

26. Machinery – Safe Use & Maintenance

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Policy

The Board of Directors and the Chief Executive of the Society recognise the hazards relating to the use of work equipment. In order to protect the health & safety of colleagues and others under the Provision and Use of Work Equipment Regulations 1998 (PUWER), and the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), they have adopted the following procedures.

Work Equipment – Definition

The term 'work equipment' applies to machinery, appliance, apparatus or tools for use at work. Examples of these are:

- Compactor / balers.
- Lifts.
- Escalators.
- Pallet trucks.
- Scissor lifts.
- Slicing machines.

Operators

Under no circumstances will any person carry out any work, repair or testing on work equipment unless having received appropriate training and having been deemed competent (See Section 4) by their supervisor or manager. The training will include:

- Full instruction on the operating procedure of the machinery.
- Sufficient instruction as to the dangers arising from the use of the machinery and the precautions to observe.
- Cleaning procedure, including assembly and re-assembly. (No person under the age of 18 is permitted to clean dangerous machinery.)
- Other safety factors that will be highlighted to operators are:
 - Clothing – loose clothes are dangerous near machinery.
 - Lighting – areas housing machinery should be well lit so that the moving parts can be seen clearly.
 - Personal Protective Equipment – all colleagues must use or wear any appropriate protective clothing.
 - Turning off the power – colleagues must not leave machines running unnecessarily.
 - Good housekeeping – areas around machines should be kept clean and tidy. Nothing must be left near a machine that could cause someone to fall over.

- Faults – colleagues must know how to report any faults or suspected faults to the supervisor or manager.

Maintenance

All work equipment will be maintained in an efficient state, in working order and in good repair. Where machinery has a maintenance log, this will be kept up to date. All work sheets and service records must be added.

New Equipment

Any new equipment purchased will be suitable for the purpose of intended use and will incorporate such features that are required to protect the health & safety of both users and others who might be affected by the equipment's operation. The equipment must be CE (Conformité Européenne or European Conformity) marked and the site manager must retain a copy of the certificate of conformance where issued.

Machinery Guarding & Operation

Guards are designed to make the operation of the machine safer. All colleagues must therefore understand that no one should tamper with the guard or attempt to over-ride it. If they do, they could put their safety and that of others at risk.

All colleagues should note that the following safety procedures must be adhered to:

- Do not attempt to approach or distract the operator of dangerous machinery whilst in use.
- All machinery power must be isolated whenever cleaning is taking place, or machines are being dismantled for cleaning or repair or when not in use.
- Any worn or malfunctioning or damaged machines, guards and equipment, or any missing parts including guards must be reported to the site manager immediately. If any of these conditions are known to exist or if there is an electrical malfunction, the machine concerned must not be operated. It must be isolated from its power source and a warning card placed next to it.
- Any electrical equipment including plugs or switches must not be touched with wet hands. Colleagues must not attempt to repair any electrical malfunction or remove the outer casing of the equipment that leads to the power supply, motor or inner workings.

Lifting Operations & Lifting Equipment Regulations 1998 (LOLER)

Definitions

Accessory for lifting – Any work equipment used to attach loads to the lifting machinery.

Lifting equipment – Work equipment used for lowering or lifting loads, attachments used for anchoring, fixing or supporting the lifting equipment are included in this definition.

Lifting operation – Any activity including the lifting or lowering of a load.

Load – The item being lifted or lowered, which includes people.

Suitability

Where lifting equipment is used on any of our premises it must be of adequate strength and stability for each individual load raised or lowered. Load parts and any attachments used in the lifting operation must also be of adequate strength.

Marking of Lifting Equipment

It is the site manager's responsibility to ensure that where the lifting equipment is marked with the Safe Working Load (SWL). The markings are kept in a good state of repair, and any deterioration, damage or defacing are reported immediately to the Health & Safety Team or the equipment service engineer.

Routine Checks

It is the site manager's responsibility to ensure that daily routine checks are carried out prior to the use of such lifting equipment. The checks will include but not be restricted to:

- General condition and state of repair.
- Oil and water levels where required.
- Lubrication where required.

They should ensure that they:

- Report any leaks of hydraulic fluid etc.
- Record by way of a log sheet any such checks.
- Report any defects or faults immediately and where necessary remove equipment from use.

Accessories

Where an accessory is used to assist in the lifting operation (ropes, chains etc.) only accessories suitable and intended for this purpose may be used. The accessory will be clearly marked, or reference made in document form, as to its SWL on each individual lifting or lowering operation. Daily checks prior to use must be made by a competent person to ensure the condition of any such items.

Please refer to individual group policy and procedures documents for further reference on work equipment and lifting equipment including forklift trucks and the related safe working procedures (SWPs).