	<p style="text-align: center;">STR – Safety Management System Section 9.1.5 Use of Workplace Fixed &amp; Portable Equipment</p>	<p>REF: SMS 9.1.5 ISSUE: 01 DATE: May 2021 PAGE: 1 of 2</p>
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### **9.1.5.1 Requirements.**

Legislation relating to the use of fixed & portable (including mobile) workplace equipment requires that the STR must:

- Select the equipment properly.
- Use the equipment and ensure it is maintained to protect the health and safety of STR staff & volunteers, as well as others (eg the public, contractors) who may be affected by the way it is used.
- Equipment use must be risk assessed.
- Follow equipment manufacturer's recommendations for use and maintenance.
- Ensure that STR staff & volunteers are trained and competent.
- Ensure new work equipment complies with the relevant legal requirements for safe design and construction.
- STR staff and volunteers must not use or be permitted to use unsafe work equipment.

### **9.1.5.2 Arrangements.**

All work equipment, including electrical equipment, used throughout the STR's operations will comply with the Provision and Use of Work Equipment Regulations (PUWER) and associated legislation.

Before any new work equipment is operated, an PUWER risk assessment will be undertaken by the DOM / Responsible Person / H & S Adviser or other suitably qualified person to ensure the equipment is suitable and safe for its intended use.


Existing fixed work equipment should have a PUWER risk assessment undertaken by the DOM / Responsible Person / H & S Adviser.

PUWER risk assessments and any resulting written safe systems of work will be reviewed as necessary to ensure the safe operation of any fixed work equipment.

All STR members of staff and volunteers should receive training in the safe systems of work required to operate work equipment.

No STR member of staff or volunteer will use work equipment for which they have not received specific training and achieved adequate competency.

No STR member of staff or volunteer (or approved contractor) should knowingly misuse any piece of work equipment or remove any guards or safety devices unless in the course of properly conducted maintenance activities.

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All work equipment will be inspected and maintained at suitable intervals to maintain its safety and efficiency.

Maintenance and repair activities may be carried out by suitably STR staff or volunteers or by competent external contractors. All such work will be recorded in an equipment maintenance log.

Whenever any faults or damage to equipment or machinery are identified which may affect safety, the equipment must be stopped, and the fault reported and / or rectified.

For details on the arrangements for work equipment isolation see Section 9.1.8.

For details on the arrangements for electrical safety of work equipment see Section 9.1.10.

### **9.1.5.3 Applicable Legislation.**

Provision and Use of Work Equipment Regulations 1998 (PUWER).

Personal Protective Equipment at Work Regulations 1992.

The Electricity at Work Regulations 1989.

BS 7671 – 18<sup>th</sup> Edition, The IET Wiring Regulations.

### **9.1.5.4 References.**

L22 Edition 4 2014 Safe Use of Work Equipment – Provision & Use of Work Equipment Regulations 1998 Approved Code of Practice & Guidance.

INDG 291 Rev 1 2013 Providing & Using Work Equipment Safely – A Brief Guide.

INDG 229 Rev 2 11-2012 Using Work Equipment Safely.

INDG 174 Rev 2 06-2013 Personal Protective Equipment at Work A Brief Guide.

HSG 85 Edition 3 2013 Electricity at Work: safe working practices.

### **9.1.5.5 Documentation.**

STR-RA1 Task / Machinery Operation Risk Assessments.

STR-RA5 Rotating Machinery Risk Assessments.

New Equipment Risk Assessments.

New Equipment Design & Construction Legal Compliance Records.

Work Equipment Maintenance Records.

STR Staff & Volunteer Training Records.

STR Staff & Volunteer – Approval to Operate Equipment List