

## PROVISION and USE of WORK EQUIPMENT REGULATIONS 1998



**Employers Duty - To provide work equipment that is safe.**

**Employees Duty - To use equipment as instructed and in a safe manner.**

**Carry out Daily Checks of all plant and vehicles to ensure they are in a good and safe condition AND record the findings.**

**Report ANY and ALL Damages.**

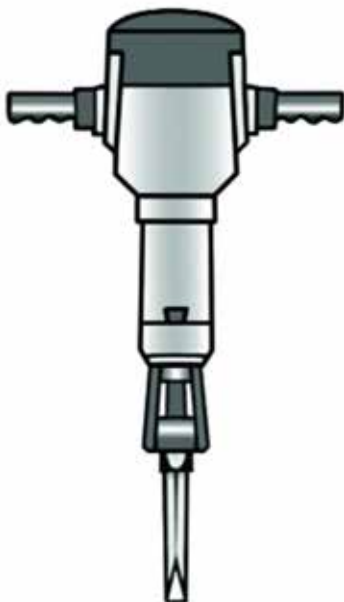
**Do Not Overload.**

**To prevent any Accidents or Fines as the driver, ensure you are Prepared for the Journey and Weather.**

You **MUST** ensure that any work equipment intended for use is suitable for the task, where it will be used and that it is maintained and inspected.

Choose the correct work equipment for the task.

- You are competent and authorised to use the equipment. This includes ensuring you have the correct skills, knowledge, experience, and risk awareness and are physically suited to undertake the task.
- Ensure that you have the operating instructions and are familiar with the item of work equipment.
- Visually inspect the equipment prior to use and record findings
- Report any defects to your line manager.
- Ensure operating controls are clearly labelled.
- Ensure guards are in place and safety devices are working.



- **ALWAYS** ensure appropriate Personal Protective Equipment / Respiratory Protective Equipment is available and worn.
- **NEVER** remove guards or override safety devices that have been put in place to ensure the safety of the operator.
- **ALWAYS** secure items of work equipment that are not in use.
- Refer to Hand Arm Vibration Syndrome (HAVS) guidance.
- **NEVER** wear dangling chains, loose clothing, and rings or have loose long hair that could get caught up in moving parts.

**IF IN DOUBT, DO NOT USE AND CONTACT YOUR LINE MANAGER**

All electrical equipment **SHALL** have a current Portable Appliance Test with an in date certificate / label of conformance.

### Pre-user checks

- Ensure guards and safety devices, where fitted or required, are inspected before use (secure, working and in place). If missing or defective do not use.
- Make sure the equipment casing is not damaged – if it is, do not use it.
- Check cables, plugs and connectors for signs of damage. If damaged do not use.
- Use tools on correct power supply as instructed on the maker's label.
- Only 110 volt or battery powered tools are permitted on site.
- Ensure the tool is properly earthed, unless it is an approved type that does not require earthing.
- Ensure the cable is long enough to reach your work without straining it.
- Where appropriate e.g. gaseous atmospheres only use intrinsically safe equipment.

### Using portable electric tools

- Portable electric tools should only be used for their designated purpose.
- Ensure switches are working correctly before connecting to the power supply.
- Wear appropriate Personal Protective Equipment e.g. impact safety eye protection when using portable electrical tools.
- Disconnect tool when not in use or when changing accessories.
- Electric power tools **MUST** be regularly inspected and maintained by a competent electrician.



### Hazards

- Keep power cables off the floor, where practicable to do so. They may become damaged or cause a trip hazard.
- Electrical tools often present a noise hazard – Refer to Noise guidance.
- Avoid standing on a damp or wet surface when using electrical equipment.
- Keep equipment clean and dry.
- Do not use blunt, worn or damaged bits and accessories.
- Portable electrical tools that have become wet should be allowed to dry and then be checked by a competent person for electrical safety before being reused.

**ONLY USE APPROVED ELECTRICAL EQUIPMENT  
THAT IS FIT FOR PURPOSE**

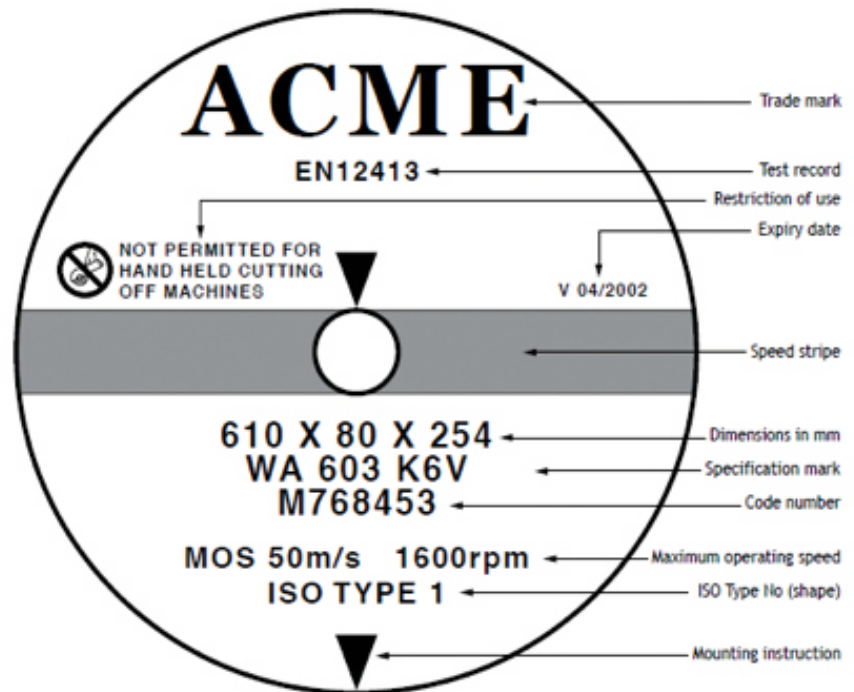
If used correctly and safely abrasive wheels can be a useful and effective tool for carrying out a variety of cutting / grinding activities. However, because of the nature of the equipment it is important that you adhere to the following points when using any abrasive wheel.

### ALWAYS

- Ensure you are suitably trained, competent and authorised to remove, mount and use abrasive wheels.
- Wear the appropriate Personal Protective / Respiratory Protective Equipment when operating abrasive wheels (e.g. Safety Goggles not Safety Glasses).
- Check the tool and wheel for signs of damage before use.
- Use the correct grade / type of wheel for the work to be carried out.
- The speed of the machine must not exceed the maximum permissible speed of the wheel.
- Adjust guards to expose the minimum wheel surface necessary for the operation.
- Ensure all equipment has a suitable emergency stop facility and easy to locate and operate on / off controls.
- Prevent loose garments from possible contact with a revolving wheel.
- Make sure that the work area around the wheel is free from obstruction and that the surrounding working area is free from trip hazards.
- Have a good foothold and a firm work position before operating any abrasive wheel.
- Ensure other people and flammable substances are protected from flying grit and a hot metal fragments.
- Store abrasive wheels in a clean and dry environment.
- Report any defects or instability in speed.

### NEVER

- Operate an abrasive wheel without the wheel guard being operable and in place.
- Exert undue pressure on the wheel or force the wheel against the workpiece.
- Use a wheel that is not suitable for the material being cut.
- Leave equipment running when not in operation.
- Leave blade fitted when travelling, as this could cause damage



**THE USE OF ABRASIVE WHEELS CAN PRODUCE HIGH LEVELS OF VIBRATION THAT IS TRANSMITTED INTO THE HANDS AND ARMS**