

Annex Q To Facilities Management Health and Safety Policy

FM Domestic Services Section – Operational procedures

Use of Machinery

1. The Health and Safety at Work Act (1974) (The Act) and supporting Regulations was introduced to promote, stimulate and encourage high standards of Health, Safety and Welfare in the workplace.
2. The legislation covers all persons at work, whether employers, employees or self employed, contractors and the general public who may be affected by our work activities.
3. Under The Act duties and responsibilities are far reaching and placed on both the employer and the employee.
4. Employee responsibilities include the following:
 - a. To take reasonable care for the health and safety of yourself and of others who may be affected by the way you carry out your job. (Your acts or omissions).
 - b. To co-operate with your employer to enable him to discharge his duties and therefore ensure your health and safety whilst complying with The Act.
 - c. No person shall intentionally or recklessly interfere with, or misuse anything provided in the interests of health and safety.
 - d. You must ensure that when using machinery, equipment and materials, you comply with manufacturers instructions and any training that you have received. If you have not received specific training for the equipment or substances you are being asked to use, ask your Supervisor and do not use it until you have.
5. When considering new machinery there are certain issues that you need to think about before purchasing and they are as follows:
 - a. Where is it to be used?
 - b. Is it suitable for the usage?
 - c. Who will use it?
 - d. What is the noise level produced by the machine and has it been assessed for vibration?

- e. Is it user friendly or is there a better alternative?
 - f. How heavy is it for the task?
 - g. The Health and Safety Risk Management Coordinator should be involved at this stage if not earlier.
- 6.** Once the decision has been made to purchase a particular machine, the manufacture will be contacted and a trial will be undertaken with a demonstration and the proper guidelines will be issued for its use.
- 7.** At this time, a formal risk assessment of the machine being used in its day-to-day capacity will be undertaken and the caretakers and cleaning supervisors will be instructed in its proper use.
- 8.** No machinery is used without a suitable risk assessment and suitable instructions given to all operatives.
- 9.** No machinery will be used without first being subjected to an electrical test and being allocated a machine number.
- 10.** The University is 75% carpeted so the vast majority of our machines are vacuum cleaners but all the procedures will apply to all electrical machines.
- 11.** When using machinery, you should carry out safety checks, as stated below, before commencing a task:
- a. Ensure that your hands are dry before and during using electrical equipment.
 - b. Check that the cables have not split and that no wires are showing.
 - c. Check that plugs are not cracked and are fitted correctly with no internal wires showing.
 - d. The equipment appears correctly assembled.
 - e. The correct warning signs have been erected or affixed.
 - f. If a vacuum cleaner, check the inner bag.
 - g. That you are wearing the correct protective work-wear and any protective equipment.
- 12.** When using the machines the following procedures will be followed;
- a. Cables are placed behind you when the machines are in use.
 - b. Never pull the machine with the cable.

- c. Never place cables under doors always use another socket.
 - d. Never over stretch the cable.
 - e. Remove plugs by gripping them and pulling them from the socket outlet. Never pull the cable.
13. After completing the task all machinery and equipment must be cleaned and stored in a secure dry area.
 14. If any defects are found in machinery or equipment the item must not be used. Warning labels should be attached and the item/items placed in a designated secure area.
 15. Report the defect to your supervisor or first line manager in the first instance.
 16. Never let out-side contractors or unauthorised persons use the University's machinery and equipment.
 17. You should never use any machinery or equipment without the correct training. This also implies that other University staff should not be allowed to use your equipment without suitable training.

Hazardous Substances and Chemicals

18. All new staff must receive training and instruction on the correct storage, handling and use of chemicals before beginning work.
19. This training will centre on the requirements of the Control of Substances Hazardous to Health (COSHH).
20. [Annex H](#) contains more detail on the procurement and use of chemicals, including the Emergency procedures to be taken following accidental spillage.
21. Additionally, all Caretakers and Supervisors have a Control of Substances Hazardous to Health Folder for reference in which advice on the products used by our staff, including emergency arrangements are contained.
22. Staff must make full and proper use of any control measure or protective equipment provided by the employer in pursuit of Control of Substances Hazardous to Health.
23. Staff must not bring products from home – only products provided by the Facilities Management, for which a Control of Substances Hazardous to Health assessment has been carried out, may be used.
24. Chemicals must remain in their Original Containers and No Chemicals should be decanted into unmarked Containers.
25. Chemicals must NEVER be mixed under any circumstances.

- 26.** Staff should remove any contaminated personal protective equipment and store it in an appropriate place, then wash their hands thoroughly before eating or drinking.
- 27.** In case of an emergency contact Security on Extension 2141 for assistance.
- 28.** First Aid instructions must be included in all training and included in all Control of Substances Hazardous to Health assessments.
- 29.** Store all chemicals securely in a cool, dry, dark place capable of keeping in spills. Do not store more chemicals than you need.
- 30.** In addition to reading the Control of Substances Hazardous to Health assessment, read the instructions on product labels carefully. Always follow their instructions for use.
- 31.** Keep chemicals off your skin – wash off any splashes immediately. Wear protective goggles and gloves when handling bulk or decanting chemicals.
- 32.** Make up only as much solution as you will need for immediate use.
- 33.** Put the cap back on the containers immediately.
- 34.** Wash out the equipment after use. Dispose of this waste liquid safely.
- 35.** Clean up spills promptly.
- 36.** Never re-use containers for other products as chemical exchanges may cause harmful gases.