

ARRANGEMENTS FOR IMPLEMENTATION OF THE MOSCA DIRECT LTD HEALTH & SAFETY POLICY

WORK EQUIPMENT

What the Law Says

Work Equipment – Any machinery, appliance, apparatus, tool or installation for use at work at Mosca Direct Ltd.

The Provision & Use of Work Equipment Regulations 1998 (PUWER) requires that employers ensure that all work equipment is installed, located and used in such a way as to reduce the risks to users of work equipment, as well as for others who may be affected by its use.

Work equipment must be suitable by design, construction, or adaptation for the work it is provided to do. All new work equipment should be assessed for safety and suitability as part of the procurement process.

The Regulations also require that all new and existing work equipment be subject to risk assessment in order to ensure its safety and suitability.

Any risk assessment carried out should not just deal with the machine when it is operating normally, but must also cover activities such as setting, maintenance, cleaning and repair.

Risk assessments should consider:

- ◆ Guarding of all dangerous parts of machinery; (see also Section 3.14)
- ◆ Protection against specific hazards which may arise during the use of the work equipment;
- ◆ Protection against high or very low temperature;
- ◆ Safe Systems of Work, including the safe use of Start and Stop Controls; Marking of Controls;
- ◆ Emergency Stop Controls;
- ◆ Control Systems – (Fail to safe condition);
- ◆ Isolation from Energy Sources;
- ◆ Stability of Equipment;
- ◆ Lighting Levels;
- ◆ Warnings and Markings.

The Regulations also require that work equipment is maintained in an efficient state, in efficient working order and in good repair. Records of maintenance should be kept up-to-date.

Regulation 10 of PUWER places a duty on employees as users of work equipment. When first providing work equipment for use in the workplace you should ensure that it has been made to the requirements of the legislation implementing any product Directive that is relevant to the equipment. This means that in addition to specifying that work equipment should comply with current health and safety legislation, you should also specify that it should comply with the legislation implementing any relevant EC Directive. Where appropriate, you can check to see that the equipment bears a CE marking and is accompanied by the relevant certificates or declarations (ask for a copy of the EC Declaration of Conformity), as required by relevant product Directives.



ARRANGEMENTS FOR IMPLEMENTATION OF THE MOSCA DIRECT LTD HEALTH & SAFETY POLICY

WORK EQUIPMENT (.../Continued)

At present, not all work equipment is covered by a product Directive; nor are product Directives retrospective. However, equipment which was provided for use in the European Economic Area before compliance with the relevant product Directives was required, may need to be modified to comply immediately with regulations 11–24 of PUWER 98.

One of the most significant relevant Directives is the Machinery Directive. The Machinery Directive was brought into UK law by the Supply of Machinery (Safety) Regulations 1992 as amended. These Regulations apply to machinery that was first placed on the market after 1 January 1993.

How will Mosca Direct Ltd manage this?

Mosca Direct Ltd will check that adequate operating instructions have been provided with strapping / stretch wrapping equipment despatched to our customers and that there is information about residual hazards such as noise and vibration. All instruction manuals – Operators Manual, Spare Parts and Electrical Diagrams – will be provided to our customers in PDF format.

Mosca Direct Ltd will also check equipment that passes through our workshop for obvious faults and all strapping / stretch wrapping machinery – either in the workshop for repair, modification or refurbishment – will be subject to PAT testing.

Directors/Managers are responsible for ensuring that all items of work equipment within their area/workplace conforms to the requirements of PUWER 98 and for ensuring that there is a comprehensive risk assessment programme in place for all items of work equipment under their control.

The Company Health & Safety Officer will facilitate the undertaking of risk assessments calling upon managers, supervisors and staff to assist in the process and shall implement safe systems of work for all items of work equipment.

Engineers shall ensure that all items of work equipment under their control are subject to a programme of maintenance, inspection and test including any requirements for statutory inspection and test, in liaison with the Line Manager.

Directors/Managers shall ensure that employees receive adequate information, instruction, training and supervision to enable them to operate work equipment safely and without risks to health.

USING WORK EQUIPMENT SAFELY

Every year, there are a number of accidents from using work equipment, including machinery. Many are serious and some are fatal. Accidents not only cause human suffering, they also cost money, for example in lost working hours, training temporary staff, insurance premiums, fines and managers' time. By using safe, well-maintained equipment operated by adequately trained staff, you can help prevent accidents and reduce these personal and financial costs.



**ARRANGEMENTS FOR IMPLEMENTATION
OF THE MOSCA DIRECT LTD HEALTH & SAFETY POLICY**

WORK EQUIPMENT (.../Continued)

What is work equipment?

'Work equipment' is almost any equipment used by a worker at work including:

- machines such as circular saws, drilling machines, photocopiers, mowing machines, tractors, dumper trucks and power presses;
- hand tools such as screwdrivers, knives, hand saws and meat cleavers;
- lifting equipment such as lift trucks, elevating work platforms, vehicle hoists, lifting slings and bath lifts;
- other equipment such as ladders and water pressure cleaners.

How will Mosca Manage this?

Through the Risk Assessment process we will

- look at all the equipment in use, decide what can cause risks, and how.
- consider what can be done to prevent or reduce these risks.
- check whether any of these measures are in place already.
- decide whether more needs to be done, then do it!