



Work Equipment Policy

Revised April 2013



Work Equipment

General Statement

It is the policy of the organisation to provide a safe working environment in relation to work equipment safety, and to ensure all employees receive appropriate safety information and training in their work equipment.

The person responsible for this policy is

1. Arrangements for securing the health and safety of workers

- a. no work equipment will be used on the premises until it has been inspected fully at installation stage
- b. no work equipment will be used on the premises unless it is inspected regularly, eg on an annual basis or after upgrades
- c. full maintenance and inspection records will be kept for all work equipment
- d. employees are not advised to bring their own tools or equipment to work, unless this practice has been authorised in advance by their supervisors
- e. elimination of hazards
 - i. the organisation will ensure that operations which present a risk to employees in respect to work equipment will be eliminated or reduced to as low a level as reasonably practicable. Measures to achieve this include consideration of all activities and equipment used for each work task undertaken.
- f. assessment of risk
 - i. an assessment of risk in relation to work equipment will be carried out by a competent person.

2. Duties of managers and supervisors

Managers must take responsibility and ensure that all equipment used by employees at work is suitable for the task to be carried out, safe for use and that each employee has received adequate information, instruction and training. Managers are also responsible for ensuring:

- a. a general risk assessment has been completed
- b. suitable personal protective clothing is worn at all times when necessary for the safe operation of work equipment
- c. if appropriate, all work equipment is regularly maintained and inspected.

3. Duties of employees

Employees must ensure:

- a. they comply with all instructions and training in relation to the execution of their work
- b. their own health and safety and that of other employees is not put at risk by their actions
- c. they use equipment provided for any task and for the purpose for which it was intended to be used
- d. they report any problems to their direct supervisor.

4. Information and training

Adequate information and training will be provided to individuals to ensure they are competent to carry out their work related tasks. A responsible person will assess training, including the need for refresher training.

5. **Adverse incidents or equipment failure**

In this home, an adverse incident is defined as an event that may cause, or has the potential to cause, unexpected or unwanted effects involving the safety or wellbeing of a person. It may be the equipment being used improperly, developing a fault or failing completely.

In the event of an adverse incident:

- a. staff will report the incident to their supervisor and record the details using an incident form
- b. the incident will be investigated by the care home manager who will note any learning points and put any recommendations and lessons for procurement into practice (eg additional training or equipment modifications)
- c. where required, the equipment will be withdrawn from service
- d. a report will be made to the Medicines and Healthcare Products Regulatory Agency (MHRA) where appropriate and where medical equipment is involved.

In the event of the failure of equipment:

- a. the equipment will be withdrawn from service immediately and clearly labelled that it is not to be used
- b. the equipment will be inspected by a competent person and either referred for repair or scrapped and replaced
- c. a report will be made to the MHRA wherever medical equipment is involved.

6. **Safety warnings**

The care home manager will monitor safety warnings (Medical Device Alerts) issued by the MHRA about medical equipment and act appropriately if a relevant warning is received relating to equipment in use in the home.

Review and Revision

Regular checks of accident and near miss incidents as well as annual auditing of the care home's management systems for inspection, maintenance and use of equipment should be conducted by the care home manager to help to identify whether the procedures for the maintenance and use of such equipment are sufficient.