

The Provision and Use of Work Equipment Regulations 1998 Checklist

This National Forklift Safety Day Emphasises the Importance of Health and Safety

As the UK's leading trade association for the material handling sector, the UKMHA is dedicated to helping members and non-members uphold the highest safety standards. This year, our National Forklift Safety Day (NFSD) campaign focuses on what to do in the event of an incident, backed by the slogan **"Prevent - Manage - Learn"**.

NFSD is an ideal opportunity for us to remind ourselves of the importance of robust health and safety protocols. Adhering to the latest health and safety legislation is both a legal requirement and an essential element of workplace safety.

The Provision and Use of Work Equipment Regulations 1998 (PUWER) require that equipment provided for use at work is suitable and safe. This includes the provision of adequate and appropriate training, and ensuring that the equipment is both maintained and inspected. The HSE Approved Code of Practice, L22, provides detailed guidance and can be obtained from <https://www.hse.gov.uk/pubns/ priced/ l22. pdf>.

Specific Guidance on operator training and the safe use of rider-operated lift trucks is provided in HSE ACOP L117, which can be obtained from <https://www.hse.gov.uk/pubns/ priced/ l117. pdf>.

The following checklist will help businesses ensure they are compliant with the Provision and Use of Work Equipment Regulations 1998. It is designed to be used as part of an audit process which identifies areas where improvements are needed.

Checklists to assess compliance, such as this and the Lifting Operations and Lifting Equipment Regulations 1998, are part of our 2024 NFSD campaign. Safe User Group members can also access our complete range of compliance checklists and Health and Safety Manual guidance in the members area of the UKMHA website.

For more information about SUG membership please visit <https://ukmha.org.uk/safe-user-group/>

USING THE CHECKLIST

In the COMPLIANCE columns, indicate the stage of compliance found by placing a tick as appropriate in the YES, NO, RW (*Requires Work*) and N/A (*Not Applicable*) columns.

The 'RW' column further explained; Often, something will have been done but this will be judged insufficient to ensure compliance. In that case, a tick in the RW (*Requires Work*) column indicates that work needs to be done to improve, review or update as appropriate.

In the ACTION columns, space is given to allow a person to be nominated to take the required action, and for a target date to be allocated for the work to be completed.

The COMMENTS column can be used to prioritise the actions, comment on the work to be done, note progress or make a cross reference as necessary.

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Check Questions	Compliance				Action		Comments
	Yes	No	RW	N/A	By Whom	Target Date	
All work equipment has been evaluated by management for suitability of use by employees?							
All work equipment has been evaluated for third parties?							
Maintenance arrangements are in place for all work equipment?							
Maintenance logs are retained up-to-date?							
Health & Safety information is made available for all users, on all work equipment?							
Health & Safety information is made available for all Supervisors, on all work equipment?							
Health & Safety information is fully comprehensible to all those concerned?							

The Provision and Use of Work Equipment Regulations 1998 Checklist... cont'd

Check Questions	Compliance				Action		Comments
	Yes	No	RW	N/A	By Whom	Target Date	
Adequate training & information has been given to all users, on all work equipment?							
Adequate training & information has been given to all Supervisors, on all work equipment?							
All work equipment is in conformity with essential safety requirements?							
Dangerous parts of machinery are protected as required, by effective measures?							
Measures are in place to guard against specified hazards?							
Work equipment and products are protected to prevent injury by burns, scalds or sears? (<i>high & low temperatures</i>)							
Work equipment is fitted with adequate 'Start' controls?							

The Provision and Use of Work Equipment Regulations 1998 Checklist... cont'd

Check Questions	Compliance				Action		Comments
	Yes	No	RW	N/A	By Whom	Target Date	
Work equipment is fitted with adequate 'Speed' controls?							
Work equipment is fitted with appropriate & effective 'Stop' controls?							
Work equipment is fitted with effective 'Emergency Stop' controls where appropriate at every control point?							
Work equipment incorporates warnings or warning devices as appropriate, which are unambiguous and are easily understood?							
A 'Thorough Examination Scheme' is used where relevant?							

The Provision and Use of Work Equipment Regulations 1998 Checklist... cont'd

Check Questions	Compliance				Action		Comments
	Yes	No	RW	N/A	By Whom	Target Date	
Self-Propelled Equipment – Are the following compliances fully checked: <ul style="list-style-type: none"> Prevention of 'start-up' by unauthorised persons? Physical means of braking & stopping? Where necessary, aids to assist the driver's vision? Adequate lighting for use in the dark? Fire Fighting appliances, depending on the circumstances of use? 							
Transfer & drive-shafts have a system in place for safeguarding the shaft in the event of untoward incident? <i>(all that could become dirty or damaged by contact with the ground whilst uncoupled)</i>							
Work Equipment is fitted with safe control systems and controls are clearly visible and identifiable?							

The Provision and Use of Work Equipment Regulations 1998 Checklist... cont'd

Check Questions	Compliance				Action		Comments
	Yes	No	RW	N/A	By Whom	Target Date	
Work Equipment is marked where appropriate for health & safety?							
Work Equipment can be isolated where appropriate by identified and accessible means?							
All parts of Work Equipment are stable where necessary?							
Suitable & sufficient lighting is present where work equipment is being used?							
Work Equipment is capable of being maintained safely?							
All Woodworking Equipment has been reviewed for compliance with HSE Guidance L114?							
All Power-Presses Equipment has been reviewed for compliance with HSE Guidance L112?							

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Check Questions	Compliance				Action		Comments
	Yes	No	RW	N/A	By Whom	Target Date	
All Lifting Equipment has been reviewed for compliance with HSE Guidance L113? <i>(also see the checklist covering 'Lifting Operations & Lifting Equipment Regulations 1998' (LOLER) below)</i>							
All Mobile work equipment has been specifically evaluated for compliance? (see HSE's 'HSG136' – A Guide to Workplace Transport Safety)							
Roll-over risks have been minimised as required?							
Risk of overturning has been evaluated as required?							