

## BHC-P-14.1 Work Equipment

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Revision Register		
Date	Version	Description - reason for change
01/05/2015	1	New procedure

Item	Details	Reference	Responsibility
1.0	<b>Purpose</b>		
1.1	To ensure that work equipment provided is safe to use and safely used.		
2.0	<b>Scope</b>		
2.1	Applies to the selection, use and maintenance of all work equipment used in construction, customer service and office applications.		
2.2	Additional requirements for inspection and testing of the following items are detailed within specific procedures: <ul style="list-style-type: none"> <li>Piling rigs and accessories;</li> <li>Ride on plant;</li> <li>Gas cylinders and accessories;</li> <li>Lifting equipment including accessories;</li> <li>Work at Height plant and equipment;</li> <li>Fire warning, suppression and fire fighting equipment;</li> <li>Electrical equipment;</li> <li>Lifts and fixed installations.</li> </ul>	BHC-P-8.4 BHC-P-8.5 BHC-P-10.6 BHC-P-12 BHC-P-13 BHC-P-15.2 BHC-P-16.1 BHC-P-18.6	
3.0	<b>Definitions</b>		
3.1	Work equipment      Machinery, plant, appliances, apparatus, tools and fixed installations provided for use at work.		
4.0	<b>Main requirements</b>		
4.1	<b>Assess the suitability of work equipment</b>  Where the risk of using a piece of equipment cannot be eliminated by using a different method or equipment, a detailed risk assessment and method statement (RAMS) must be produced detailing the control measures, inspection regime and training requirements that will reduce the risk to the lowest practicable level.		Project Manager/ Office Manager/ Customer Services Manager
4.2	<b>User training and competence</b>  Each employer is responsible for the competence of equipment users.  Some equipment requires specific certification of training before use. This includes but is not limited to: <ul style="list-style-type: none"> <li>Abrasive wheels;</li> <li>Cartridge operated tools;</li> <li>Chainsaws;</li> <li>Items of plant such as 360° excavators, rollers, dump trucks and Telehandlers, etc.</li> </ul> For hand tools used by specific trades as part of their everyday activities, the operative will be considered to have suitable knowledge of the equipment and how to use and monitor its condition by providing a valid CSCS card for the relevant trade at induction.  Equipment provided by hire companies will be delivered to site with operating instructions and erection guides. The hire company will also demonstrate the operation of the controls to provide operators with familiarisation training.  Plant Hire companies will also provide familiarisation training for new items of plant delivered, to supplement the operators formal training. Evidence of training achievement or training records must be held on site by the project management team.	BHC-P 03.1 Training, Competence and Induction Procedure	

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Author	Safety Management Systems	Version Number	1
Approved for Authorisation by	Safety Management Systems Manager	Approval Date	01/05/2015
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Item	Details	Reference	Responsibility
4.3	<b>Pre-use inspections</b>  If the safety of equipment depends on its safe installation, the contractors RAMS must make clear that installation must be inspected by a competent person. This must happen: <ul style="list-style-type: none"> <li>• After installation and before being used for the first time;</li> <li>• After assembly at a new location.</li> </ul>		Project Manager/ Office Manager/ Customer Services Manager
4.4	<b>Inspection and maintenance regimes</b>  All work equipment must be subject to a regular inspection and maintenance regime conducted by a competent person.  The following items of equipment must be inspected at least every seven days and the findings recorded: <ul style="list-style-type: none"> <li>• Hop up/ podium;</li> <li>• Ladder/ step ladder;</li> <li>• Stairwell protection system;</li> <li>• Abrasive wheel mounted tool;</li> <li>• Power tool;</li> <li>• Mobile plant;</li> <li>• Lifting equipment and accessories;</li> <li>• Fire fighting and fire warning equipment;</li> <li>• Emergency lighting.</li> </ul> Any defective tools or equipment must be taken out of use immediately and quarantined or removed from site. All contractor inspections records must be issued by the Supervisor to the Project Team (usually as part of a Friday Pack).  Specific items of equipment requiring statutory examination are detailed in Appendix 2.	Appendix 2	Contractor Supervisor
4.5	<b>Hired equipment</b>  All plant and equipment brought onto a project by a hire company must be accompanied by evidence of a maintenance regime and the date of the last inspection or test.  Where Berkeley hires plant, the person hiring the equipment must agree the appropriate maintenance schedule with the hire company and co-ordinate with the hire company to ensure high risk items (such as dump trucks and telehandlers) are maintained according to that schedule.		Hire Company  Project Manager/ Office Manager/ Customer Services Manager
4.6	<b>Storage of equipment</b>  Contractors (and Berkeley where employees undertake works) will provide suitable, sufficient and secure storage for all items of work equipment.  Where heavy duty tool chests are provided, the type used will have a resistance shock absorbing device in the lid mechanism to prevent the lid from descending uncontrollably on to the user.  All steel storage containers must comply with Berkeley requirements.	BHC-P-10.7 Steel Storage Container	
5.0	<b>Guidance documents and references</b>		
5.1	L22 – <i>Safe use of work equipment</i> . Approved Code of Practice and guidance.		
6.0	<b>Appendices</b>		
6.1	Appendix 1      Supporting notes		
6.2	Appendix 2      Statutory examination frequencies		

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## Appendix 1

## Supporting notes

Task/process	Agreed code of practice	Supporting notes
Scope	<p>The Provision and use of Work Equipment Regulations cover almost any equipment used at work, including:</p> <ul style="list-style-type: none"> <li>• Hand tools such as hammers, knives and handsaws;</li> <li>• Single machines such as drilling machines, circular saws, photocopiers and telehandlers.;</li> <li>• Lifting equipment such as hoists, block and tackle, elevating work platforms and lifting slings;</li> <li>• Other equipment such as ladder and pressure water cleaners;</li> <li>• An installation such as a series of machines connected together.</li> </ul>	All employers have duty to provide safe plant and equipment for use at work and a self-employed worker has a similar duty for equipment they provide for their own use.
Risk assessment	<p>The contractors RAMS should specify that the selection, design and guarding of an item of work equipment adequately controls the risk of exposure to the following hazards without having to rely on PPE, training or supervision:</p> <ul style="list-style-type: none"> <li>• Any article or substance falling (e.g. from a scaffold) or ejected (e.g. swarf ejected from a machine tool) from work equipment;</li> <li>• Rupture or disintegration of work equipment (e.g. parts breaking off and being thrown off such as an abrasive wheel bursting, a scaffold collapsing);</li> <li>• Work equipment overheating or catching fire (e.g. through friction electric motor burning out, cooling system failure);</li> <li>• The unintended or premature discharge of any gas, dust, liquid or vapour or other substance from work equipment (whether produced, used or stored in the work equipment);</li> <li>• The unintended or premature explosion of work equipment or of any substance or article used or stored in it.</li> </ul>	

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## Appendix 2

## Statutory examination frequencies

Plant/machinery type	Frequency in months	Key	Supporting notes
<b>Lifting</b>			
Tower cranes	3	BG	
Cranes and lifting machinery	12	SS	Reduced to 6 months if used for lifting people
Excavators (used for lifting)	12	SS	
Forklift trucks/ telehandlers	12	SS	Reduced to 6 months if used for lifting people
Goods, lifts and hoists	3	BG	
Passenger lifts and hoists	3	BG	
Lifting accessories	6	SS	
<b>Electrical</b>			
Refer to BHC-P-16.1, Electrical Safety			
<b>Pressure systems</b>			
Air pressure plant 'working' examination	12	SR	
Air pressure plant, 'thorough' examination	26	SR	
Hot water boiler - operating at 100°C and over	14	SR	
Refrigeration and air conditioning	26	SR	Applies to system if over 25kW
Steam boiler and steam oven	14	SR	
Steam pressure vessel	26	SR	
Other pressure systems	26	SR	
<b>Local exhaust ventilation (LEV)</b>			
Dust extraction	14	ST	6 monthly for metal dust
Fume/vapour extraction	14	ST	
Shot blast units	6	ST	
<b>Work at height equipment</b>			
Harnesses	6	SR	
Alsipercha (anchor systems)	6	SR	

Key	
ST	Inspection required by UK statute within time interval specified.
SS	Inspection required by UK statute within time interval specified, unless a written scheme states otherwise.
SR	Inspection required by statute, within recommended time interval (can vary on usage or risk assessment).
R	Inspection is recommended by Government as good practice within time interval specified.
BG	Berkeley Group Standard.

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