



Management of Work Equipment Standard

Doc control no: PRSG 28.1 WELLBEING, SAFETY AND HEALTH MANAGEMENT SYSTEM

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Introduction:

Work, research and study at the University of Leeds can involve the use of a large amount of work equipment, varying in complexity from simple hand tools to complex machines. All work equipment needs to be suitable for use, safe and fit-for-purpose which will happen if the points listed in the Standard, table and procedures are fulfilled.

The University of Leeds recognises that where risks are created by using work equipment, appropriate control measures are used. This can be a combination of; following safe systems of work, providing adequate supervision, information, instruction and training, the use of suitable guards, protection devices, markings, warning devices and personal protective equipment.

What do we mean by work equipment?

Work equipment is any piece of equipment used or provided for University activities.

It includes equipment which is:

- already owned or controlled by the University;
- purchased *new* or *second hand*;
- designed, self built, constructed, modified or adapted by staff or students at the University;
- loaned or donated to the University
- borrowed, hired in or acquired to share with external users.
- erected or dismantled by staff or students

The following elements fall under the definition of work equipment, however, these requirements are dealt with under other protocols and processes:

- **Office and IT equipment** (e.g. desks, chairs, cabinets, racking, shelving, laptops, tablets, computers, printers, keyboard, mouse, photocopiers)
- **LEVs, fume cupboards, microbiological safety cabinet** (see LEVs protocol)
- **Equipment containing asbestos** (see Asbestos protocol)
- **University owned, privately owned or hired motor vehicles** (see checklist in 'Transport (safe movement of vehicles) on campus' protocol)
- **Medical devices to be used on patients** (as listed in the *Medical Devices Regulations*- link to <http://www.mhra.gov.uk/home/groups/comms-ic/documents/websitesresources/con2031677.pdf>)
- **Radiation Equipment and lasers** (see specific protocols)

Ask your Health and Safety Manager for more information about the work equipment standard.

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Standard:

The University takes a management approach based on adequate control of the risks and expects that:

- Nominated people are formally appointed to support the implementation of this standard and management of work equipment.
- Work equipment that is procured, donated or gifted has a CE marking attached, is provided with a certificate of conformity or a technical file is supplied and is in place before use.
- Work equipment is selected so that it is safe for use.
- Work equipment that is self-built, adapted or modified is designed by a competent person so that it can be used, maintained and inspected safely.
- Work equipment that poses a risk is either included in an activity risk assessment or detailed in a specific risk assessment and control measures implemented.
- Where a hazard of potential exposure to vibration or noise is identified, the Health and Safety Manager is contacted to arrange a specific assessment.
- Work equipment is used by people who are competent or are supervised until deemed competent.
- Location of work equipment is planned prior to installation so that it does not cause harm or restrict access.
- When the installation affects the safe use of work equipment it is formally commissioned before first use.
- Where work equipment is erected or dismantled this is done observing any manufacturers, or supplier's instructions. If these are not available method statements are produced.
- Copies of machine / equipment manufacturer's instructions are easily accessible; if these are not available an instruction manual is produced locally.
- Where guards are fitted they are used.
- Before maintenance, repair or the removal of guards, work equipment is isolated from all energy sources.
- Defective work equipment (including machinery that is missing its guard) is reported to the Nominated Person and taken out of service.
- People who determine the nature and frequency of the inspections required and those who carry them out are competent to do so.
- An inventory of work equipment requiring formal inspection is in place.
- Work equipment is maintained and inspected as specified in the work equipment table, risk assessment, manufacturer instructions or safe system of work. Identified actions are carried out, and this is recorded.
- Where formal inspection is required *centrally*, this is notified to the Nominated Person and the University Insurance Officer, inspections are arranged and records retained.

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- Where formal inspection is required *locally* this is notified to the Nominated Person, inspections are arranged and records retained.
- Work equipment that requires formal inspection is clearly labelled with its last inspection date. Any equipment that exceeds its formal inspection date is taken out of service.
- Prior to selling, donating or gifting work equipment the Health and Safety Manager is contacted to enable the completion of an Equipment Transfer Agreement.
- A Health & Safety Manager is consulted for work equipment that is specifically built (manufactured) for sale to ensure that it achieves the requirements of the Machinery Directive and the Essential Health and Safety requirements (EHSR).
- Disposal of work equipment is in line with the University's waste procedures.
- The additional legal requirements for specific types of work equipment set out in the Table are fulfilled and recorded.
- Any variation to this Standard and Table is formally agreed in writing by the Director of Wellbeing, Safety and Health or the Head of Health and Safety.

Key legislation

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Provision and Use of Work Equipment 1998
- Supply of Machinery (Safety) regulations 2008
- Supply of Machinery (Safety) (Amendment) regulations 2011
- The Machinery Directive 2006/42/EC
- Medical Devices regulations 2002
- Workplace (Health, Safety & Welfare) Regulations 1992
- Health & Safety (Display Screen Equipment Regulations) Regulations 1992
- The Personal Protective Equipment at Work Regulations 1992
- Construction (Design and Management) Regulations 2015
- The Road Vehicles (Construction and Use) regulations 1986
- The Work at Height Regulations 2005

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