

## WORK AND LIFTING EQUIPMENT POLICY

### 1.0 INTRODUCTION

- 1.1 This policy describes how we will ensure that the equipment used in work activities and any lifting equipment is suitable for its use, maintained in a reasonable condition, and tested at regular intervals as appropriate for that equipment.

Details of the inspection and testing requirements together with record sheets are given in Part Two of this policy.

- 1.2 For lifting operations reference should also be made to policy ref: HS08 Moving and Handling. This includes where the support provided to service users involves using hoists and other similar equipment.

- 1.3 This policy has the following sections:

**Part One** - **Policy**

**Part Two** - [Guidance and Procedures](#)

**Part Three** - [Forms](#)

**Part One** – **Policy**

Section 1 - Introduction

Section 2 - Scope of policy

Section 3 - Legislation

Section 4 - Definition and background

Section 5 - Implementation

Section 6 - Roles, responsibilities and duties

Section 7 - Procedures

Section 8 - Implementation and review

- 1.4 This policy complies with Scottish Housing Regulator Standards of Governance and Financial Management 5.3 and 5.4.

### 2.0 SCOPE OF POLICY

- 2.1 This policy applies to all ARK employees, Board Members and to all people using and/or visiting the workplace e.g. visitors, relief employees, agency staff, contractors, service users, etc. as appropriate

### 3.0 LEGISLATION

#### 3.1 Health and Safety at Work etc. Act 1974

The Act imposes a general health and safety duty on employers and employees.

### 3.2 **The Provision and Use of Work Equipment Regulations 1998 (PUWER)**

These Regulations require the employer to ensure that all equipment used for work activities is suitable for the job intended and that it is regularly inspected and maintained as appropriate. Some work equipment is covered by separate legislation e.g. Display Screen Equipment.

### 3.3 **The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)**

These Regulations supplement PUWER with regard to lifting equipment and operations. They require employers to ensure that lifting equipment is adequately maintained and inspected and that it is suitable for the job required.

## 4.0 **DEFINITION and BACKGROUND**

4.1 This policy applies to the use of work and lifting equipment, except for the moving and handling aspects which are covered in the Moving and Handling policy.

4.2 Part Two of this policy gives examples of work and lifting equipment we may use and any testing, inspections, risk assessments required.

4.3 Although work equipment is anything which is used at work and, in theory, includes 'small' items such as hole punches etc., there is no requirement to risk assess such items unless a significant risk exists, i.e. a high risk of injury. This may apply to particular employees who are owed an extra duty of care. The Extra Duty of Care policy (HS21) has guidance on who is owed an extra duty of care and these items of work equipment should be considered within that policy's risk assessment.

4.4 Examples of work equipment used in our activities are photocopiers, dishwashers and microwaves (particularly in office kitchens).

4.5 Lifting equipment is anything which is used for that operation e.g. bath hoists, wheelchair lifts in buildings, tracking hoists etc. Also included are the parts of the lifting equipment e.g. slings etc.

4.6 The incorrect use of equipment or the use of the wrong or damaged equipment can lead to serious injury to employees and/or third parties. The improper use of hoists etc. could lead to serious injury to service users. The assessments required by the [Risk Assessment policy \(HS03\)](#) and the risk assessments carried out as part of preparing the service user's Support Plan will cover these aspects of PUWER and LOLER.

4.7 It should be noted that in the majority of cases the lifting equipment supplied to service users will not belong to ARK but is likely to be either from a private source, from a Local Authority or the NHS. However it is our responsibility as the user to ensure that any employee operating the equipment is suitably trained in its use, identifying any faults and reporting such faults to the correct party.

4.8 Service users may wish support in contacting the equipment providers to report faults or for requesting testing etc.

## 5.0 **IMPLEMENTATION**

5.1 This policy and guidance will be implemented in accordance with [ARK's Health and Safety Policy](#) which details the responsibilities of the organisation, Managers and employees. The Health and Safety Manual provides policy, information and guidance in other subjects which may support this policy.

5.2 Any breaches of this policy should be reported to an employee's ARK Manager.

- 5.3 Breaches of this policy will be viewed seriously and will be dealt with in accordance with our [Disciplinary Policy and Procedures](#). The severity of discipline will reflect the fact that non-compliance breaches not only this policy but also [ARK's Health and Safety Policy](#) and the law.

## 6.0 ROLES, RESPONSIBILITIES AND DUTIES

### 6.1 Directors & Senior Managers

Directors and Senior Managers should ensure that:

- this policy is implemented and operated in respect of all areas within their remit;
- all employees are informed of the requirements of this section of the Health and Safety manual;
- suitable arrangements are made for employees to comply with the requirements of this section;
- all 'significant' work equipment and lifting equipment is recorded and that a suitable programme of inspection, maintenance and testing is prepared and carried out.

### 6.2 ARK Managers

Line Managers are responsible for the implementation and operation of this policy in respect of all premises within their remit. ARK Managers should ensure that:

- all employees they line manage are informed of the details of this section of the Health and Safety manual and that these are being complied with;
- all equipment is identified and assessed for suitability;
- new equipment is assessed for suitability before purchase;
- all faulty equipment reported is dealt with promptly and, depending on the fault and/or use of the equipment, that it is not used until it is repaired or replaced;
- all employees are suitably trained in the use of equipment, particularly that associated with high risk or lifting equipment used whilst moving and handling service users.
- risk assessment has been completed for staff and service users that will use lifting equipment;
- any breaches of these requirements are handled in accordance with HR policies and procedures.

### 6.3 Employees

All employees have a responsibility to ensure that they are complying with the health and safety procedures and requirements appropriate to their job. To achieve this, employees should:

- assist in the development of arrangements to manage the risk associated with any work or lifting equipment where appropriate;
- attend training courses arranged for them;
- report any faults or difficulties in using work or lifting equipment;
- read through and follow any arrangements developed, advising their Line Manager of any difficulties in following the arrangements

## **7.0 PROCEDURES**

- 7.1 Work and lifting equipment should be identified using the categories given in [Part Two of this policy](#) and recorded. This should be checked against the risk assessments and added as required.
- 7.2 Where required, inspection and testing sheets shall be completed at the given frequencies.
- 7.3 Support should be given to service users in contacting the suppliers of their lifting equipment, to ensure testing at appropriate intervals is carried out.
- 7.4 Before purchasing new work equipment consideration should be given to its suitability, carrying out a risk assessment and the training of all relevant employees.
- 7.5 Employees should be discouraged from using their own equipment at work. However, where this happens (eg in the case of items such as radios/ CD players, but no equipment which could cause a hazard such as eg power tools) the equipment should satisfy all ARK requirements. Employees should only use their own equipment at work where this has been agreed in advance by their line manager and been PAT tested by a competent person.
- 7.6 Employees should be suitably trained in the use of the work and lifting equipment they are likely to use at work.

## **8.0 IMPLEMENTATION AND REVIEW**

- 8.1 The Chief Executive is responsible for ensuring that this policy, and the procedures that support it, are followed by all Board Members and members of staff.
- 8.2 The Chief Executive will ensure that this policy is reviewed at least every three years, and that any amendments required are submitted to the Board of Management for approval.

**Approved by Senior Leadership Team: February 2017**

**Approved by Board of Management: March 2017**

**Next review due by: February 2020**

**Complies with: Scottish Housing Regulator Standards of Governance and Financial Management 5.3 and 5.4**

## RELATED POLICIES & PROCEDURES

### **Policies**

[HS03 Risk Assessment](#)

[HS08 Moving and Handling](#)

[HS21 Extra Duty of Care](#)

### **Procedures**

[HS13 Work and Lifting Equipment – Part 2 - Guidance](#)

### **Briefing Sheet**

**HS13 Work and Lifting Equipment**