

## WORK EQUIPMENT

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### AIMS OF SECTION

- ▶ To reduce the number of injuries which occur due to the improper use of or poorly maintained machinery.
- ▶ To enable compliance with the legislation relating to the safety of work equipment.

### INSTRUCTIONS

- ▶ A register of all significant work equipment should be compiled using **FORM 1: WORK EQUIPMENT REGISTER**.
    - gas equipment (boilers, heat & power, kitchen)
    - equipment with moving parts
    - ventilation systems
    - emergency control systems (eg. service cut-outs, refrigerant detection systems)
    - gardening/groundkeeping
    - workshop (eg. wood/metal working)
    - welding kits
    - laundry
  - ▶ The first column is for an internal registration number that is made up within your organisation.
  - ▶ The second column headed **LOCATION** details where the machine is to be found.
  - ▶ The third column describes the machine and if possible a serial number is entered in the fourth column.
  - ▶ Any special **MAINTENANCE** that is required (for example over and above standard portable appliance testing, etc.) is to be identified in the final column.
  - ▶ A copy of the maintenance contract and maintenance records should be kept behind the register in this section of the Health and Safety Manual or a cross-reference provided.
  - ▶ On each worksheet highlight the work that is required and make a record of the date the work was completed.
  - ▶ Staff must be trained in the safe use of the equipment and this record should be kept as part of the Risk Assessment Training
  - ▶ The person should be supervised while they operate the machinery when the risk assessment identifies this.
  - ▶ No person under the age of 18 years can operate or clean dangerous machinery.
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