

	<p style="text-align: center;"><b>London Ambulance Service NHS Trust</b></p> <p style="text-align: center;"><b>Provision and Use of Work Equipment Procedure</b></p> <p><b>For Use By: All Staff</b></p>
---	--

**1.0 Introduction**

- 1.1 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.
- 1.2 **‘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.
- 1.3 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.
- 1.4 Training must be provided to staff, in the use of all work equipment where there may be a risk of injury to the operator, or other persons. A record of competency must be kept for all training provided. Likewise only competent persons, who have undergone suitable and sufficient training, should undertake required maintenance.
- 1.5 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 The individual responsibilities under the Health and Safety at Work Act 1974 and relevant regulations are not superseded by this procedure.
- 1.6 The Procedure will apply to **Work Equipment** that is purchased, loaned, hired given or provided for test or trial.
- 1.7 Ambulance Operations Managers and department managers have the responsibility of ensuring that **Work Equipment** is properly used and maintained and, where necessary, arrange for the replacement of equipment.

<b>Date of Issue: March 2007</b>	<b>Review Date: March 2010</b>
<b>Authorised by: Chief Executive Officer</b>	<b>To Be Reviewed: Senior Safety &amp; Risk Advisor</b>
<b>Index No: H&amp;S / 008</b>	<b>Page 1 of 3</b>

- 1.8 The Director with the responsibility for the department, where the **Work Equipment** is to be acquired, will ensure that it has been suitably evaluated and risk assessed.
- 1.9 The Safety and Risk department has the responsibility for periodically reviewing and updating this Procedure. It also has the responsibility for monitoring the collation of Risk Assessments, and providing guidance as necessary for the implementation of this Procedure.
- 1.10 Reference should also be made to the Protocol for the Acquisition, Trial, and Purchase of Ambulance Aid Equipment, Medical Treatments, or Devices.

**2.0 Objectives**

- 1. 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.
- 2. To set out procedures whereby that **work equipment** is used safely in the workplace and that the equipment is properly maintained in accordance with the Manufacture’s guidance.
- 3. To set out procedures whereby **work equipment** is suitably evaluated and any hazards are identified and risk assessed.
- 4. To ensure that employees are given the appropriate training, instruction and information relative to the safe use, maintenance, and disposal of such equipment.
- 5. To prohibit the unauthorised acquisition and use of **work equipment** that has not been evaluated and risk assessed.

**3.0 Procedure**

- 3.1 All work equipment should be properly maintained in accordance with the Manufacture’s guidance. Maintenance records should be kept for all work equipment assessed as being a high risk of injuring either the operator or any person likely to come into contact with it whilst in use. Suitable records of inspection dates, repairs and general maintenance details must be kept.
- 3.2 A Generic Work Equipment Register is kept centrally by the Health, Safety & Risk Department. For more technical pieces of equipment, a checklist should be used to record inspection and maintenance of specific parts of the equipment.

<b>Date of Issue: March 2007</b>	<b>Review Date: March 2010</b>
<b>Authorised by: Chief Executive Officer</b>	<b>To Be Reviewed: Senior Safety &amp; Risk Advisor</b>
<b>Index No: H&amp;S / 008</b>	<b>Page 2 of 3</b>

**References:**

- The Health and Safety at Work Act (1974)
- Provision and Use of Work Equipment Regulations (1998)
- Lifting Equipment Operations Regulation (1998)

<b>Date of Issue: March 2007</b>	<b>Review Date: March 2010</b>
<b>Authorised by: Chief Executive Officer</b>	<b>To Be Reviewed: Senior Safety &amp; Risk Advisor</b>
<b>Index No: H&amp;S / 008</b>	<b>Page 3 of 3</b>