



RISK MANAGEMENT GUIDE

MAINTENANCE

What does the law require me to do?

There are two pieces of legislation you need to comply with

- The Workplace (Health, Safety and Welfare) Regulations 1992 and
- The Provision and Use of Work Equipment Regulations 1998.

You are required by this legislation to

1. Maintain workplaces, equipment and devices in an efficient state, good working order and in good repair.
2. Buildings need to be in good repair and services in efficient working order.

How can I satisfy these requirements?

By having the following in place you should satisfy all the main requirements

1. A systematic and pro-active maintenance regime – particularly where failure could be a health and safety hazard. Don't wait until the problem reaches crisis point, take action early to prevent disruption.
2. Sufficient knowledge and training should be provided for any employee required to carry out maintenance tasks.

The elements of a systematic and pro-active maintenance system

- Ensure that regular inspection, testing, adjustment, lubrication and cleaning of machinery is carried out in accordance with the manufacturer's recommendations.
- Equipment such as lifts, hoists and cranes should be inspected by a competent person at intervals specified by law.
- Access to defective items should be prevented until repairs have been completed.
- Guards and other safety devices should be checked regularly and kept in good working order – particularly following repairs or modifications.
- Keep a record of work carried out so that you can monitor how the programme is progressing and to help you review any changes required.

Building a plan

Your plan will need to include the following

- A list of all the buildings, plant and equipment to be maintained
- A schedule of all the tasks to be carried out on each item
- A schedule of when each task should be carried out
- A system for ensuring the work is carried out as specified
- A method of recording the results and assessing the effectiveness of the programme.

Controlling the risk during maintenance

Safe working practices are vital when maintenance disrupts the working environment and the guidelines below should be considered.

- Carry out work on machinery with the power disconnected and keys or fuses removed
- Isolate equipment and pipelines containing pressurised fluid, gas, steam or hazardous materials. Lock isolating valves and depressurise the system where possible.
- Support parts of the equipment that may fall.
- Allow moving equipment to stop.
- Ensure that items that run at high temperatures have cooled before work starts.
- To prevent fire and explosion, thoroughly clean vessels that have contained flammable solids, liquids, gases or dusts before work starts. This is particularly important where "hot" work is scheduled as the heat from a hand lamp or welding torch can ignite small amounts of vapour.

Where can I obtain more information?

You can download free literature from the Health and Safety Executive's web-site – see below

The following are available:

- Workplace (Health, Safety and Welfare) Regulations 1992. L24 Approved Code of Practice and Guidance 1992
- Provision and Use of Work Equipment Regulations 1998. L22 Guidance on Regulations, Safe Use of Work Equipment 1998
- Lifting Operations and Lifting Equipment 1998. Approved Code of Practice and Guidance, Safe Use of Lifting Equipment 1998

You may also find the following HSE publications helpful

- Management of Health and Safety at Work Regulations 1999. L21 Approved Code of Practice 1992
- HSE HS(R)30 – A Guide to the Pressure Systems and Transportable Gas Containers Regulations 1989
- HSC COP 37– Safety of Pressure Systems Approved Code of Practice

HSE priced publications are also available from branches of the Stationery Office (formerly HMSO) and good booksellers.

The HSE have a specific webpage dedicated to vibration which is located at <http://www.hse.gov.uk/vibration/index.htm>

The HSE home page is <http://www.hse.gov.uk/> and their enquiry service is available at HSE Infoline Tel: 0845 345 0055.

IMPORTANT

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