



London Ambulance Service **NHS**  
NHS Trust

## Provision and Use of Work Equipment Procedure

## **DOCUMENT PROFILE and CONTROL.**

**Purpose of the document:** The purpose of this document is to define the parameters staff will be expected to work within then using work equipment and the procedure that should be followed .

**Sponsor Department:** Health and Safety

**Author/Reviewer:** Snr. Health and Safety Adviser. To be reviewed by March 2015.

**Document Status:** Final

<b>Amendment History</b>			
Date	*Version	Author/Contributor	Amendment Details
17/05/12	2.1	IG Manager	Update following approval.
20/01/12	1.6	IG Manager	Document Profile & Control Update
03/03/11	1.5	Senior H&S Advisor	Implementation Plan
17/12/10	1.4	Senior H&S Advisor	Minor changes
06/10/10	1.3	Administration Manager, Safety and Risk	Clarification, added Monitoring section
	1.2		
26/03/10	1.1	Snr. Health, Safety and Risk Adviser	Document reformatted, added scope, objectives, implementation plan

**\*Version Control Note:** All documents in development are indicated by minor versions i.e. 0.1; 0.2 etc. The first version of a document to be approved for release is given major version 1.0. Upon review the first version of a revised document is given the designation 1.1, the second 1.2 etc. until the revised version is approved, whereupon it becomes version 2.0. The system continues in numerical order each time a document is reviewed and approved.

<b>For Approval By:</b>	<b>Date Approved</b>	<b>Version</b>
ADG	27/03/12	2.0
Chief Executive	03/07	1.0
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<b>Published on:</b>	<b>Date</b>	<b>By</b>	<b>Dept</b>
The Pulse	18/05/12	Governance Co-ordinator	G&C
LAS Website	18/05/12	Governance Co-ordinator	G&C
The Pulse (v1.0)	27/11/08	Records Manager	GDU
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The RIB	22/05/12	IG Manager	G&C

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<b>EqIA completed on</b>	<b>By</b>
08/03/11	HS&R team
<b>Staffside reviewed on</b>	<b>By</b>
	Staffside Representative

<b>Links to Related documents or references providing additional information</b>		
<b>Ref. No.</b>	<b>Title</b>	<b>Version</b>
	The Health and Safety at Work Act (1974)	
	Provision and Use of Work Equipment Regulations (1998)	
	Lifting Equipment Operations Regulation (1998)	
	Protocol for the Acquisition, Trial, and Purchase of Ambulance Aid Equipment, Medical Treatments, or Devices.	

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## 1. Introduction

The Health and Safety at Work Act 1974 (HSWA) places a duty on employers to provide, and maintain work equipment, with the Provision and Use of Work Equipment Regulations 1998 (PUWER) making more explicit the general duties contained in the HSWA.

The selection of suitable work equipment for particular task, and processes, makes it possible to reduce, or eliminate risks to the health and safety of staff, patients and members of the public. This applies both to the normal use of the equipment as well as to other operations, such as maintenance.

## 2. Scope

The Procedure will apply to Work Equipment that is purchased, loaned, hired given or provided for test or trial. This procedure applies to all employees of the London Ambulance Service (LAS) as individuals or when acting jointly. The individual responsibilities under the Health and Safety at Work Act 1974 and relevant regulations are not superseded by this procedure.

## 3. Objective

To ensure the provision of safe work equipment for employees of the LAS by a structured selection process and to ensure that such equipment conforms to standards laid down by the Provision and Use of Work Equipment Regulations 1998 or other relevant Regulations. This includes defining the process and safe system of work to be followed by staff using work equipment.

## 4. Responsibilities

**The Director of Human Resources** - The responsibility for Health & Safety has been delegated to the Director of Human Resources and Organisational Development.

**Managers** – Line managers are responsible for ensuring that staff use only equipment that has been provided and approved by the Trust.  
**The Vehicle Equipment Group (VEG)** – The VEG has the responsibility to assess all operational work equipment prior to recommending its procurement. (Acquisition, trial and purchase of ambulance aid equipment, products or devices).

**Staff** – All staff have the responsibility to operate/use provided work equipment in accordance with prescribed training and dynamic assessment of the environment or situation it is to be used. Staff should ensure that equipment inspection tags are in date, in line with VDI for operational equipment.

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Operational staff must ensure that they take and use all necessary equipment required for their task, subject to their assessment of the scene or prior knowledge of the patient's condition.

**Estates Department** – The Estates Department have responsibility to ensure all portable electrical equipment is periodically assessed (PAT) in conformance with the Electricity at Work regulations 1989, in addition to other statutory inspection requirements such as lift inspections under Lifting Operations and Lifting Equipment Regulations 1998.

## 5. Definitions

**Work Equipment** is defined as 'All machinery, appliances, apparatus, tools or installations for use at work'. It includes motor vehicles but the Procedure does not supersede the Road Traffic Regulations in respect of construction and use.

## 6. Selection of Equipment

New work equipment will be assessed, and evaluated either by the Vehicle Equipment or Work Equipment Groups.

The evaluating criteria will be defined by the Vehicle Equipment Group or Work Equipment Group selection process and will adhere to the Provision & Use of Work Equipment Regulations.

Reference should also be made to the Protocol for the Acquisition, trial and purchase of ambulance aid equipment, products or devices.

## 7. Use and Maintenance of Equipment

All work equipment should be used in accordance with provided training and maintained in accordance with the manufacture's guidance.

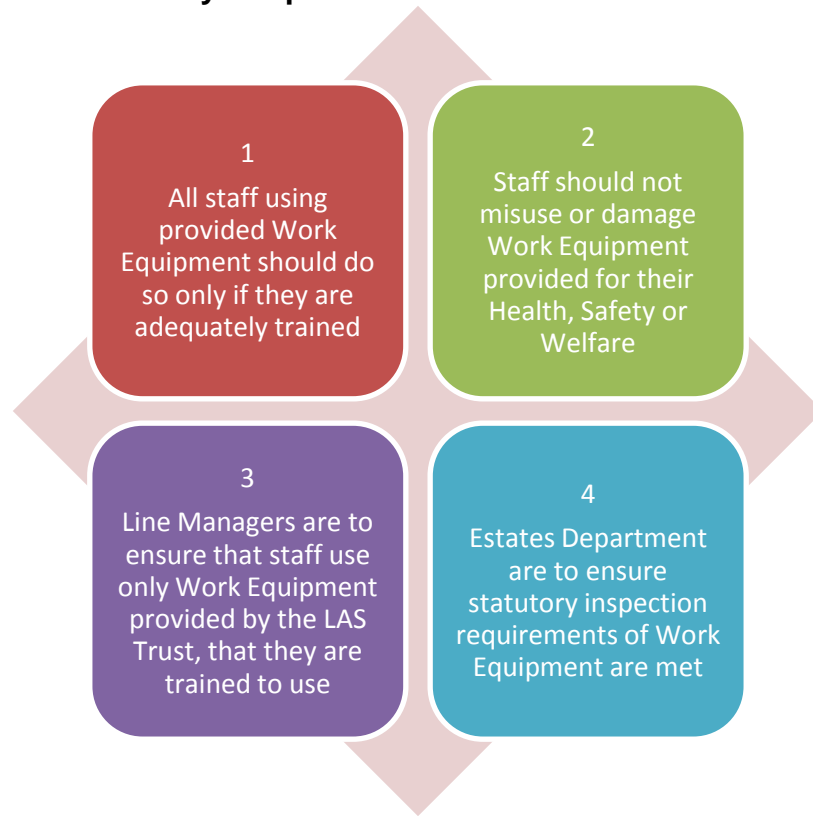
All equipment remains the property of the Trust.

Maintenance records must be kept for all work equipment assessed as posing a risk of injuring either the operator, or any person likely to come into contact with it whilst in use.

Maintenance records of inspections, repairs and general maintenance details must be retained by the department responsible for its maintenance.

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## Key Responsibilities under HS008



<b>IMPLEMENTATION PLAN</b>	
<b>Intended Audience</b>	All LAS Staff who are responsible for or use work equipment
<b>Dissemination</b>	Available to all staff on the Pulse and to the public on the LAS website.
<b>Communications</b>	Revised Policy and Procedure to be announced in the RIB and a link provided to the document.
<b>Training</b>	<p>Relevant training in the use of work equipment will be provided to all staff at local inductions and operational staff initial training.</p> <p>Line managers attend mandatory health and safety training that includes policy and procedure awareness.</p>
<b>Monitoring</b>	The monitoring of this procedure will be undertaken by the Health, Safety and Risk Department through review of incident reporting. Any identified concerns being raised through Equipment Working Group and Corporate Health and Safety Groups.