Safety Toolkit and Short Guide to General Application Regulations 2007 Work Equipment Section







Work Equipment





Safety Toolkit

The objective of the Toolkit is to provide guidance on the prevention of accidents or ill health at work and to provide a practical tool towards a safer workplace. It covers requirements of the Safety, Health and Welfare at Work (General Application) Regulations, 2007 as amended and is aimed specifically at small and micro businesses. It is not intended as a legal interpretation of the legislation. Legal advice should be sought where required.

Checklists provided are non-exhaustive and in no particular order

How do I use the Toolkit?

The Toolkit is intended to assist you to monitor and improve standards of safety, health and welfare. It will assist you towards complying with the law.

- 1. Use the checklists to monitor how you're doing.
- 2. Make any required improvements.
- 3. If necessary, investigate further to find out what you need to do and set a timescale for achieving it.
- 4. Use the Action Date column to show when action taken.

Checklists provided are non-exhaustive and in no particular order.

At the end of each point in the check list reference is made to the corresponding part of the Regulations, for example (r51) indicates Regulation 51.

Where can I get further advice?

The Health and Safety Authority's website www.hsa.ie contains a large amount of additional information. Most of the information on the website can be accessed free-of-charge. The website has detailed guides on each section of these Regulations. Each guide contains advice on where to find further information.

The Health and Safety Authority's Workplace Contact Unit (WCU) is a helpdesk resource for employers, employees and the public. You can contact the WCU through

- ▲ Locall: 1890 289 389 (Monday to Friday, 9am to 5pm)
- A Fax: 01 614 7125
- ▲ Email: wcu@hsa.ie
- Write to: Workplace Contact Unit, Health and Safety Authority, Metropolitan Building, James Joyce Street, Dublin 1







Work Equipment

What does this section deal with?

This section deals with the use of work equipment including lifting equipment at work. The definition of work equipment, i.e. "any machinery, appliance, apparatus, tool or installation for use at work" is all-inclusive. It ranges from complex machinery such as a printing machine to hand tools such as a hammer. This section details the requirements to ensure work equipment can be used without risk including information and instruction, maintenance, control devices, guarding, inspection and examination, vehicle safety, lifting equipment and lifting accessories.

Some topics are also covered under a number of other Parts of the Regulations such as electricity, work at height, noise, vibration and explosive atmospheres.

Does this section apply to all work sectors?

This section covers the use of work equipment in all work sectors including requirements for lifting equipment. These Regulations apply to the use of work equipment; they do not cover the duties of manufacturers and others who place equipment on the market for the first time. Those who hire out equipment need to be aware of the requirements.

Some Important Points

- ▲ Make sure staff receive proper training and instruction
- ▲ Have equipment regularly maintained and inspected
- ▲ Ensure proper controls are in place and machines are properly guarded
- ▲ Follow detailed requirements for vehicles
- ▲ Provide safe traffic routes
- Maintain lifting equipment and accessories and make sure that detailed requirements are followed
- ▲ Have lifting equipment properly examined and inspected and maintain records



Work Equipment Checklist

Interpretation

See Regulation 27 for definitions of carrier, danger zone, EC declaration of conformity, exposed employee, fishing vessel, hoist or lift (amended), lifting accessories, load, non-integrated cage or basket, selection, installation and use of work equipment and thorough examination (*r27*)

Requirement	Yes	No	N/A	Action Date
Selection and use of work Equipment				
Equipment selected, which is CE marked, where relevant, suitable for the work and working conditions and takes account of characteristics and hazards in the workplace (r28)	0	0	0	
Work equipment is installed and located and suitable or properly adapted for work <i>(r28)</i>	0	0	0	
Appropriate measures are taken to minimise any risk (r28)	0	O	0	
Sufficient space is provided between moving parts of equipment and their environment (r28)	\circ	0	0	
Equipment likely to involve a specific risk is restricted to employees required to use it (r28)	0	0	0	
Employees who carry out repairs, modifications, maintenance or servicing, are competent (r28)	0	0	0	
Working posture and position using equipment, and ergonomic requirements are taken into account (r28)	0	0	0	
Working areas where equipment used are suitably lit (r28)	\circ	0	\circ	
Equipment parts at high or very low temperature are protected to avoid contact (r28)	0	0	0	
Equipment bears essential warnings and markings (r28)	\circ	\circ	\bigcirc	

Requirement	Yes	No	N/A	Action Date
Safe access to, and egress from, all equipment (r28)	Ō	Ō	Ō	
Equipment offers appropriate protection against catching fire or overheating, or discharges of substances (r28)	0	0	0	
Equipment prevents risk of explosion of equipment or substances (r28)	0	0	0	
Equipment erected or dismantled under safe conditions in particular observing instructions (r28)	0	0	0	
Equipment which may be struck by lightning is protected by devices or appropriate means (r28)	0	0	0	
All forms of energy, substances and articles supplied or removed in a safe manner (r28)	0	0	0	
Information and Instructions				
Employees have adequate information and, where appropriate, written instructions concerning				
▲ the conditions of use of equipment (r29)	0	0	0	
▲ foreseeable abnormal situations (r29) and	0	\circ	0	
▲ the conclusions to be drawn from experience (r29)	0	0	0	
Inspection and Testing				
Where safety depends on installation, an initial inspection is carried out and inspection after assembly at new location (r30)	0	0	0	
Work equipment exposed to conditions causing deterioration has				
▲ periodic inspections and testing (r30)	0	0	0	
▲ special inspections when exceptional circumstances arise (r30)	0	0	0	
▲ deterioration is detected and remedied in good time (r30)	0	0	0	

Requirement	Yes	No	N/A	Action Date
▲ appropriate inspections are carried out by a competent person (r30)	0	0	0	
Inspections results are recorded and kept available for 5 years (r30)	0	0	0	
Equipment used in another place of work, is accompanied by evidence of the last inspection (r30)	0	0	0	
Maintenance				
Equipment is kept compliant by means of adequate maintenance (r31)	0	0	0	
Where possible maintenance operations are carried out when equipment is shut down (r31)	0	0	0	
otherwise appropriate protection measures are taken or operation carried out outside the area of danger (r31)	0	0	0	
Maintenance log for any machine is kept up to date (r31)	0	0	0	
Control Devices				
Control devices which affect safety are clearly visible and identifiable (r32)	0	0	0	
Control devices are outside danger zones except where necessary (r32)	0	0	0	
The operation of control devices cannot cause additional hazard (r32)	0	0	0	
Unintentional operation of control devices cannot give rise to any hazard <i>(r32)</i>	0	0	0	
The absence of persons in danger zones is verifiable from the main control position $(r32)$	0	0	0	
If it is impracticable to verify the absence of persons in danger zones, a safe system such as a warning signal is given whenever the machinery is about to start (r32)	0	0	0	

Requirement	Yes	No	N/A	Action Date
An exposed employee has time, the means, or both, to avoid hazards caused by the starting or stopping (r32)	0	0	0	
Control systems are safe making allowances for expected failures, faults and constraints (r32)	0	0	0	
It is possible to start work equipment only by deliberate action on a control <i>(r32)</i>	0	0	0	
A control is included in equipment to restart it after a stoppage and to control significant change (r32)	0	0	0	
All equipment is fitted with a control to stop it completely and safely (r32)	0	0	0	
Each workstation is fitted with a control to stop some or all equipment (r32)	0	0	0	
The equipment's stop control has priority over the start controls (r32)	0	0	0	
Where appropriate, equipment is fitted with an emergency stop device (r32)	0	0	0	
Guards and Protection devices				
Equipment presenting risk due to falling objects or projections is fitted with appropriate safety devices (r33)	0	0	0	
Equipment presenting hazards due to emissions of gas, vapour, liquid or dust is fitted with appropriate containment or extraction devices (r33)	0	0	0	
Where a risk of rupture or disintegration of part of work equipment exists, appropriate measures have been taken (r33)	0	0	0	
Where there is a risk of physical contact with moving parts, guards or protective devices are provided (r33)	0	0	0	
Guards and protection devices				
(i) Are of robust construction (r33)	\bigcirc	\bigcirc	\bigcirc	

Requirement	Yes	No	N/A	Action Date
(ii) Do not give rise to any additional hazard (r33)	Ō	Ō	O	
(iii) Are not easily removed or rendered inoperative (r33)	0	0	0	
(iv) Are situated at sufficient distance from the danger zone (r33)	0	0	0	
(v) Do not restrict more than necessary the view of the operating cycle of the equipment (r33)	0	0	0	
(vi) Allow operations necessary to fit or replace parts, and	0	0	0	
(vii) Restrict access for maintenance work to the area where work is to be carried out, if possible, without removal of the guard or protection device (r33)	0	0	0	
Warning devices are unambiguous and easily perceived and understood (r33)	0	0	0	
Equipment is fitted with clearly identifiable means to isolate it from energy sources (r34)	0	0	0	
Reconnecting of equipment poses no risk (r34)	0	0	0	
Mobile work equipment				
Equipment with ride-on employees is fitted out to reduce risk of contact with moving parts including wheels (r35)	0	0	0	
Combustion engine not used in working areas unless provision for conducting exhaust gases to the open air or area is adequately ventilated $(r37)$	0	0	0	
Equipment with ride-on employees is designed to restrict the risks from roll over by a protection structure (r38)	0	0	0	
Restraining system for ride-on employees fitted where necessary (r38)	0	0	0	
A fork-lift truck carrying employees is equipped to limit the risk of it overturning by installation of an enclosure, by a structure preventing overturning, by a structure ensuring sufficient clearance between the ground and the truck, or if overturned by a structure restraining employees on the driving seat <i>(r39)</i>	0	0	0	

Requirement	Yes	No	N/A	Action Date
Self-propelled equipment is operated only by competent persons appropriately trained, and <i>(r40)</i>	O	O	O	
Self-propelled equipment has facilities for preventing unauthorised start-up <i>(r40)</i>	0	0	0	
Self-propelled equipment has adequate auxiliary devices to improve visibility where the driver's direct field of vision is inadequate (r40)	0	0	0	
Self-propelled equipment has a device for braking and stopping (r40)	0	0	0	
Appropriate traffic rules drawn up and followed (r41)	0	0	0	
Organisational measures exist to exclude employees from	0	O	0	
area of operation of self-propelled equipment (r41)				
Lifting Equipment Important – There are highly detailed requirements for lifting equipment. This checklist is shortened. Please investigate further as needed. Requirement				
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Requirement	Yes	No	N/A	Action Date
Construction site lifting equipment examined weekly and a record kept for 3 months (r43)	O	O	0	
The use of an excavator, telehandler, loader or combined excavator/loader as a crane is subject to specific requirements in regulation 55 <i>(r43)</i>	0	0	0	
Every platform or support for lifting equipment is suitable (r44)	0	0	0	
Equipment for lifting or moving persons or goods				
▲ prevents risk of carrier falling by use of suitable devices (r45)	0	O	0	
▲ prevents risk of user falling from carrier (r45)	0	0	\circ	
prevents risk of persons being crushed, trapped or struck, in particular through contact with objects (r45)	0	O	0	
▲ where carrier has a roof, suitable inspection control station and stopping device (<i>r45</i>)	0	0	0	
persons trapped in carrier not exposed to danger, can raise alarm and be freed (r45)	0	0	0	
Every hoistway or liftway protected by substantial enclosure with gates to prevent any person falling or coming into contact with moving part (r46)	0	0	0	
Gate fitted with interlocking or other devices to ensure gate cannot be opened except at landing and carrier cannot be moved until gate closed (r46)	0	0	0	
Hoist or lift can be operated at any one time only from one position $(r46)$	0	O	0	
Carrier plate shows rated load in kilograms and, maximum passengers (r46)	0	0	0	
Winch for hoist or lift constructed that brake is applied when the control device is not held in the operating position $(r47)$	0	0	0	

Requirement	Yes	No	N/A	Action Date
Work equipment not specifically designed for lifting persons not used to this effect other than exceptional circumstances subject to the following conditions:				
▲ appropriate action including adequate supervision (r48)	0	0	0	
▲ while employees are on equipment designed for loads, the control position is manned at all times (r48)	O	0	0	
persons being lifted have reliable means of communication (r48)	0	0	0	
▲ reliable means of evacuating persons (r48)	0	0	\circ	
▲ the ground is even and reasonably flat (r48)	0	0	0	
lacktriangle the equipment is stable under all circumstances (r48)	\circ	\circ	\circ	
persons in non-integrated cage or basket cannot reach controls or other dangerous parts (r48)	0	0	0	
▲ cage/basket is properly secured to the lifting machine (r48)	0	\circ	\circ	
▲ the total load is less than half the rated capacity of the lifting equipment (r48)	0	0	0	
▲ lifting equipment has a capacity not less than 1,000 kg unless manufacturer indicates that the machine is suitable for such use (r48)	0	0	0	
▲ hydraulically-operated machines are fitted with check valves or some other suitable device, to prevent a gravity fall of the load (r48)	0	0	0	
Lifting equipment with provision for free fall is not used to lift persons $(r48)$	0	0	0	
Lifting accessories marked to identify the characteristics for safe use (r49)	O	0	0	
If operator of equipment for non-guided loads cannot observe the full path of the load, a competent person is in communication to guide and organisational measures prevent collision (see section on Safety Signs) (r50)	0	0	0	

Requirement	Yes	No	N/A	Action Date
Suspended loads not left without surveillance unless access to area is controlled <i>(r50)</i>	Ō	Ō	Ō	
Open air equipment for non-guided loads halted when meteorological conditions deteriorate (r50)	0	0	0	
Adequate protection measures, in particular to avoid work equipment turning over <i>(r50)</i>	0	0	0	
lifting equipment operated by a competent person or under direct supervision of a competent person for training (r51)	0	0	0	
no person under 18 to give signals or operate lifting equipment (r51)	0	0	0	
Fixed equipment for lifting not used for first time unless tested and examined and a certificate specifying safe working load and maximum numbers of persons (r52)	0	0	0	
Mobile equipment for lifting not used for first time unless examined and certified or new machine is				
▲ CE marked (<i>r52</i>)	0	0	0	
▲ Accompanied by EC declaration of conformity (r52)	0	0	0	
▲ Accompanied by a certificate of test, specifying the safe working load (r52) and	0	0	0	
▲ Has not been reassembled since dispatch (r52)	0	0	0	
Where alterations or repairs relevant to the safe operation have been carried out, the equipment is examined by a competent person before its return to use <i>(r52)</i>	0	0	0	
The equipment is used only in accordance with safe working conditions in report of an examination (r52)	0	0	0	
A competent person carrying out an examination shall prepare a report containing the particulars that are set out in Part E of Schedule 1 (r53)	0	0	0	

Requirement	Yes	No	N/A	Action Date
Regulation 53 report or a copy of it kept at place of work and in the case of mobile equipment, is kept on the equipment in addition to being available for inspection at the address of the equipment owner (r54)	0	0	0	
Register of lifting equipment and accessories maintained and kept for inspection (r54)	0	0	0	
Machine not loaded beyond the relevant safe working load (r55)	0	0	0	
Hydraulically-operated machines fitted with check valves to prevent a gravity fall of the load in the event of a hydraulic failure (r55)	0	0	0	
In the case of a telehandler, the safe working load is not greater than 1,000 kg unless an automatic safe load indicator or rated capacity indicator fitted $(r55)$	0	0	0	
Identification plainly marked on machines (r55)	0	0	0	
Machines to which Regulation applies are examined and tested in accordance with Parts B and C of Schedule 1 (r55)	0	0	0	
Schedule 1 Part B — Period of thorough examination				
Hoist or Lift - 6 months (s1pB)	0	0	0	
Tailboard goods lift - 12 months (s1pB)	\circ	\circ	\circ	
Suspended access equipment - 6 months (s1pB)	0	0	0	
Mast climbing work platform - 6 months (s1pB)	0	0	0	
Lifting accessories including chains, ropes, rings, hooks, shackles, clamps, swivels, spreader beams and spreader frames, vacuum lifting devices - 6 months (s1pB)	0	0	0	
Items provided for support of lifting equipment - 12 months $(s1pB)$	0	0	0	
Mobile elevating work platform - 6 months (s1pB)	0	0	0	
Crane - 12 months (s1pB)	0	0	0	

Requirement	Yes	No	N/A	Action Date
Tower crane climbing rig - 6 months (s1pB)	Ō	Ō	Ō	
Crane used in dock work, shipbuilding, ship-repairing - 12 months (s1pB)	0	0	0	
Fork lift truck including interchangeable accessories - 12 months (6 if used to lift persons) (s1pB)	0	0	0	
Telehandler including interchangeable accessories - 12 months (6 if used to lift persons) (s1pB)	0	0	0	
Vehicle lifting table - 12 months (s1pB)	0	0	0	
Hoisting equipment on fishing vessels - 12 months (s1pB)	0	\circ	\circ	
Winches used for lifting loads - 12 months (s1pB)	0	0	0	
Other lifting machines (materials only) unless specified in Part D - 12 months <i>(s1pB)</i>	0	0	0	
Other lifting machines (personnel) unless specified in Part D - 6 months (s1pB)	0	0	0	
Equipment located in premises used primarily for generating, transforming, switching or otherwise regulating electrical energy In compliance with a scheme of inspection and testing drawn up by a competent person (s1pB)	0	0	0	
Patient hoist - 6 months (s1pB)	0	0	0	
Schedule 1 Part C (amended) — Circumstances requiring testing of lifting equipment				
All lifting equipment - After any substantial alteration or repair affecting its strength or stability (s1pC)	0	O	0	
Fixed lifting equipment - Before first use (s1pC)	\circ	\circ	0	
Tower crane - After each assembly (s1pC)	0	0	0	
Mobile crane - Every 4 years (s1pC)	\bigcirc	0	0	
Winch - Every 4 years (s1pC)	0	0	0	

Requirement	Yes	No	N/A Action Date
Self erecting crane - After erection and before first use on site and after any change in configuration or support conditions (s1pC)	0	0	0
Pulley block, gin wheel or sheer legs or supporting systems for same, used in the raising or lowering of any load weighing 1,000 kg or more - Before first use (s1pC)	0	0	0
Measures are taken as will ensure the stability of the crane (r56)	0	0	0
Chain, rope or other lifting accessory is not used unless			
of good construction, sound material, adequate strength, suitable quality (r57)	0	0	0
▲ and free from patent defect (r57)	0	0	0
▲ properly installed and used (r57)	0	0	0
▲ properly maintained (r57)	0	0	\circ
▲ used only for the purpose for which it was intended (r57)	0	0	0
▲ marked in plain legible figures and letters with the safe working load unless regulation 57(2) applies (r57)	0	0	0
▲ a means of identification (r57)	0	0	0
except for fibre rope or fibre rope sling, it has been tested and examined by a competent person and has a certificate specifying the safe working load (r57)	0	0	0
▲ in the case of a fibre rope or fibre rope sling, information from the manufacturer on its safe working load is available (r57) and	0	0	0
rope or rope sling is marked to enable its safe working load in a report to be ascertained (r57)	0	0	0
Chain, rope or lifting gear not loaded beyond safe working load (r57)	0	0	0

Requirement	Yes	No	N/A	Action Date
A load is not raised, lowered or suspended on a chain or wire rope which has a knot (r57)	0	0	0	
A person who hires lifting equipment for others, shall comply with Regulations for examination and testing of lifting equipment and keeping of records and registers of lifting equipment (r59)	0	0	0	
The master of a ship shall comply with Regulations for examination and testing of lifting equipment and keeping of records and registers of lifting equipment (r60)	0	0	0	
The owner of a fishing vessel shall comply with Regulations for examination and testing of lifting equipment and keeping of records and registers of lifting equipment (r61)	0	0	O	

This is a guidance document and using the checklist should help you comply with the Regulations. The checklists are non-exhaustive and in no particular order. Further guidance can be found at www.hsa.ie