

UNIVERSITY OF BATH HEALTH AND SAFETY STANDARD					
Provision and Use of Work Equipment (PUWER)					
Version Number	V1	Date of Approval	7 <sup>th</sup> March 2023	Review Date	3 years from approval
Author and Lead	Debbie Roberts, Scientific Safety Advisor				
Aims	<p>The University is committed to ensuring the health, safety and welfare of all staff, students and visitors. Fundamental to achieving this objective is to identify, assess and control risks in the workplace associated with the use of work equipment. To achieve this the University shall aim to make a suitable and sufficient assessment of all significant work equipment hazards to reduce the risk of harm to a tolerable level.</p> <p>The aim of this standard is to describe the University's arrangements for identifying and assessing risks that could result in serious injury from the use of work equipment and to ensure that control measures are identified and implemented to reduce the risk, so far as is reasonably practicable, to a tolerable level.</p>				
Scope	<p>The requirements of this standard apply to all employees of the University of Bath while undertaking their work activities both on and off campus.</p> <p>It also applies to all persons including students, members of the public, contractors etc. whilst on University of Bath property and who may be affected by the Universities work activities.</p> <p>Typical work activities using work equipment include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• single machines such as drilling machines, circular saws, photocopiers, etc.</li> <li>• toolbox tools such as hammers, knives, etc.</li> <li>• apparatus such as laboratory apparatus (Bunsen burners, etc.)</li> <li>• lifting equipment such as hoists, lift trucks, elevating work platforms, lifting slings etc.</li> <li>• other equipment such as ladders, pressure water cleaners etc.</li> <li>• an installation such as a series of machines connected together, for example an enclosure for providing sound insulation or scaffolding or similar access equipment (except where CDM imposes more detailed requirements)</li> <li>• Motor vehicles being used for work activities, which are not privately owned</li> </ul> <p>PUWER applies to work equipment whether it is new, existing or second-hand.</p> <p>Other Regulations may also apply to work equipment such as The Lifting Operations and Lifting Equipment Regulations 1998. If you comply with the more specific regulations, it will normally be enough to comply with the more general requirements in PUWER.</p>				
Relevant Legislation	<ul style="list-style-type: none"> <li>• Health &amp; Safety at Work etc. Act 1974 (HASWA)</li> <li>• The Management of Health &amp; Safety at Work Regulations 1999 (MHSWR)</li> <li>• Provision and Use of Work Equipment Regulations 1998 (PUWER)</li> </ul> <p><a href="#">HSE ACoP Safe Use of Work Equipment</a></p>				
Definitions	<p><b>Work Equipment</b></p> <p>Any machinery, appliance, apparatus, tool or installation for use at work (whether exclusively or not)</p>				
	<p><b>Use</b></p> <p>means any activity involving work equipment and includes starting, stopping, programming, setting, transporting, repairing, modifying, maintaining, servicing and cleaning</p>				

	<b>Inspection</b>  Identify whether the equipment can be operated, adjusted and maintained safely and that any deterioration (for example, any defect, damage or wear) can be detected and remedied before it results in unacceptable risks		
	<b>Suitable</b>  means suitable in any respect which it is reasonably foreseeable will affect the health or safety of any person		
	<b>Significant Risk</b>  With respect to work equipment; a significant risk is one which could result in an imminent failure, which could lead to a major injury, as a result of: (a) incorrect installation or re-installation; (b) deterioration; (c) exceptional circumstances which could affect the safe operation of the work equipment.		
	<b>Specific Risk</b>  Risk from the use of work equipment that cannot be adequately controlled by engineering measures such as guards or protection devices during its normal operation.  Specific risks include risks to health as well as physical risk from machinery. They can be common to a particular class of work equipment, e.g., woodworking equipment or abrasive wheels.  There can also be a specific risk associated with the way a particular item of work equipment is repaired, set or adjusted as well as with the way it is used.		
	<b>Dangerous Part</b>  The term 'dangerous part' has been established in health and safety law through judicial decisions. In practice, this means that if a piece of work equipment could cause injury, while being used in a foreseeable way, it can be considered a dangerous part.		
	<b>Efficient</b>  relates to how the condition of the equipment might affect health and safety not productivity		
Responsibility for implementation	Faculty Deans Heads of Departments Technical Managers Supervisors/Managers/Principal Investigators Lab Custodian/Supervisor		
Training availability:	Induction Training by Supervisors/Area Safety Co-ordinators Work Equipment specific training by Custodians/Supervisors/Technical Staff		
Standard to meet		Accountability	Reference documents and more information
<b>Suitability of Work Equipment</b>			
1	Ensure that work equipment is suitable for the purpose for which it is to be used.	Head of Department/ Technical Staff/ Supervisors	This is achieved by carrying out a Risk Assessment prior to purchase or build. Check for CE/UKCA mark, certificate of conformity, any specific regulatory requirements.
2	Take into account working conditions, environment and location including need for utilities, when selecting work	Head of Department/ Technical	Risk Assessment Standard – it is recommended that a

	<p>equipment. This applies to self-build equipment as well as purchase of new or second hand.</p> <p>Location may give rise to additional risks that may need to be considered, for example using electrical equipment in wet or flammable conditions.</p> <p>Ergonomic risk factors must also be considered when selecting work equipment.</p>	Staff/ Supervisors	risk assessment is produced prior to purchase or build taking these factors into account to aid in the selection process.
3	<p>If work equipment is adapted, refurbished etc. assess it is still suitable for its intended purpose and additional hazards are not introduced and/or are adequately prevented or controlled. Adaptions should not expose person to risks that have been previously controlled. Safety and protection devices such as guards, emergency stops, LEV, etc. should not be removed or changed resulting in potential exposure to dangerous parts or hazardous substances.</p> <p>Live electrical parts should not be exposed.</p>	Technical Staff/Supervisors/ Users	Risk Assessment Standard
<b>Use</b>			
4	Work equipment to be used only for operations it is fit for and in conditions for which it is suitable.	Technical Staff/ Supervisors/Users	
5	Work equipment to be used in accordance with manufacturers specification and instructions.	Technical Staff/Supervisors/ Users	
6	Pre-use checks (where applicable) to be carried out and recorded in accordance with instructions and training.	Users	
<b>Information, Instruction, Training and Supervision</b>			
7	<p>Written instructions to be in place for users and supervisors of work equipment. These should include:</p> <ul style="list-style-type: none"> <li>the conditions in which the work equipment can be used;</li> <li>the way in which the work equipment can be used;</li> <li>any foreseeable difficulties that could arise, and instructions on how to deal with them;</li> </ul>	Technical Staff/Supervisors/ Users	Instructions can be those provided by manufacturers etc. and/ or in house documents
8	<p>Only persons who have received suitable information, instruction and adequate training to use and supervise the use of work equipment. For new equipment, training should be undertaken in advance of the equipment being brought into use. This could be undertaken as part of the commissioning process.</p> <p>Supervision levels to be defined for inexperienced user/complex equipment, specific risks, e.g., students and lone working.</p>	Technical Staff/Supervisors/ Users	

	<p>Refresher training to be defined, e.g. when changes made or a length of time, depending on risk and complexity of work equipment.</p> <p>All Training to be recorded.</p>		
<b>Maintenance</b>			
9	Work equipment to be maintained in an efficient state, in efficient working order and in good repair.	Head of Department/ Technical Staff/Supervisors/ Users	
10	Maintenance records/logs to be kept which are up to date	Technical Staff/Supervisors/ Users	
11	Ensure maintenance is only carried out by persons competent to do so.	Technical Staff/Supervisors/ Users	
12	Pre-Use checks, including frequency, to be defined (where applicable), e.g., checks of guarding, emergency stops, visual check for damage.	Technical Staff/Supervisors	Consult manufacturer's instructions/legislation. Should be appropriate to equipment/risk
<b>Inspection</b>			
13	<p>Work equipment must be inspected:</p> <ul style="list-style-type: none"> <li>- after installation and before being put into service for the first time</li> <li>- after assembly at a new site or in a new location</li> </ul> <p>to ensure that it has been installed correctly and is safe to operate.</p>	Head of Department/ Technical Staff/ Supervisors	
14	<p>Where a significant risk to the user or other persons from the installation or use of the work equipment, has been identified; ensure a suitable inspection is carried out at appropriate intervals.</p> <p>Statutory inspections required under other legislation such as for lifting and pressure equipment and electrical safety are likely to fulfil these requirements of PUWER.</p>	Technical Staff/Supervisors/ Users	You should ensure that people who determine the nature and frequency of the inspections required and who carry out inspections are competent to do so.
15	Ensure outcomes of Inspections are recorded and kept until next inspection.	Technical Staff/Supervisors/ Users	
<b>Specific Risk</b>			
16	Use of work equipment where a specific risk has been identified should be restricted to users whose task it is to use that equipment.	Head of Department/ Technical Staff/ Supervisors	A list of authorised users should be recorded and maintained

	Users must have received sufficient information, instruction and training appropriate to the work/risk to enable them to carry out the work safely.		
17	Persons undertaking repairs, modifications, maintenance or servicing of work equipment to be restricted to persons specifically designated to perform the operations.	Head of Department/ Technical Staff/ Supervisors	
<b>Dangerous Parts of Machinery/Specified Hazards</b>			
18	Take effective measures to prevent access to dangerous parts of machinery or stop their movement before any part of a person enters a danger zone.	Technical Staff/Supervisors/ Users	See Regulation 11 and Appendix 1 of <a href="#">PUWER ACoP</a> for specific information regarding effective measures
19	Take measures to prevent, control or minimise the effects of specified hazards during the use of work equipment.  Hazards include: <ul style="list-style-type: none"> <li>• falling items</li> <li>• ejection of material/substance</li> <li>• rupture/failure of a part</li> <li>• fire/overheating/explosion</li> <li>• High or very low temperature</li> </ul>	Technical Staff/Supervisors/ Users	Regulation 12 and 13 for more information on hazards and measures
<b>Hiring Work Equipment</b>			
20	When hiring work equipment, the following checks should be made: <ul style="list-style-type: none"> <li>• Equipment has been maintained and inspected in accordance with PUWER and manufacturer requirements</li> <li>• Instructions are provided</li> <li>• Training provided (where applicable)</li> </ul> Risk assessments should be produced by users to take into account specific use, location and any other factors	Technical Staff/Supervisors/ Users	The hire agreement should be clear as to who is responsible for which duties under PUWER, e.g. for long term hire check and agree who will carry out ongoing maintenance and inspection