



**ROBERT GORDON
UNIVERSITY ABERDEEN**

Procurement and Use of Work Equipment



Approved By	Clinton Grant		
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Policy Owner	OHES	Impact Assessed	Yes
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Version Number	Purpose/Change	Date
1		
2	Review	July 2021

Procurement and Use of Work Equipment: Procedure and Generic Risk Assessment

1. Definitions

Work Equipment

'Work equipment' means any machinery, appliance, apparatus, tool or installation for use at work (whether exclusively or not).

Machinery

'Machinery' means an assembly, fitted with or intended to be fitted with a drive system other than directly applied human or animal effort, consisting of linked parts or components, at least one of which moves, and which are joined together for a specific application. It also includes an assembly of linked parts or components, at least one of which moves and which are joined together, intended for lifting loads and whose only power source is directly applied human effort. 'Machinery' does not include motor vehicles and means of transport, household appliances intended for domestic use, audio and video equipment, information technology equipment, ordinary office machinery, low-voltage switchgear and control gear, electric motors; and high voltage switch gear, control gear, and transformers. These items are however, work equipment if used for work.

'European Economic Area'

The 26 EU member states, as well as three of the four member states of the EFTA (Iceland, Liechtenstein and Norway).

2. Procedure for Procurement of Work Equipment

All work equipment placed on the market and supplied in the European Economic Area (EEA) must comply with product health and safety directives. These directives require work equipment including machinery, electrical equipment, lifts, gas appliances, pressure systems and vessels, medical devices and personal protective equipment, amongst other items, to be safe.

There is also a requirement in UK law incumbent upon anyone who designs, manufactures, imports or supplies any article for use at work to ensure, so far as is reasonably practicable, that the article is so designed and constructed that it will be safe and without risks to health, at all times when it is being set, used, cleaned or maintained by a person at work. In addition, persons supplied with article must be provided with adequate information about the use for which it is designed or has been tested and about any conditions necessary to ensure that it will be safe and without risks to health.

In relation to machinery, these requirements are essentially repeated by the EU Machinery Directive (2006/42/EC), which came into full effect from 29 December

2009 and is implemented in the UK by the Supply of Machinery (Safety) Regulations 2008.

All work equipment should be procured from a supplier (but not necessary a manufacturer) in the EEA or UK. Where there is an intention to procure via another source this should be referred to OHES in advance. In any circumstances where this has not occurred, work equipment procured from a non-EEA or UK supplier should not be used until it can be demonstrated that it complies with any relevant product safety directives (via CE marking and a declaration of conformity). This duty may fall to RGU in the absence of an EEA or UK supplier or manufacturer and is a specialist and potentially costly process.

The attached generic risk assessment identifies hazards, assesses risks and identifies control measures with respect to the procurement and use of work equipment. All control measures should be complied with. To ensure this occurs and the potentially complex hazards associated with machinery are fully considered, the Machinery Assessment Checklist should be completed for each machinery item. A specific risk assessment should be undertaken if prompted and SOPs created as necessary.

Appendix 1: Generic Procurement and use of Work Equipment Risk Assessment

Date: October 2016	Location: RGU Campuses	Task / Activity & Assessment No: GRA01	Risk assessor name: Head of OHES	Signed:	Review Date: October 2018	Other:
Identify the hazards	Who is at risk and how?	What controls are already in place?	Likelihood	Severity	What, if any, additional controls are necessary?	By When
Methods of injury: Laceration Amputation Entanglement Struck-by Struck against Ergonomic Electric Shock Fire Occupational ill health: Noise-induced hearing loss Whole-body vibration Hand-arm vibration Acute effects of electromagnetic fields on the body or medical implants Ocular or dermal effects from artificial optical radiation Health effects from ionising radiation	Users of work equipment and persons in the immediate vicinity: Staff Students Contractors Visitors Members of the general public	<p>All work equipment to be procured via EEA or UK suppliers</p> <p>EEA suppliers must ensure products supplied to the EEA comply with EU safety directives and (in addition) products supplied to the UK must comply with the HASAWA Section 6(1)(a) requirement to ensure they are safe and without risks to health at all times when it is being set, used, cleaned or maintained by a person at work.</p> <p>Machinery must be supplied safe (Supply of Machinery (Safety) Regulations 2008 7(1) and 7(2)(a)).</p> <p>RGU will retain and use the adequate information (the manual and any commissioning documents) required to be supplied by the designer, manufacturer, importer to inform actions to ensure that it will continue to be safe and without risks to health. (HASAWA Section 6(1)(c). Supply of Machinery (Safety) Regulations 2008 7(2)(c)). The information guides safety measures required during setting, use, cleaning and maintenance and the inspection and maintenance regime.</p> <p>All portable electrical equipment will be subject to a planned cycle of electrical safety (PAT) testing.</p> <p>Statutory thorough examinations and schemes of examination will be applied as required by specific regulations.</p>	Unlikely	Severe	<p>All new and existing machinery to be compliance assessed using the Machinery Assessment Checklist</p> <p>Use of all machinery with checklist non-compliances to be further health and safety risk assessed</p> <p>Any work equipment activities outwith scope of this assessment and the supplied safety information (the manual) to be further health and safety risk assessed</p> <p>Maintenance Contracts and Energy Manager to be informed of purchases of the following equipment requiring thorough examination or a scheme of examination and addition to the asset list: Local Exhaust Ventilation, Pressure Systems >1.5 bar and 250 bar/litres, Lifting Equipment and accessories.</p> <p>Machinery with significant noise, vibration, electromagnetic fields, ≥3R laser or artificial optical or ionising radiation hazards to be referred to OHES and the LSA / RPA.</p> <p>Electromagnetic Fields Regulations survey to be undertaken to identify equipment within scope and at or near exposure action values and action levels</p> <p>Competency requirements to be defined by the School / Dept. competency / training matrix, informed by the supplied safety information</p>	Purchaser and owner 2016 Purchaser and owner 2017 Purchaser and owner 2017 Purchaser and owner 2017 Purchaser and owner 2017 OHES 2016 School /Dept.

Appendix 2: Machinery Assessment Checklist

	YES	NO	N/A
Is the equipment provided suitable for the intended use and for the purpose and conditions in which it is used?			
Is the equipment provided safe for use?			
Is the equipment provided only used by people who have received adequate information, instruction, training or supervision?			
Is the equipment accompanied by adequate health and safety information (a manual / commissioning documentation) and, if necessary, a Standard Operating Procedure / Safe System of Work and have these been provided to the user?			
Is the equipment CE marked and a 'Declaration of Conformity' included within the manual / commissioning documentation?			
Is the equipment maintained in a safe condition and regularly inspected to ensure this remains the case?			
Are any necessary maintenance / inspection records logged and retained?			
Have all employed personnel undertaking maintenance received adequate information, instruction, training or supervision?			
Is personnel protective equipment required and users of the equipment aware of what has to be worn?			
Is the equipment provided accompanied by suitable safety measures against exposure to dangerous parts, e.g. guards (preferred), protective devices, markings & warnings?			
Are parts of the equipment that could cause a burn, scald or sear protected?			
Are there protective measures against any article or substance being ejected, falling, rupturing, breaking, being thrown out, disintegrating, catching fire, overheating or exploding?			
Are all operating controls clearly marked and they can be used safely and easily?			
Are there readily accessible stop device(s), which stops the equipment in a safe way?			
Is it possible to safely isolate the equipment energy supply(s)?			
Is any pressure vessel lower than 250 bar/litres in capacity (refer to OHES if not)			
Are risks from exposures to noise, vibration and electromagnetic fields fully controlled? (Check manufacturer's information and refer to OHES if not)			
Are Class 3R or above lasers or sources of artificial optical or ionising radiation absent? (Check manufacturer's information and refer to OHES if not)			
Where necessary, has the equipment has been made stable by an appropriate method i.e. bolting, clamping, tying off etc. and positioned safely?			
Has the equipment been positioned in a sufficiently illuminated work area?			
IN EVENT OF A 'NO' ANSWER, A SPECIFIC RISK ASSESSMENT ON USE SHOULD BE UNDERTAKEN / OHES CONTACTED FOR FURTHER ADVICE.			
COMMENTS / REMEDIAL ACTION			
EQUIPMENT:			
MAKE / MODEL:			
SERIAL NUMBER:			
ASSESSOR:			
DATE:			
REVIEW DATE:			



Robert Gordon University,
Garthdee Rd,
Aberdeen AB10 7AQ