

# Work Equipment

Whatever your business you provide equipment at work. Machinery and work equipment can pose risks to staff that must be assessed. Some machinery and equipment can be particularly dangerous and require special checks and controls.

Safety point	Why?	How do you do this?
Work equipment must be safe for employees to use.	Every year, there are accidents from using work equipment. Accidents not only cause suffering, they cost money in lost working hours, training temporary staff, insurance premiums, fines and managers' time.	By using safe, well-maintained equipment operated by adequately trained staff.  Do staff use potentially hazardous equipment? Yes <input type="checkbox"/> No <input type="checkbox"/>

We use the following potentially hazardous machines and equipment

Examples	We have	We use it for
<p>Machines i.e. any cutting machines, drilling machines, mincers and grinders, photocopiers, and 'ride on' machines;</p> <p>Hand tools i.e. screwdrivers, knives, hand saws and meat cleavers;</p> <p>Lifting equipment i.e. lift trucks, elevating work platforms, hoists, lifting slings and bath lifts;</p> <p>Hot equipment i.e. catering equipment, large lighting rigs, portable heaters,</p> <p>Other equipment i.e. ladders and water pressure cleaners.</p>		

Safety point	Why?	How do you do this?
Is this the right equipment for the job?	Many accidents happen because people have not chosen the right equipment for the work to be done.	Make sure the right equipment is available for the job, plan ahead to buy or hire equipment if you do not have what is needed. For example getting an access tower for a long job at high level instead of using a ladder.
Is the equipment safe?	<p>Unsafe equipment can cause accidents by entanglement, stabbing, shearing, crushing, trapping, cutting or electrocution.</p> <p>Some equipment poses greater risks when it is being maintained or repaired than in normal use and people will not be aware of this</p>	<p>All new equipment should have clear instructions, be CE marked and you should do basic safety checks.</p> <p>Machine guards, safety devices and controls should be in good working order and well maintained.</p> <p>Equipment is checked by</p> <div data-bbox="807 797 1474 913" style="border: 1px solid black; height: 50px; width: 100%;"></div> <p>Maintenance is done by</p> <div data-bbox="807 958 1474 1075" style="border: 1px solid black; height: 50px; width: 100%;"></div> <p>Report any problems to</p> <div data-bbox="807 1120 1474 1200" style="border: 1px solid black; height: 35px; width: 100%;"></div> <p>If you think that equipment is not safe <b>DO NOT USE IT.</b> Make sure that all staff know not to use this equipment.</p>
Some types of equipment are also required by law to be thoroughly examined by a competent person.	If the equipment fails it is likely to cause a serious accident.	Lifting equipment, pressure systems and power presses must be thoroughly examined by a competent person at regular intervals either set down in law, or through an examination scheme drawn up by a competent person. This equipment should be listed on the check sheet at the end of this section.
Have you got the right protective equipment?	Protective equipment and devices shield or separate the person from the danger posed by the equipment and reduce the chances of an injury.	<p>Do you check the instructions for the equipment and provide the protective equipment they specify? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Do you train staff to use the protective equipment properly? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Do you check it is being properly used? Yes <input type="checkbox"/> No <input type="checkbox"/></p>

Safety point	Why?	How do you do this?
Is the environment around the equipment safe?	An unobstructed work area and clear, non-slip, level floor reduce the chance of trip or slip accidents. Good lighting helps people to see any hazard more clearly.	<p>Is your work area clean and tidy? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Are building problems quickly repaired? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
Staff must be properly trained to use work equipment	<p>Some equipment has risks which are not obvious to people using it before they know the way it operates properly.</p> <p>Refresher training will reduce the chances of bad habits developing in the workforce.</p>	<p>Do you have a staff training programme? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Does it include training for the more dangerous equipment you use? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Does it include repair and maintenance instruction? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Do you do refresher training? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Remember to record training in staff training records.</p>

