

Appendix 3: Information, Instructions and Training that should be provided to users of all work equipment

Information and Instructions

Work equipment bought off the shelf will often arrive with information (what it does to what specification, what hazards are present) and instructions (how to use it safely, how to maintain, how to inspect etc.), whilst work equipment that has been in the workplace for a few years may not have any relevant documentation. It is important that Users, Supervisors and Line Managers have access to relevant information for the equipment in use.

Information and Instructions should cover:

- All Health and Safety aspects arising from the use of the work equipment;
- Any limitation on the use of the equipment;
- Any foreseeable difficulties that could arise; and
- The methods to deal with them.

Written instructions (how to use safely, how to maintain, how to inspect etc.) for work equipment should be made available to those that need them. They can be provided by manufacturers or suppliers (manuals etc.), in-house instructions or instructions from training courses.

Training – general guidance

The training required by users of work equipment will vary considerably according to:

- The user and their relevant experience;
- The equipment being used; and
- The task involved.

Consequently there is no suite of training courses that can be offered to users of work equipment. Specific training must be provided as required.

Training can be provided either formally, by sending work equipment users on a course or having the supplier perform demonstrations in the workplace; or informally through on the job training and work shadowing.

Line Managers of those using work equipment should carry out a basic training needs assessment when a new piece of work equipment is brought into use, to determine what training is required and by whom.; and then put that training in place.

However provided, the training should:

- Evaluate the existing competence of the work equipment user to operate the full range of work equipment that they will use;
- Establish the competence needed to manage or supervise others using work equipment; and
- Train the work equipment user to make up for any shortfall between their existing competence and that required to:
 - Operate equipment in all foreseeable situations; or
 - Supervise or manage the use and maintenance of work equipment.