



The Provision and Use of Work

Equipment (PUWER) Policy

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Statement of Aims and Objectives

- 1.1. The objective of the Provision and Use of Workplace Equipment Regulations (PUWER) 1998 as amended by the Health and Safety (Miscellaneous Amendment) Regulations 2002 and its associated Approved Code of Practice (ACOP) is to reduce risks to health and safety from work equipment.
- 1.2. South East Coast Ambulance Service NHS Foundation Trust (the Trust) is committed to the health and safety to employees, service users, visitors and others. The purpose of this policy is to ensure that work equipment is provided, maintained and used safely in accordance with PUWER and any other applicable regulations and Codes of Practice in order to minimise the risk of harm occurring.
- 1.3. This policy is applicable to all employees of the Trust, volunteers and others in the Trust who use work equipment, irrespective of whether premises are managed, owned or leased by the Trust or owned by third parties.

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Principles

- 2.1. Any equipment which is used by an employee at work is covered by PUWER. Similarly, if employees provide their own equipment, as is common practice in the motor vehicle trade, this is also covered by PUWER, and the Trust is required to ensure it complies.
- 2.2. This policy aims to ensure that the Trust operates within PUWER, minimizing the risk of harm to employees as they carry out their work activities.
- 2.3. In addition to PUWER requirements, equipment used for lifting purposes is additionally controlled by the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998, pressurised equipment is controlled by the Pressure Systems Safety Regulations 2000 and Personal Protective Equipment (PPE) is controlled by the Personal Protective Equipment at Work Regulations 1992*.
- 2.4. Requirement for the selection and use of PPE are covered in the Personal Protective Equipment Policy.

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Provision of information

- 3.1. Managers must ensure that all persons who use any work equipment are provided with suitable and sufficient health and safety information including where appropriate written instructions on the use of the equipment.
- 3.2. Managers also need to take into account supervision of any person using work equipment and ensure that they are provided with suitable and



sufficient information which should also include any foreseeable abnormal situations which may occur. The information should be comprehensible to all including appropriate languages.

4 Procurement

- 4.1. The Trust will ensure that work equipment complies with the requirements of PUWER. Work equipment can be purchased new, purchased second-hand, received through donation from other organisations or by other means. Where the work equipment is not of a construction where hazards are obvious and the means to avoid them simple, then advice must be sought from specialists. In this way the requirements of the Regulations can be considered and addressed prior to the equipment being purchased and rolled out for use. Managers should ensure that the equipment to be used complies with any enactment which implements in the UK and any of the EU Community Directives. Where appropriate managers should ensure that the equipment bears a CE mark and if necessary, request a copy of the EC Declaration of Conformity.
- 4.2. As part of the procurement process for equipment a suitable and sufficient risk assessment is required prior to purchase. Should foreseeable hazards be identified then control measures should be established, after which the risk should be tolerable with due consideration to the Trust's Risk Management policy.
- 4.3. Risk assessments should be communicated in an appropriate language with those exposed to risk.

5 Equipment Faults

- 5.1. In the cases of equipment being found to have an inherent or design fault managers should complete a notice to inform the Department of Health through the Central Alerting System and record on DATIX where an incident has occurred.

6 Definitions

Work Equipment	Any machinery, appliance, apparatus, tool, or installation for use at work whether exclusively or not. This includes equipment which employees provide for their own use at work
Use of (Work equipment)	Any activity involving work equipment and includes starting, stopping, programming, setting, transporting, repairing, modifying, maintaining, servicing and cleaning



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Responsibilities

7.1. The Trust Board

The Trust Board has overall responsibility for health and safety management. The Trust Board requires that the Chief Executive Officer, the Executive Directors and their employees implement the requirements of this policy within all areas of the organisation covered by their portfolio.

7.2. Central Health and Safety Working Group (CHSWG)

CHSWG is the expert level committee for the Trust relating to health and safety and as such considers policies relating to work equipment in line with its policy development role. The CHSWG receives reports relating to investigations, considers changes to work procedures and or the introduction of new technology, carries out and receives the findings from risk assessments, monitors and audits the risks and reports to the Senior Management.

7.3. Directors and Senior Managers

Are responsible for ensuring that this policy is complied with and that any other managers and employees who are involved in obtaining, using or maintaining work equipment are made aware of the requirements of the policy.

7.4. Health and Safety Lead - Competent

In relation to PUWER, the Health and Safety Lead will;

- Act as the focus for advice and guidance.
- Develop policy for the Trust.
- Follow up any related incidents and make appropriate recommendations.
- Ensure that any PUWER related issues arising from health and safety audits and inspections are highlighted to the relevant manager.

7.5. Employees who use work equipment

Employees who use work equipment have a responsibility to use it in a manner prescribed by the manufacturer/ or instructions which have been provided by a competent trainer. It is the responsibility of employees that use work equipment or provide assistance with equipment for service users to report any defects or malfunctions without delay.

7.6. Employees who maintain work equipment



Employees who maintain work equipment have a responsibility to follow manufacturers' maintenance procedures and to keep a suitable record of tests and any re-calibration.

7.7. **Health and Safety Representatives**

Health & Safety Representatives are recognised by their trade union and accepted by the Trust to carry out health and safety duties in line with the requirements of the Safety Representatives and Safety Committees Regulations.

The Trust Board via appropriate Executive Directors will ensure that they are:

- Involved in equipment risk assessments where appropriate.
- Consulted on changes to equipment affecting employees.
- Involved with any equipment / vehicle evaluation prior to its introduction to the Trust.

7.8. **All employees**

Are responsible for adhering to this policy.

8 Education and training

- 8.1. PUWER requires that all people using, supervising or managing the use of work equipment are provided with adequate, clear health and safety information. This will include, where necessary, written instructions on its use and suitable equipment markings and warnings.
- 8.2. It also requires that all people who use, supervise or manage the use of work equipment have received adequate training, which should include the correct use of the equipment, the risks that may arise from its use and the precautions to take.
- 8.3. Work equipment training for medical devices and diagnostic equipment is delivered as specified within the Trust Training Needs Analysis (TNA).
- 8.4. Requirements for non-medical work equipment training are assessed and provided by relevant departmental managers e.g. Fleet, Estates, IT Managers, who will ensure that training is given to all persons who are involved with or use work equipment. The training needs to include any specific health and safety risks which may arise during use, adjustments or servicing. In cases where training is a simple demonstration, managers must obtain a dated certificate for all employees attending from the supplier/manufacturer. If the demonstration is given by in-house employees, it should be formally recorded.



Estates and Fleet management

Will manage the Planned Preventive Maintenance (PPM) schedule of Trust equipment to regulatory requirements and manufacturer recommendations.

Will utilise an effective tracking system to ensure frequency of inspection and remedy action where required, as well as providing auditable PPM history.

9.2. Health and Safety

The Health and Safety department will carry out audits of PPM records for both regulatory and Trust compliance as well as auditing equipment risk assessments are suitable and sufficient.

9.3. Non compliance

Instances of non-compliance will be escalated to CHSWG.

10 Audit and Review

10.1. This document will be subject to audit by the CHSWG 6 months after approval and thereafter no later than three yearly.

10.2. Effectiveness will be reviewed using the tools set out in the Trust's Policy and Procedure for the Development and Management of Trust Policies and Procedures (also known as the Policy on Policies).

10.3. This document will be reviewed in its entirety every three years or sooner if new legislation, codes of practice or national standards are introduced, or if feedback from employees indicates that the policy is not working effectively.

10.4. All changes made to this policy will go through the governance route for development and approval as set out in the Policy on Policies.

11 References

- EC Use of Work Equipment Directive 89/655/EEC – 2009
- The Provision and Safe Use of Work Equipment Regulations - 1998
- The Provision and Safe Use of Work Equipment Approved Code of Practice (HSE) 2014



South East Coast Ambulance Service **NHS**

- Safe Use of Lifting Equipment and Lifting Operations Regulations - 1998
- The Management of Health and Safety at Work Regulations - 1999
- The Personal Protective Equipment at Work Regulations – 1992
- HSE Webpages providing practical advice and Guidance on the Provision and Use of Work Equipment Regulations 1998
- MHRA Patient Safety Alert – Improving medical device incident reporting and learning. NHS/PSA/D/2014/006. March 2014
- MHRA Medical Device Alert – All medical devices. MDA/2014/037. September 2014.
- MHRA Central Alerting System

12 Equality Analysis

- 12.1. The Trust believes in fairness and equality, and values diversity in its role as both a provider of services and as an employer. The Trust aims to provide accessible services that respect the needs of each individual and exclude no-one. It is committed to comply with the *Human Rights Act* and to meeting the *Equality Act 2010*, which identifies the following nine protected characteristics: Age, Disability, Race, Religion and Belief, Gender Reassignment, Sexual Orientation, Sex, Marriage and Civil Partnership and Pregnancy and Maternity.
- 12.2. Compliance with the Public Sector Equality Duty: If a contractor carries out functions of a public nature, then for the duration of the contract, the contractor or supplier would itself be considered a public authority and have the duty to comply with the equalities duties when carrying out those functions.