GIG CYMRU NHS WALES | Iechyd Cyhoeddus Cymru Public Health Wales	**Reference Number:** PHW10/TP11 **Version Number:** 1 **Date of next review:** September 2022

PROVISION AND USE OF WORK AND LIFTING EQUPIMENT PROCEUDRE

Introduction and Aim

It is the policy of the organisation to provide and maintain so far as is reasonably practicable, safe and healthy working conditions, safe equipment and safe systems of work for all employees and to provide for the safety of persons other than employees, while on organisation premises.

This procedure applies to all premises at which Public Health Wales staff are employed to fulfil their work function; to all plant, equipment, and machinery, owned by the organisation, or used on or at premises owned or used by the organisation. The organisation accepts the responsibilities placed on employers by the Provision and Use of Work Equipment Regulations, and fulfil these duties through the implementation of this procedure.

Procedure Commitment

The Provision and Use of Work Equipment Regulations 1998 (PUWER) require risks to health and safety from equipment used at work to be prevented or controlled. The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) place additional and specific requirements on organisations. This procedure sets out the requirements that the organisation needs to observe in order to ensure that both pieces of statutory legislation are complied with.

Supporting Procedures and Written Control Documents

Other related documents are:

Health and Safety Policy, Display Screen Equipment Procedure, Low Voltage Electrical Equipment Procedure, Control of Substances Hazardous to Health (COSHH) Procedure, Control of Contractors Procedure.

Scope

This procedure and any arrangements made under it applies to:

All persons employed or engaged by Public Health Wales, including part time workers, temporary and agency workers, included hosted bodies.

Equality and Health Impact Assessment	Please refer to the completed Health and Safety Equality and Health Impact Assessment.
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Disclaimer

If the review date of this document has passed please ensure that the version you are using is the most up to date either by contacting the document author or Corporate Governance.

Summary of reviews/amendments				
Version number	**Date of Review**	**Date of Approval**	**Date published**	**Summary of Amendments**

Contents

1 Introduction

This procedure applies to the provision and use of work equipment used at work by the organisation's employees whether on or remote to the organisation's site.

Work equipment is defined as - any machinery, appliance, apparatus, tool or installation for use at work. This definition includes such items as hand tools and vehicles but excludes substances.

Use is defined in relation to work equipment as any activity involving work equipment including starting, stopping, erecting, dismantling, transporting, installing, programming, setting, using, repairing, modifying, maintaining, servicing and cleaning.

Where other pieces of legislation places specific requirements on work equipment, (i.e. stair lifts, lifting platforms, lifting trolleys) e.g. Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) these apply in addition to PUWER and take precedence. The regulations aim to reduce risks to people's health and safety associated with lifting equipment provided for use at work.

The LOLER Regulations impose the following requirements:

- Lifting equipment must be suitable for the purpose it is used for
- Lifting equipment must have sufficient lifting capacity
- Lifting equipment must be stable when in use
- The safe working load for the lifting equipment must be clearly marked
- The load and lifting attachments must be strong and stable
- Lifting operations must be planned and supervised by a competent person, and safely controlled
- Lifting equipment must be thoroughly examined when obtained and initially put in to use

2. Responsibilities

The general health and safety responsibilities are outlined in the health and safety policy.

In addition to the general duties, managers must ensure that:

- A risk assessment is undertaken to ensure work place equipment is safe, suitable and sufficient equipment prior to purchasing. A checklist is provided in Appendix 1
- Work equipment used by employees under their control is appropriate for use and used in accordance with the manufacturer's instructions and requirements of relevant risk assessments. A checklist is provided in Appendix 3
- A Power Tool and Machinery Inventory must be implemented for each site managing such items. An Inventory template is included in Appendix 2
- Equipment is appropriate for the tasks to be carried out
- Equipment is kept in good condition, through maintenance and inspection as appropriate. Access is restricted to those who are competent and authorised to use the equipment
- Maintenance activities, for which they are responsible, are carried out safely
- Employees are trained and instructed on the safe and appropriate use of the equipment
- Warning and safety instruction signs are displayed as necessary
- Inspections are undertaken to ensure the equipment is suitable and safe to use. Employees must ensure, that if they are responsible for using equipment that:

- They follow safe systems of work in accordance with the instructions provided
- Report any defects with the equipment
- Cease using equipment which has any defect which can could affect the safety of the equipment
- When operating machinery, wear suitable and appropriate clothing (such as overalls)

It is not permitted for employee owned power tools to be used at work.

3. General Requirements

Divisional risk assessments should cover the use of work equipment both within the overall risk assessment of the department and through specific activity risk assessments relating to the use of potentially hazardous equipment. The safeguards required for certain types of high-risk equipment, such as X- Ray equipment, specialist laboratory equipment e.g. autoclaves, are subject to specific standards, guidance and requirements for employee training.

Note: These assessments must be checked for applicability by relevant designated competent person prior to adaption and adoption locally. Consideration must be given to implementing the risk control measure and ensuring that there is local sign off. An equipment inventory must be established and maintained for each site managing such items. Further guidance on risk assessment is provided in Appendix 3

In addition, Divisions and respective leads in consultation with the Estates, Safety and Facilities division must develop a workplace equipment inventory, which will inform and determine planned maintenance schedules.

Selection/Suitability

When selecting work equipment, due regard should be taken to ensure that it is suitable, i.e. fit for its intended purpose by design and construction and capable of being operated and maintained without reasonably foreseeable risk to the health and safety of any person under the conditions in which it is likely to be used. Confirmation of the selection and suitability of equipment must be gained by undertaking an appropriate risk assessment in consultation with Estates, Facilities and Safety Division.

Maintenance

All work equipment, shall be maintained in an efficient state with to ensure health and safety. Operational maintenance must also be undertaken where equipment failure could pose a risk to health and safety. Planned preventive (regular maintenance) should therefore be considered and records of maintenance, servicing and repairs should be produced and retained.

Audits

It is necessary to undertake scheduled compliance audits (audit templates are available in Appendix 3&4) determined by risk assessment.

This must be undertaken by designated individuals identified by appropriate service lead.
Completed audits are to be forwarded to the Estates, Facilities and Safety division for compliance assurance.

4. Specific Risks

Where the use, repair or maintenance of work equipment is likely to involve a specific risk to the health and safety of an individual, then only employees trained and authorised to undertake the task shall undertake such a task.

Information, Instruction and Training

Line managers, operators of work equipment should have available to them all instructions pertinent to the use, maintenance and safety aspects of the equipment. They should be trained in the safe operation and maintenance and associated hazards and precautions associated with equipment failure or malfunction.

5. Conformity with European Community Requirements

Where new work equipment is provided after 31 December 1992, management should ensure that it conforms to any relevant product directive. Typically new machinery should bear a CE Kite mark.

6. Specific Requirements

Dangerous equipment:

It is the responsibility of the organisation to take all necessary measures to prevent employees coming into contact with dangerous parts of machinery. A risk assessment, informed by the Management of Health and Safety Regulations, should identify the hazards presented by equipment. Measures required will involve the following wherever practical:

- Fix enclosing guards
- Protection devices or other guards
- Protection appliances (holders, etc.)
- Provision of information, instruction and training and supervision.

The measures should not only deal with the machine in its normal operating mode but also during other activities such as maintenance, cleaning or repair.

Guarding - Guards and protective devices shall:

- Be suitable for the purpose
- Be of good construction, sound material, and adequate strength
- Be maintained in efficient state and good repair
- Not give rise to increased risks
- Not easily be bypassed or disabled
- Be situated at a sufficient distance from a danger zone
- Not restrict the view of the operating cycle
- Be constructed or adapted so that they allow maintenance to be undertaken but restrict access only to the work area, if possible without having to dismantle the guard or protection device.

Specific Hazards

Measures shall be taken to prevent or adequately control the exposure of an employee to the following hazards:

- Any article or substance falling or being ejected from the work equipment
- Rupturing or disintegration of parts of work equipment
- Work equipment catching fire or overheating
- The unintended or premature discharge of any article, gas, dust, liquid, vapour etc. produced, used or stored in the work equipment
- The unintended or premature explosion of the work equipment or any article or substance produced, used or stored in it.

High or Low Temperatures

Where there is the potential for staff to come into contact with parts of/work equipment or materials stored or used that is at a temperature that may cause harm, a risk assessment shall be undertaken prior to use to ensure that risk is eliminated or reduced to as low as practicably possible.
Where this cannot be eliminated protection can be complimented by the use of personal protective equipment e.g. gloves.

Controls

Where appropriate the controls listed below shall be provided on all work equipment powered by means other than human effort. The control systems do not only apply to equipment with moving parts or to any equipment that may generate a risk, e.g. X- ray equipment. All controls shall be clearly identified.

- Start the Equipment - The controls provided should be designed and positioned so as to prevent, so far as possible, inadvertent or accidental operation

- Stop the Equipment - Controls shall be provided to stop the equipment operating, not necessarily instantaneously but in a safe manner

- Stop in an Emergency – An emergency stop control shall be provided which should be easily reached and activated but should not be used as the normal stop button.

Isolation from Sources of Energy - Powered work equipment shall be capable of being isolated from the energy supply. The means of isolation should be clearly marked and readily accessible.

Risks should not be incurred during the reconnection of the power supply.

Stability - Where necessary, for the purposes of health and safety, all work equipment shall be stable. For fixed work equipment, this may mean bolting or clamping to a suitable surface. Wherever equipment cannot be secured then steps must be taken to ensure that the work equipment is used within its limits of stability.

Lighting - Any place where work equipment is used shall have suitable and sufficient lighting. This may require additional local lighting to support a particular task being undertaken.

Maintenance Operations - Work equipment shall be constructed such that maintenance can be carried out while the equipment is shut down. If this is not possible then maintenance work must be able to be carried out without risk to safety or health. Some maintenance work may be undertaken without the need to shut down the equipment, e.g. lubrication points designed to be used while machine is in motion or adjustment points positioned to be used without the need for the removal of machine guards.

Markings- All work equipment should be suitably and clearly marked to identify features related to health and safety, e.g. stop and start controls, maximum rotational speeds and safe working loads.

Warnings- Warnings or warning devices should be fitted to all work equipment, where risks may be present to an individual's health and safety. Warnings are normally in the form of a notice or similar, e.g. 'hard hats must be worn'. Warning devices can be audible or visual, e.g. reversing alarms or start alarms.

Advice and guidance can be obtained the Health and Safety Manager, Estates, Facilities and Safety Division.

Appendix 1

PRE NEW EQUIPMENT / MACHINERY ASSESSMENT

To ensure the work equipment / machinery is suitable for the work it is intended this form must be completed and signed off by the Local Manager and returned to the Procurement department before new equipment / machinery is purchased.

Type: ……..

Model / Make: ……

Requisition Number (If known): …….

Have you	Yes	No
Considered what risks to health and safety might result from its use to staff and/or service users? For example: • Excessive noise • Excessive dust or fumes • Excessive vibration • Exposed dangerous parts • Exposure to radiation • Controls difficult to use / understand • Exposure to hot / cold conditions or parts • Live electrical parts that can be exposed or easy to get to • Risk of electric shock include maintenance work • Special features • Workplace Ergonomics (identified/predicted ergonomic problems?) • The manufacturer's maximum user weight limit? • Weight of equipment – manual handling?		
Discussed your specific requirements with potential suppliers? (Contact Procurement for contracted or approved suppliers)		
Considered each level of protection? (See Work Equipment/ Machinery Checklist - Section 8 Dangerous Parts of Machinery - Appendix 3)		
Compared how well health and safety risks are controlled by different manufacturers?		
Do you		
Know where the equipment / machinery will be used?		
Know how it will be used?		
Know what it will be used for?		
Know who will use it and their capabilities? (skilled employees, trainees)		
Will specialist / specific training be required for staff and/or user/s?		

All questions must be answered

Managers Signature: …… **Date:** ……

Print Name: ……

Procurement reserve the right to return forms where they are not satisfied that the work equipment / machinery has been assessed for its suitability.

APPENDIX 2
<u>WORK EQUIPMENT / MACHINERY INVENTORY</u>

Programme:…… Location:…… Local Manager:……

Type	Make/Model	Serial Number	Location	Hazards associated with equipment/machine	Service and maintenance records available

APPENDIX 3 RISK ASSESSMENT

The requirement for risk assessments sits under the Management of Health and Safety at Work Regulations 1999 and will help to select work equipment and assess its suitability for particular tasks. Not all work equipment will require a risk assessment, however, the risks associated with all work equipment must be assessed, taking into account the working conditions / place where it will be used, the equipment itself and any associated substances, or electrical or mechanical hazards to which people may be exposed. This would also take in to account homeworkers.

You must ensure that all work equipment you provide meets the requirements of PUWER. In doing so, you should ensure work equipment:

- is constructed or adapted to be suitable for use and for the purpose and conditions in which it is used;
- is maintained in a safe condition for use so that people's health and safety is not at risk;
- receives a pre-use check from the operator before using it;
- is inspected to ensure that it is and continues to be safe for use. Any inspection should be carried out by a competent person (this could be an employee provided they have the necessary competence to perform the task) and a record kept until the next inspection.

You should further ensure that wherever possible risks are always controlled by (in the order given):

a) eliminating the risks or if that is not possible

b) taking appropriate 'hard (physical) measures, i.e. providing suitable guards, protection devices, markings and warning devices, system control devices (such as emergency stop buttons) and personal protective equipment. If risks cannot be adequately controlled

c) taking appropriate 'soft' measures to deal with residual (remaining) risks, such as following a safe system of work (i.e. ensuring maintenance is only performed when equipment is shut down etc), providing adequate information, instruction and training, (take in to account language barriers), and where deemed necessary supervision (i.e. work experience, students, new starters and service users).

Other areas for consideration must also take in to account environmental conditions such as lighting, weather conditions, other work being carried out that may have an effect on the operation and any activities of people who are not at work i.e. service users.

If an incident, accident or near miss occurs managers must be informed immediately and the Trust Incident Reporting Policy should be followed.

Work Equipment Assessment

Programme:	**Assessment Number:**			
Location:				
Assessor:				
Date of Assessment:				
Name/Type of Equipment/Plant/Machinery:				
Is it CE marked?	**Yes**		**No**	

Section 1		**Persons at Risk**			
Office Staff		**Maintenance Personnel**		**Contractors**	
Operators		**Cleaners**		**Members of the Public**	
Employees with disabilities		**Visitors**		**Inexperienced employees**	
Lone Workers		**Others sharing the workplace**		**Other (identify)**	

Section 2 Suitability	**Yes**	**No**
Is the equipment suitable for the work?		
Is the equipment without modification/adaption?		
Are there written manufacturers' specifications and instructions?		
Can the equipment be operated without over reaching/stretching?		
Are highly repetitive tasks eliminated or avoided?		
Can the equipment be used without excessive force?		
Do operating positions, working heights and reach distances accommodate the operator?		

Section 3 Place of Use	**Yes**	**No**	**N/A**
Is the equipment being used in a safe location/environment?			
Are particular risks presented by the work environment eliminated or controlled?			
Is the equipment installed/positioned/located so as to reduce risks to other equipment users?			

Is there sufficient space between the moving parts of the equipment and other fixed or moving structures?			
Can all forms of energy or substance used or produced be supplied and/or removed safely?			

Section 4 Purpose of Use	**Yes**	**No**
Is the equipment suitable for the process and conditions of use?		

Section 5 Inspections	**Yes**	**No**	**N/A**
Has the equipment been installed by a competent person?			
Are regular inspections and checks on the condition of the equipment carried out?			

Section 6 Maintenance	**Yes**	**No**	**N/A**
Is the equipment in a good state of repair and in working order?			
Is regular or routine maintenance carried out for high risk equipment?			
Are records of maintenance kept?			
If there is a log book, is this kept up to date?			
Are tests on safety features carried out?			
How is maintenance carried out on the equipment?			
Planned?			
Subject to condition?			
Breakdown?			
Can maintenance/repair be carried out with the equipment stopped?			
Is maintenance restricted to trained, authorised persons?			
Are safe systems of work in place for maintenance/repair activities?			

Section 7 Specific Risks	**Yes**	**No**	**N/A**
Is use of the equipment restricted to those given this task?			
Is maintenance/repair/servicing/modification restricted to designated personnel?			
Have all personnel been given adequate information, instruction and training?			

Section 8 Information and Instruction	Yes	No	N/A
Are clear, written instructions available to operators and supervisors?			

Section 9 Training	Yes	No	N/A
Are users trained in equipment use, associated risks and precautions to be taken?			
Are supervisors trained in equipment use, associated risks and precautions to be taken?			

Section 10 Dangerous parts of Machinery	Yes	No	N/A
Is access to dangerous moving parts prevented? (State how below)			
Fixed, enclosed guards			
Other guards/protection (interlocks, adjustable guards etc.)			
Preventing movement of machinery before access to danger zone			
Information and warning			
Protection appliances (push sticks, jigs, holders etc.)			
Other (specify)			

Section 11 Specific Hazards (Indicate)	Yes	No	N/A
Are risks from specified hazards controlled? (detail below)			
Article or substance falling/ejected from equipment			
Rupture/disintegration of parts of equipment			
Fire/overheating			
Explosion of any article/substance produced, used or stored			
Discharge of gas, dust, liquid, vapour or other substance used or stored			
	High	**Medium**	**Low**
What is the likelihood of the above occurring?			
Detail the control measures in place for the above:			

Section 12 Temperatures (High and Low)	Yes	No	N/A
Are equipment/surface parts with high and low temperatures protected?			

Section 13 Controls and Control Systems	Yes	No	N/A
Are controls and systems provided for:			
Starting/re-starting?			
Changing speeds, pressure of operating conditions?			
Stopping in a safe manner?			
Setting up?			
Maintenance/cleaning?			
Are controls readily accessible?			
Are controls positioned so as to prevent inadvertent operation?			
Are controls shrouded or do they have a lock-off facility?			
Where appropriate, are emergency stop controls provided?			
Are all controls and emergency stops visible, identifiable and marked?			
Are controls positioned so that operators are not at risk?			
Are audible, visible or other warnings provided?			
Do control operators have a clear and full view of the equipment?			
Are lock-off/permit to work systems in place where appropriate?			
Are means provided for lock-off/isolation/reconnection of energy sources?			
Is the control system designed so as not to increase the risk to the operator or equipment safety?			

Section 14 Stability of Equipment	Yes	No	N/A
Is the equipment secured to prevent movement?			
Are risks presented by adverse conditions, e.g. weather, controlled?			

Section 15 Lighting	Yes	No
Is sufficient general/local lighting provided at the equipment?		

Section Warnings/Markings	Yes	No	N/A
Is the equipment clearly marked?			
Are warnings/warning devices incorporated?			
Are warnings/warning devices easily understood?			

Management Action Plan				
Section Number	**Priority**	**Action Recommended**	**Responsibility/Action by**	**Completion date**

Appendix 4 – Inspections
Provision and Use of Work Equipment Inspections

Introduction

PUWER 98 has a requirement to carry out inspections of work equipment. An inspection is required for work equipment when it has been installed or assembled in a new location to ensure that it has been installed correctly and is safe to operate, an assessment must be made of all other work equipment to determine if an inspection is needed and how often. Where other pieces of legislation places specific requirements on work equipment, (i.e. stair lifts, lifting platforms, lifting trolleys) e.g. Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) these apply in addition to PUWER and take precedence.

The minimum inspection regime should be set by the owner/supplier of the equipment based on manufacturer's information and other statutory obligations. Additional inspections will be identified by the user of the equipment. Factors that must be taken into account by the user include the work being carried out, any specific risks on site that may affect the condition of the equipment and the intensity of use of the equipment.

An inspection may include visual examination, a strip down of the equipment and functional tests. Advice should be sought from manufacturer's instructions and a competent person for guidance on what an inspection should include for each piece of equipment.

Responsibility for Inspection

A number of parties will have responsibilities for ensuring the work equipment is safe to use and that it has been inspected in accordance with the inspection regime. The hire company must ensure that equipment they hire out complies with PUWER 98. The employer or self-employed person has a duty to ensure that equipment they use or provide for use complies with PUWER 98 and that includes ensuring that inspections are carried out by a competent person. If you use equipment provided by another contractor you have a duty to ensure the equipment is safe to use.

If the equipment is provided on site for common use, it must established who will take responsibility for the equipment and ensure it complies with PUWER 98. Managers must establish that it is safe for use by staff.

Types of Inspection

Visual Check

Low risk equipment used for low risk activities will not always require a formal inspection. A visual check may be required by the user before each use to ensure it is in good condition, e.g. a ladder should be checked for split stiles, broken rungs and other defects. The person carrying out these checks must be competent. There is no need to record the results of the visual check by operative.

In circumstances where additional hazards exist, low risk equipment may need a more detailed check, e.g. a screwdriver used for work on a live electric supply or a torch that is taken into a confined space.

Inspection

Equipment that poses a significant risk, i.e. radiography equipment etc. will need to be considered by a competent person identified by service leads to determine a suitable inspection regime. These inspections are in addition to the daily documented checks by the operator and must be carried out by a competent person. For the majority of equipment the formal inspection will be undertaken as determined through risk assessment, taking into account the manufacturers recommendations, industry advice and guidance.

Records of Inspection

Records of inspections must be made and you are required to keep a record of the last inspection. These records can be contained in a register, attached to the equipment itself, or stored electronically in a tamper proof form. They must be easily accessible by those who use the equipment or otherwise need information.

If you use the equipment acquired from another user and it is subject to an inspection regime, you must ensure that it is accompanied by physical evidence of the last inspection. If you provide equipment for use by another user you must also ensure that the equipment is accompanied by physical evidence of the last inspection.

It is good practice to keep all records of inspection and maintenance as they may be of use in the future.

The “Record of Inspection” provided in Appendix 4 is to document the information required for recording the results of inspections carried out in line with PUWER/LOLER requirements.

APPENDIX 4

Provision and Use of Work Equipment Regulations 1998/ Lifting Operations and Lifting Equipment Regulations 1998

Report of Inspection

Directorate:	**Department:**	
Assessor:	**Date:**	**Ref:**
Machinery Type:	**Manufacturer/ model:**	**Identification or Serial No:**
Location:		
Persons Affected:		

Date of Inspection	Description of Equipment and Means of Identification	Result of Inspection	Next Inspection Due	Signed

APPENDIX 5
Compliance Audit Checklist Provision of Use of Work Equipment Regulations 1998 (PUWER)

Auditor/s		**Department Representative**		**Date of Audit**	
Department Audited		**Areas Visited**		**Overall Level of Compliance**	

Area for assessment		**Method Used**	**Evidence ✓**			**Comment/Action Agreed**	**Owner**	**Date Due**	**Completed Date**
		Documentation/ Interview/ Inspection	**Y**	**N**	**N/A**				
1. Policy Matters									
1.1	Is there a local written management Procedure for the provision and use of work equipment?	Inspection							
1.2	How is the Procedure brought to the attention of staff?	Interview							
1.3	Are employees trained in the	Interview Inspection							

	operation of the Procedure?								
1.4	Is there a defect reporting system for work equipment?	Interview Inspection							
1.5	Is there an inventory of all work equipment within the directorate?								
1.6	Are risk assessments undertaken to establish suitability of work equipment to take account of its integrity, its location and intended purpose?	Interview Inspection							
Area for assessment		**Method Used**	**Evidence ✓**			**Comment/Action Agreed**	**Owner**	**Date Due**	**Completed Date**
		Documentation/ Interview/ Inspection	**Y**	**N**	**N/A**				
2.0 Work Equipment									
2.1	a) Is all work equipment	Interview Inspection							

	designed and constructed to comply with Schedule 1 PUWER 1998? b) Complies with all relevant EC Directives?								
2.2	Is work equipment regularly maintained?	Interview Inspection							
2.3	Is there a record of maintenance undertaken?	Interview Inspection							
3.0	**Inspection**								
3.1	Is work equipment inspected on a regular basis? a) After installation? b) After installation at a new location? c) When circumstances change?	Interview Inspection							

3.2	Are written records of inspections kept?	Interview Inspection							
3.3	Is work equipment inspected by a "competent person"?	Interview Inspection							
Area for assessment		**Method Used**	**Evidence ✓**			**Comment/Action Agreed**	**Owner**	**Date Due**	**Completed Date**
		Documentation/ Interview/ Inspection	**Y**	**N**	**N/A**				
4.0	**Specific risk**								
4.1	If particular equipment poses a specific risk is it restricted to a trained individual?	Interview Inspection							
4.2	Are individuals trained in the operation of equipment posing a specific risk?	Interview Inspection							
4.3	Has a risk assessment been undertaken of equipment which poses significant risk?	Interview Inspection							

4.4	Have all identified hazards from specific work equipment been eliminated or controlled?	Interview Inspection							
5.0	**Information & Instruction**								
5.1	Are all persons who use work equipment supplied with adequate health & safety information?	Interview Inspection							
5.2	Written health & safety instructions where appropriate?	Interview Inspection							
5.3	Do employees who use work equipment receive adequate health & safety training regarding risks and risk reduction measures?	Interview Inspection							

APPENDIX 6
Compliance Audit Checklist Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

Auditor/s		**Department Representative**		**Date of Audit**	
Department Audited		**Areas Visited**		**Overall Level of Compliance**	

Area for assessment		**Method Used**	**Evidence ✓**			**Comment/Action Agreed**	**Owner**	**Date Due**	**Completed Date**
		Documentation/ Interview/ Inspection	**Y**	**N**	**N/A**				
1. Policy Matters									
1.1	Is there a local written Procedure regarding lifting operations?	Documentation							
1.2	How is the Procedure brought to the attention of staff?	Interview							
1.3	Are risk assessments undertaken in the use of lifting equipment operations?	Inspection							
2.0 Strength and Stability									

2.1	Is all lifting equipment in use appropriate/adequate for the intended aggregated weight to be lifted?	Inspection							
2.2	Is all lifting equipment in use appropriate and compatible with the circumstances and conditions of use?	Inspection							
2.3	Are there current examination certificates for all lifting equipment and undertaken by a competent person?	Inspection							
Area for assessment		**Method Used**	**Evidence ✓**			**Comment/Action Agreed**	**Owner**	**Date Due**	**Completed Date**
		Documentation/ Interview/ Inspection	**Y**	**N**	**N/A**				
2.4	Does all lifting equipment receive a thorough examination prior to being put into	Inspection							

	service for the first time?								
2.5	Does all lifting equipment and receive a thorough examination and inspection after installation or re-assembly?	Inspection							
2.6	Does all lifting equipment receive a thorough inspection if used outside its usual work area?	Inspection							
3.0	**Records**								
3.1	Has all lifting equipment been marked with means of identification?	Inspection							
3.2	Has lifting equipment been checked for damage and records established at regular intervals?	Inspection							
3.3	Is a record of all maintenance and	Inspection							

	inspections maintained?								
3.4	Is equipment marked with safe working loads?	Inspection							
Area for assessment		**Method Used**	**Evidence ✓**			**Comment/Action Agreed**	**Owner**	**Date Due**	**Completed Date**
		Documentation/ Interview/ Inspection	**Y**	**N**	**N/A**				
4.0	**Storage**								
4.1	Are suitable storage facilities available for equipment not in use?	Inspection							
5.0	**Training & Supervision**								
5.1	Are lifting operations planned and undertaken by competent persons?	Interview							
5.2	Are lifting operations appropriately supervised?	Interview							