regulations 1998 (PUWER)