



Guidance on the Use of Plant Machinery



INTRODUCTION

The Provision and Use of Work Regulations 1998 require the Company and operators to assess the risks of its work activities in conjunction with the use of work equipment/machinery.

Provision of plant machinery

One of the main duties for the company is to provide and maintain plant and systems of work that are safe and without risk to health.

- Provide safe plant- all machines and equipment provided must be suitable for the task it's required to do.
- Maintained in a safe condition- all machines and equipment must be maintained and kept in a safe condition at all times.
- Safe systems of work- employers have a duty to ensure that all machines and equipment are used correctly and safely.

All employees have a duty to ensure that they take care of their own health and safety and the health and safety of others who might be affected by their acts or omissions. Employees must:

- Co-operate with employers in discharging their statutory obligations under the health and safety at work act.
- Take care of their own health and safety but must ensure that their acts do not result in others being injured.
- Not misuse or interfere with equipment provided for safety.

It is the responsibility of *the operator* to ensure that the machinery is fit for use by completing an operators daily check at that start of their shift or on taking over the operation of the machine/equipment.

Examples of daily checks can be found at the end of this guidance.

Maintenance

The head of department shall ensure that any plant machinery provided to employees is maintained in an efficient state, in efficient working order and in good repair.

Information, instruction and training

The company is required to ensure that all operators of plant machinery are provided with information, instruction and training as is adequate and appropriate to enable the employee to operate the machinery safely and in a competent manner.

The information and instruction provided shall not be adequate and appropriate *unless* it is comprehensible to the persons to whom it is provided.



Guidance on the Use of Plant Machinery



Use of plant machinery

Heads of Departments shall take all reasonable steps to ensure that no persons are allowed to operate any plant machinery without first having been assessed as a competent user and written authorisation has been received from the health and safety department.

Employees shall use any plant machinery provided by the company in accordance with any instruction and training given by the company or the manufacturer of the machine/equipment.

All operators must take all reasonable steps to ensure the plant equipment is kept in a safe and useable condition.

Reporting a defect

Any employee who locates a fault on machinery or equipment must park the machine in a safe area and report the fault to their Head of Department and register the fault by completing the fault log book situated in the mechanics workshop.

Safety equipment

All operators must use all safety equipment appropriate to that machine whilst operating the equipment. Examples would be:

- ✓ Wearing of PPE whilst operating mobile elevated work platforms.
- ✓ Wearing of any restraint system fitted to the machine i.e. a seatbelt.
- ✓ The use of ancillaries to prevent any lowering of the hydraulics whilst carrying out maintenance work.

Passengers

No persons are permitted to travel on machinery/equipment unless manufactured to do so.

Rule- ONE SEAT = ONE OPERATOR

TWO SEATS = ONE OPERATOR, ONE PASSENGER



Guidance on the Use of Plant Machinery



Pre-Use Checks For Forklifts

Make _____ Safe working Load _____ kgs Reg No. _____

Item	✓ For completed, X not completed							N/A not applicable		
	MON	TUES	WED	THUR	FRI	SAT	SUN			
W/C / / 200										
Fork Arms										
Carriage Plate										
Backrest Extension										
Mast										
Mast Rollers/slides										
Lift Chains										
Chain Pulleys										
Stabiliser Legs										
Hydraulics										
Wheels										
Tyres										
External Condition										
Operating Position										
Operators Seat										
Fuel Level										
Coolant Level										
Transmission oil Level										
Engine oil level										
Hydraulic oil level										
Lights										
Audible Warnings										
Hydraulics Controls										
Drive & Braking										
Steering										
Ancillaries										

Machine Checked By: _____ Time: _____ Operators Signature _____

Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Faults Found _____ Operators Sign Supervisor Sign _____

Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			



Guidance on the Use of Plant Machinery



Pre-Use Checks For Dumpers

Item	✓ For completed, X not completed	N/A not applicable						
W/C / / 200	MON	TUES	WED	THUR	FRI	SAT	SUN	
Coolant Level								
Engine Oil Level								
Transmission oil Level								
Hydraulic oil level								
Fuel level								
Battery								
Steps/platform								
Skip								
Pipes for leaks								
Seat/seat belt								
Foot Pedals								
Lights								
Tyres/Wheels								
Windows /wipers								
Doors								
Mirrors								
Hydraulic Controls and Operation								
Gauges								
Indicators								
ROPS/FOPS								
Brakes- Foot and Hand								
Steering								
Audible Warning Devices								

Machine Checked By:

Time:

Operators Signature

Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Faults Found

Operators Sign Supervisor Sign

Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			



Guidance on the Use of Plant Machinery



Pre-Use Checks For Mobile Elevated Work Platforms

Item	✓ For completed, X not completed				N/A not applicable			
W/C / / 200	MON	TUES	WED	THUR	FRI	SAT	SUN	
BEFORE STARTING								
Coolant Level								
Engine Oil Level								
Transmission oil Level								
Hydraulic oil level								
Fuel level								
Battery electrolyte levels/security/terminals								
Platform Condition & security								
Tyres/Wheels								
Pipes/hoses for leaks								
General Condition								
AFTER STARTING								
Hydraulic Controls and Operation								
Gauges								
Steering								
Audible warning Devices								
Boom Lockout								
Stabilisers								
Emergency Lower Mechanism								
Ground operation/basket operation								
Jacking devices								

Machine Checked By: Time: Operators Signature

Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Faults Found Operators Sign Supervisor Sign

Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			



Guidance on the Use of Plant Machinery



Pre-Use Checks For JCB

Item	✓ For completed, X not completed				N/A not applicable			
W/C / / 200	MON	TUES	WED	THUR	FRI	SAT	SUN	
BEFORE STARTING								
Coolant Level								
Engine Oil Level								
Transmission oil Level								
Hydraulic oil level								
Fuel level								
Battery /security/terminals								
Brake fluid								
Tyres/Wheels								
Pipes/hoses for leaks								
General Condition								
Mirrors/Windows condition/clean								
Buckets/teeth								
Ancillaries								
Operators seat/movement								
Seat belt								
Rops/fops								
AFTER STARTING								
Hydraulic Controls and Operation								
Gauges								
Steering								
Brakes/Handbrake								

Machine Checked By: Time: Operators Signature

Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Faults Found Operators Sign Supervisor Sign

Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			