


<b>Document Title</b>	Provision & Use of Work Equipment Policy	
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## 1.0 Purpose

Leask Marine utilises a very wide range of work equipment which require to be fully assessed for capability, safe use, maintained and be fit for purpose. As a company Leask Marine takes its obligations seriously and has various controls in place to mitigate risk across the business.

## 2.0 Scope

The control systems referred to in this policy apply to all of Leask Marine operations, vessels, premises and activities.

Work Equipment is defined in the Provision and Use of Work Equipment very broadly and includes everything from a screwdriver up to a semi – automated process line within a factory and beyond. The legal requirements under PUWER overlap heavily with other pieces of legislation for example LOLER, electricity, Supply of Machinery Regulations, etc. and should be interpreted in this context.

This policy identifies the key areas where risks from “work equipment and the obligations under PUWER are applicable. The key areas include – plant and equipment, fork lift trucks, electrical installations and portable appliances, supply of machinery, and fall arrest systems.

## 3.0 Responsibilities and Requirements

### ELECTRICAL INSTALLATIONS AND PORTABLE ELECTRICAL EQUIPMENT

3.1 The maintenance of all Company electrical equipment will be carried out by competent, qualified electricians at regular intervals. A regular system of inspection and earth continuity testing will be carried out, and the appropriate records kept. For fixed wiring within buildings testing is generally every five years.

3.2 Only authorised Electricians are permitted to work on, maintain or repair electrical equipment, which is regularly inspected and tested for earth continuity unless the nature of that repair or maintenance is either out with their sphere of competence, or due to the manufacturers agreed system of so doing.

3.3 Within the operational environments all portable electric tools must be earthed, have guards in place, and be operated at 110 volts or less, by competent, trained personnel. Generally speaking such equipment will require annual testing. Electrical equipment brought onto the premises by any contractor will require to be compliant with this policy.

3.4 Within the office environment Portable Appliance Testing will take place annually. This is recognised as a low risk environment. An inventory of office electrical equipment requiring PAT testing will be maintained by the building custodian.

3.5 All machinery in the operations environment will be capable of being locked off and certain types of electrical drive motors may require annual overhaul and servicing to remain safe and efficient. This will be indicated on the specific PUWER assessment for the machinery / process.

## **4.0 MACHINERY SAFETY**

### **4.1 General Principles**

- ☉ Prior to work commencing with machinery, a suitable and sufficient risk assessment shall be carried out by the relevant Manager or Supervisor to identify and assess the risk to health and safety of the operation, so enabling the appropriate means of reducing those risks to an acceptable level.
- ☉ Within the operations environment a specific risk assessment must be undertaken in accordance with this procedure.
- ☉ Personnel operating machinery must be provided with relevant information and training to operate the machinery safely. It is important where PPE is required it is the correct type and personnel received training in its use.
- ☉ All machinery shall be securely guarded in accordance with statutory and Company requirements.
- ☉ Machinery shall not be operated without guards, except during certain specified inspection, maintenance and repair operations.
- ☉ Generally, there are four types of guards: fixed, interlocking, automatic and adjustable. The fixed guard, which provides the highest safeguard, should be fitted wherever practicable.
- ☉ No person shall remove a recognised machine or shafting guard without written authorisation. The guard must be replaced before the machine is restarted.
- ☉ Where permanent handrails, fencing, gratings, etc. have been removed, temporary barriers of suitable construction shall be erected. On completion of the work, handrails, gratings, etc. will be replaced.
- ☉ Hand tools shall be maintained in a serviceable condition and will be suitable for the operation in question.

### **4.2 Emergency Stopping Of Saws**

- ☉ The emergency stop control of all saws must, at all times, be maintained in effective working order. Where an emergency stop becomes defective, the machine will be taken out of service until repairs have been carried out.
- ☉ Braking devices are necessary when the risk assessment shows that the machine has a run down time of more than 10 seconds.

### **4.3 Lighting**

- ☉ Where lighting is inadequate to permit work at machines to be carried out safely, additional illumination should be provided. The judicious use of colour makes a contribution to the illumination of machines. Additional task lighting and the requirements for this will be detailed in the risk assessment.

### **4.4 Isolation of Machinery**

- ☉ All machinery will be capable of being isolated and locked out from its energy sources. Lock offs will be easily accessible and in close proximity to the machine being operated and isolated.
- ☉ Minor adjustment or short simple cleaning operations, which may be a possible source of danger, must not be carried out until the machine is isolated from any source of power.
- ☉ For more than minor adjustment and repairs the machine must be isolated and physically locked off.

#### **4.5 Machine Operators - Safe Practice**

- ☉ No person may be employed at a machine, plant or equipment, unless he has been sufficiently trained in its operation or unless they work under the supervision of a person who has a thorough knowledge of the operation, the dangers arising in connection with the operation and the precautions to be observed.
- ☉ Every person being trained as an operator must be fully and carefully instructed as to the dangers arising in connection with such an operation and the precautions to be observed.
- ☉ It is the duty of all employees supervising the operation of machines, plant and equipment to be vigilant to check all dangerous operation practices being performed by persons under their control and to encourage the practice of all reasonable safety precautions, such as the use of, maintenance of, and proper adjustment of all safety guards, etc.
- ☉ Machine operators should never wear jewellery, loose clothing or have long hair, etc. which could be caught up in moving parts of a machine.
- ☉ The areas and floors surrounding every machine must be maintained free from loose material and kept dry and free from oil, grease or any spillages of any sort.

#### **4.6 New Machinery (Supply of Machinery Regulations)**

- ☉ For any new plant and machinery the Supply of Machinery Regulations should be adhered to. In practical terms this means ensuring a CE mark has been assigned to the machine and obtaining a declaration of conformity for the machine. Leask Marine management placing the order must also be provided with instructions on how to use, install and maintain the machine.
- ☉ For any new plant the ordering personnel should liaise with the supplier as part of the standard purchasing process to ensure adequate dialogue takes place with respect to emergency stop controls, guarding systems, energy sources, dust and fumes control, manufacturers / supplier back up, similar operating history, etc.
- ☉ Once a new item of machinery / plant has been delivered then the following must be implemented
  - ☉ Check that it has CE marking (where necessary) and ask for a copy of the EC Declaration of Conformity if you have not been given one.
  - ☉ Check that the supplier has explained what the machinery is designed to be used for and what it cannot be used for (unless this is off-the-shelf machinery).
  - ☉ Make sure a manual has been supplied which includes instructions for safe use, assembly, installation, commissioning, safe handling, adjustment and maintenance.
  - ☉ Make sure the instruction manual is written and supplied in the English language.

- ☉ Make sure information has been provided about any remaining risks from the machine, and the precautions you need to take to deal with them. These may include electrical, hydraulic, pneumatic, stored energy, thermal, radiation or health hazards.
- ☉ Check that data about noise and vibration levels have been provided and, where necessary, explained to you.
- ☉ Ensure that any warning signs are visible and easy to understand.
- ☉ For a complex or custom-built machine arrange for a trial run so you can be shown the safety features and how they work.
- ☉ Check to see if you think the machine is safe.
- ☉ Make sure any early concerns about the safety of the machine are reported to the supplier.

## 5.0 FORK LIFT & LOADALL TRUCKS

### 5.1 Operator Selection and Checks

- ☉ Within Leask Marine, personnel shall not be allowed to drive a lift truck unless they have been selected, are over the age of 18 years, suitably trained and authorised to do so.
- ☉ Personnel selected shall show a reasonable degree of physical and mental fitness and responsible attitude with regard to general safety procedures, and shown themselves to be reliable and mature.
- ☉ Lift Trucks should be taxed and insured to run on public roads where appropriate and this should be checked by management. LOLER and maintenance records should be verified by management on arrival to site where the lift trucks are hired in.
- ☉ Operators should carry out daily visual checks and conduct more thorough weekly checks.
- ☉ Operators also have certain obligations to the company and include the following -
  - ☉ Seek advice from their medical practitioner about potential effects of any medication prescribed for them or purchased over the counter that may affect their ability to drive.
  - ☉ They inform their line manager of any condition or their taking of any drugs either prescribed or purchased over the counter which may affect their ability to operate the lift truck safely
  - ☉ They do not consume alcohol or substances likely to impair judgment or ability to operate the lift truck during their working shift.

## 6.0 Heavy Goods & Other Vehicles i.e. Vans, Cars etc.

6.1 The above vehicles may be bought or hired in with or without operator but in any case the following should be supplied with the plant or held on file -

- ☉ Operators' competence (HGV, driver's license etc.).
- ☉ Fire extinguisher where required (e.g. HGV's, vans transporting equipment, flammable gasses etc.).
- ☉ Records and results of inspections / maintenance / servicing.
- ☉ Flashing beacons / reversing alarms where appropriate.
- ☉ Seat restraints / belts
- ☉ LOLER certification if appropriate.

6.2 There must be a system in place for regular user checks and maintenance and service schedules. All vehicles should be taxed and insured to run on public roads where appropriate and this should be checked by management.

## 7.0 FALL ARREST SYSTEMS

- ☉ While there is a hierarchy of control in the Working at Height Regulations that indicates collective protective measures should pre-dominate over individual measures there are occasions where harness and personal fall arrest systems will require to be used. In addition the use of MEWPs also require that fall arrest systems be used.
- ☉ This will require adequate training usually from the manufacturer or supplier and routine checks are made on the condition of the fall arrest system.
- ☉ Emergency plans for rescue must also be an integral part of using personal fall arrest systems and should be incorporated into the site/project specific risk assessments.

## 8.0 LADDER WORK

- ☉ Ladder work should be only of short duration and should be avoided if reasonably practicable and subject to risk assessment.

## 9.0 Review and Monitoring

This policy will be subject to routine audit and review as part of the Leask Marine audit system.

## 10.0 Records

- ☉ Safe Systems of Work 4.01

## 11.0 References

- ☉ Health and Safety at Work Act
- ☉ Management of Health and Safety at Work Regulations.
- ☉ Provision and Use of Work Equipment Regulations.



Signed:

Name: Douglas Leask, Managing Director

Date: 1<sup>st</sup> January 2020