



PROVISION AND USE OF WORK EQUIPMENT (PUWER)

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1. Introduction

- 1.1. PUWER is an abbreviation for the Provision and Use of Work Equipment Regulations 1998. The PUWER Regulations aim to make work safer for everyone using and coming into contact with machinery and work equipment, including employers, employees, contractors, suppliers, and anyone else who might use or have access to machinery in the workplace. The regulations aim to ensure that all equipment is:
- Suitable for its intended use;
 - Can be used safely;
 - Is maintained in a safe condition;
 - Is inspected as necessary;
 - Is effectively guarded, and;
 - Only used by operators who have received adequate information, instruction and training.
- 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 the Lifting Operations and Lifting Equipment Regulations (LOLER), and pressure equipment must meet the requirements of the Pressure Systems Safety Regulations (PSSR). Therefore, some of the requirement associated with these regulations overlap with this policy. Where this is the case the requirements of the parent legislation will take precedence.

2. Policy Statement

- 2.1. The purpose of this policy is to enable Blackwood to meet its statutory obligations to protect and support our employees and the individuals we support. To help us do this and comply with the PUWER regulations, we have introduced this policy to cover the purchase and safe use of all machinery within our business.

3. Definitions

- 3.1. **Work equipment** - is any type of machinery, appliance, apparatus, tool or installation for use at work. The scope of work equipment is therefore extremely wide and in Blackwood, it can range from hand tools, such as hammers, screwdrivers and knives, to portable power tools, floor polishing machines, photocopiers, and water pressure cleaners to lifting equipment, such as hoists, slings and patient bath lifts and will even include pool cars.

Machinery itself is normally regarded as being a piece of equipment which has moving parts and, usually, some kind of drive unit.

- 3.2. **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.

4. Duties and Responsibilities

- 4.1. **Care Service Managers/Team Leaders/Managers** – are responsible for ensuring that for any work equipment/machinery within their area of responsibility, that;

- The equipment/machinery is purchased from reputable supplier and a guarantee or warranty is supplied;
- Any risks associated with the use of the equipment/machinery have been adequately assessed and controlled, by carrying out a risk assessment;
- Ensuring all equipment/machinery is inspected and maintained to a safe standard and the necessary records are kept;
- Ensuring users receive adequate information and instruction on the safe operation of the equipment/machinery.

- 4.2. **Employees** – are responsible for using any work equipment/machinery in accordance with any instructions and training given. Employees should;

- Not use equipment/machinery they are unfamiliar with until they have received or obtained appropriate training/instruction;
- Only use equipment/machinery for its intended use;
- Not use faulty equipment/machinery and to remove faulty equipment/machinery from use and report any faults promptly;
- Report any incident, injury or near miss when operating work equipment/machinery in line with our accident reporting procedures.

5. Risk Assessments

- 5.1. Before any equipment/machinery is introduced for the first time, a risk assessment should be carried out to ensure that the equipment/machinery is generally safe to use. It should consider the equipment/machinery and the knowledge, experience and abilities of the people carrying out the work. The purpose of this is to identify whether there are any particular hazards associated with its use. For example, this could include space constraints or high noise/vibration levels or inadequate guarding.
- 5.2. Those required to carry out such risk assessments must also be competent to do so.
- 5.3. For items of equipment that pose little or no risk then a documented risk assessment need not be completed.

6. Purchase of Machinery and Equipment

- 6.1. The PUWER regulations also require that when we purchase new machinery and equipment, it needs to comply with the Supply of Machinery (Safety) Regulations 1992. All work equipment should;
 - Be **CE marked**;
 - Come with a **Declaration of Conformity**;
 - Be provided with **instructions** in English, and;
 - Be free from obvious defects, and that it remains so during its working life'
- 6.2. Before we purchase new machinery/equipment, we should think about where and how it will be used, what it will be used for, who will use it (skilled employees, trainees etc.), what risks to health and safety might result from its use. This can help us decide what equipment/machinery may be suitable.

7. Maintenance and Inspection

- 7.1. All machinery should be subject to maintenance and inspection, as necessary, for its continued safe operation. Maintenance and inspection should only be carried out by employees/contractors who are competent to do so. This can range from a simple visual inspection by the operator, to a planned preventative maintenance

schedule for more complex equipment/machinery and should consider the manufacturer's instructions and any recommendations arising from previous inspections etc. For example, a battery drill will not require the same level of maintenance/inspection that a hoist will need.

- 7.2. Where equipment/machinery has a maintenance log, this must be kept up to date with details of inspections, servicing, maintenance, and any repairs (the log should be available for inspection at all times, preferably with the equipment).
- 7.3. Where the safety of work equipment depends on the manner of installation, it must be inspected after installation (and if appropriate, commissioned) and before being put into use, i.e. a new passenger lift.
- 7.4. In the case of gas-fired equipment, pressure systems and lifting equipment, statutory inspections will need to be arranged in addition to general maintenance and inspection.
- 7.5. We recognise that serious injuries can occur during machinery maintenance; therefore, all such work will be subject to risk assessment. Safe systems of work (or method statements) will be devised to ensure that machines are effectively isolated from power sources and drained of power before maintenance access.

8. Training

- 8.1. Anyone using work equipment or who operates machinery must have received adequate training, instruction and information for the work equipment or machinery they are using. This training may be provided by several sources including the equipment suppliers, as well as in house training by our own employees.
- 8.2. Training records should be kept wherever more than very simple instruction is required.

9. References

- 9.1. Provision and Use of Equipment Regulations 1998, Approved Code of Practice and Guidance - <http://www.hse.gov.uk/pubns/books/l22.htm>)

- 9.2. Buying new machinery –
<http://www.hse.gov.uk/pubns/indg271.htm>
- 9.3. Providing and using work equipment safely -
<http://www.hse.gov.uk/pubns/indg291.htm>
- 9.4. Using Work Equipment Safely -
<http://www.hse.gov.uk/pubns/indg229.htm>