Policy on reducing health and safety risks of workplace equipment

# Policy statement

It is the responsibility of the Company to provide a safe working environment which includes work equipment safety to ensure all employees receive appropriate safety information and training on using their work equipment.

How we will reduce risk for our employees The Company will apply the following:

* employees are not advised to bring their own tools or equipment to work, unless this has been authorised in advance by their supervisor
* no work equipment will be used on the premises until it has been inspected fully at installation
* no work equipment will be used on the premises unless it is inspected regularly, e.g. on an annual basis or after upgrades
* full maintenance and inspection records will be kept up-to-date for all work equipment.

# Elimination of hazards

The Company will ensure that operations presenting a risk to employees when using 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.

# Assessment of risk

The assessment of risk in relation to work equipment will be carried out by a competent person.

# Line manager duties

Line 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.

Line managers are also responsible for ensuring:

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

# Employee duties

Employees must ensure:

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

# 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.

# Responsibility

is responsible for the implementation of this policy.

Signed Date

Date of Review (recommend 3 years)