

PROVISION OF TOOLS POLICY

MJ Church is committed to assessing the risks to its employees and any third parties working with us of any operation in which all types of tools are used, in compliance with The Management of Health and Safety at Work Regulations 1999 and The Provision and Use of Work Equipment Regulations 1998. The risk assessments identify hazards and risks related to work based tools that can impact upon us, how they can be reduced and how they can be managed.

It is Company Policy that:

- All tools are assessed for suitability
- Control systems are implemented to prevent unauthorised users
- Tool inspections are regular and recorded
- All tools are properly maintained
- Information and instructions are provided to the workforce for all tools
- Training is provided on the use of all types of tools and potential risks
- Refresher training is provided on a regular basis
- Tools must conform to European Community Requirements
- Tools that carry specific risks must be marked
- Any additional requirement for tools is assessed and authorised prior to purchase

Employees regularly carry out pre-use checks before using tools, in which the operator looks carefully to ensure it is in satisfactory condition for use. Tools should not display evident faults or damage, and where an item is found to be damaged the operator will immediately withdraw it from use, labelling it as “defective” and will report it to the supervisor.

Tools are maintained to a high level, in efficient working order and in good repair. A maintenance/ inspection log is kept up to date, providing an important record. Portable Appliance Testing (PAT) is carried out on electrical equipment by a competent person at frequencies determined by assessment and usage. Where tools are hired we ensure that an agreement is reached to determine exactly what each party is responsible for in carrying out safety-related maintenance.

All tool operators are trained before usage, training includes the safe working practices and procedures developed through the risk assessment process. The training of tool use is recorded.

It is for relevant managers, employees and persons working on our behalf to comply with this policy and to respond to any issue or discuss any possible improvements. This policy will be periodically reviewed and amended if required to ensure its effectiveness and the performance monitored.

For and on behalf of MJ Church



SP Blower

Managing Director

Last reviewed April 2017