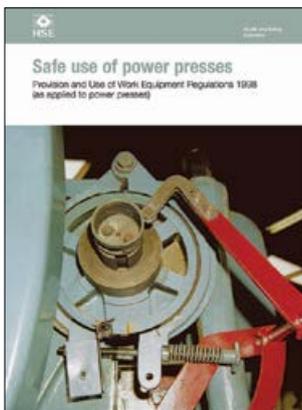


Safe use of power presses

Provision and Use of Work Equipment Regulations 1998
(as applied to power presses)

Approved Code of Practice and guidance



This Approved Code of Practice and guidance is aimed at employers, dutyholders and anyone who has responsibility for the safe use of power presses, such as managers and supervisors. It gives advice on precautions that can be taken to ensure the safe use of power presses. It contains information on thorough examination and inspection and on reports and the keeping of information.

Changes since the last edition:

- The guidance material has been revised, updated and simplified wherever possible.
- There are small changes to ACOP material to clarify and update information.

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Approved Code of Practice

This Code has been approved by the Health and Safety Executive, with the consent of the Secretary of State. It gives practical advice on how to comply with the law. If you follow the advice you will be doing enough to comply with the law in respect of those specific matters on which the Code gives advice. You may use alternative methods to those set out in the Code in order to comply with the law.

However, the Code has a special legal status. If you are prosecuted for breach of health and safety law, and it is proved that you did not follow the relevant provisions of the Code, you will need to show that you have complied with the law in some other way or a Court will find you at fault.

Guidance

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

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Preface

This document contains the Provision and Use of Work Equipment Regulations 1998, relevant to the safe use of power presses, together with an Approved Code of Practice (ACOP) and additional guidance.

The Provision and Use of Work Equipment Regulations 1998 (SI 1998/2306) implement the provisions of the Use of Work Equipment Directive (89/655/EEC)¹ and Directive 95/63/EC on the Amended Use of Work Equipment.²

Background

Power presses are among the most dangerous machines used in industry. Accidents involving power presses are usually caused by trapping between the tools. These accidents often result in amputation or serious injuries which can be life changing. This document contains practical guidance on how to comply with the relevant requirements of PUWER to ensure power presses are operated safely and accidents to operators are avoided.

Introduction

About this book

1 This publication sets out what you have to do to comply with the Provision and Use of Work Equipment Regulations 1998 (PUWER)³ as applied to power presses. The Approved Code of Practice (ACOP) text and associated guidance provide practical guidance on how you can comply with the requirements of the Regulations.

Who should read this book?

2 Employers, dutyholders and anyone who has responsibility and/or control – directly or indirectly – for power presses and their use. Throughout this book we have referred to the employer and self-employed people who have duties as ‘you’. Where the guidance is addressed to some other dutyholder, for example a competent person, the text makes it clear who it is intended for.

Scope

3 This document gives practical advice on the safe use of power presses and covers the provision of information and training as well as aspects of guarding. It is not an exhaustive guide on the guarding and safe operation of power presses, but a practical guide on how to meet the requirements of PUWER. The ACOP is quite narrow in its scope and does not apply to the power presses listed at Schedule 2, which are covered by the requirements of PUWER.

Other HSE information

4 Further guidance on the guarding and safe operation of power presses is contained in other guidance (which are referenced where appropriate).

What are the differences between this book and the previous edition?

5 The ACOP text and its guidance have been simplified. The changes, which are summarised below, have been widely consulted on.

6 Most of the changes are editorial. Changes in this edition include:

- (a) editing and updating the introduction and background material;
- (b) replacing references to ‘PUWER 98’ by ‘PUWER’;
- (c) making small changes to ACOP text for clarification (in paragraphs 33 and 48);
- (d) simplifying guidance material and making more use of lists.

About ACOPs

7 ACOPs are approved by the HSE Board with the consent of the Secretary of State. See the Notice of Approval in Appendix 1 for details.

8 ACOP text explains how to comply with the law in a specific way and has a special status in law. If you do not follow the advice in ACOP text and you are prosecuted for a breach of the law, the court will take your breach of the law as proven unless you can show that you have complied with the law in another equally effective way. If you follow the advice in an ACOP, you can be sure that you will be doing enough to comply with the law.

9 Guidance text is different – following it is not compulsory, unless specifically stated. If you follow it, you will normally be doing enough to comply with the law, but you may use other methods. The ACOP describes preferred or recommended methods that can be used (or standards to be met) to comply with the Regulations and the duties imposed by the Health and Safety at Work etc Act. The accompanying guidance also provides advice on achieving compliance, or it may give information of a general nature, including explanation of the requirements of the law, more specific technical information or references to further sources of information.

10 The legal status of ACOP and guidance text is given on the copyright page.

Presentation

11 The ACOP text is set out in **bold** and the accompanying guidance in normal type, the text of the Regulations is in *italics*. Coloured borders also indicate each section clearly.

The Regulations

Regulation 1 Citation and commencement

Regulation	1
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These Regulations may be cited as the Provision and Use of Work Equipment Regulations 1998 and shall come into force on 5th December 1998.

Regulation 2 Interpretation

Regulation	2
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(1) In these Regulations, unless the context otherwise requires—

“the 1974 Act” means the Health and Safety at Work etc. Act 1974;

“employer” except in regulation 3(2) and (3) includes a person to whom the requirements imposed by these Regulations apply by virtue of regulation 3(3)(a) and (b);

“essential requirements” means requirements described in regulation 10(1);

“the Executive” means the Health and Safety Executive;

“inspection” in relation to an inspection under paragraph (1) or (2) of regulation 6—

- (a) means such visual or more rigorous inspection by a competent person as is appropriate for the purpose described in the paragraph;*
- (b) where it is appropriate to carry out testing for the purpose, includes testing the nature and extent of which are appropriate for the purpose;*

“power press” means a press or press brake for the working of metal by means of tools, or for die proving, which is power driven and which embodies a flywheel and clutch;

“thorough examination” in relation to a thorough examination under paragraph (1), (2), (3) or (4) of regulation 32—

- (a) means a thorough examination by a competent person;*
- (b) includes testing the nature and extent of which are appropriate for the purpose described in the paragraph;*

“use” in relation to work equipment means any activity involving work equipment and includes starting, stopping, programming, setting, transporting, repairing, modifying, maintaining, servicing and cleaning;

“work equipment” means any machinery, appliance, apparatus, tool or installation for use at work (whether exclusively or not);

and related expressions shall be construed accordingly.

Regulation 2

(2) Any reference in regulations 32 to 34 or Schedule 3 to a guard or protection device is a reference to a guard or protection device provided for the tools of a power press.

(3) Any reference in regulation 32 or 33 to a guard or protection device being on a power press shall, in the case of a guard or protection device designed to operate while adjacent to a power press, be construed as a reference to its being adjacent to it.

(4) Any reference in these Regulations to—

(a) a numbered regulation or Schedule is a reference to the regulation or Schedule in these Regulations so numbered; and

(b) a numbered paragraph is a reference to the paragraph so numbered in the regulation in which the reference appears.

Guidance 2

Presses

12 Regulations 32–35 apply to mechanically driven presses or press brakes (called ‘power press(es)’ in this book) which are power driven, have a flywheel and clutch and which are wholly or partly used to work metal. A power press clutch, in relation to a power press, is a device designed to impart the movement of the flywheel to any tool when required. These Regulations also apply during die proving.

13 Regulations 32–35 do not apply to:

- (a) presses which do not have a clutch mechanism, for example pneumatic and hydraulic presses;
- (b) power presses when they are being used to work materials other than metal;
- (c) power presses, processes and circumstances listed in Schedule 2 of PUWER.

14 Regulations 32–35 do not apply when non-metals, hot metal or metal powder are being worked. However, if power presses are used at any time to work metal (other than if it is hot metal or powder metal) the Regulations will apply in full during that time.

Guards and protection devices

15 This term applies to guards and protection devices provided for the tools of the power press and to ‘closed tools’. Closed tools are tools designed and constructed to be inherently safe when properly installed since part of the tool acts as a fixed guard. Regulations 32–35 of PUWER do not apply to any other guards or protection devices which may be on the press, although these are covered by the other relevant provisions of PUWER.

Regulation 3 Application

Regulation 3

(1) These Regulations shall apply—

(a) in Great Britain; and

(b) outside Great Britain as sections 1 to 59 and 80 to 82 of the 1974 Act apply by virtue of the Health and Safety at Work etc. Act 1974 (Application outside Great Britain) Order 1995 (“the 1995 Order”).

Regulation 3

(2) *The requirements imposed by these Regulations on an employer in respect of work equipment shall apply to such equipment provided for use or used by an employee of his at work.*

(3) *The requirements imposed by these Regulations on an employer shall also apply—*

- (a) *to a self-employed person, in respect of work equipment he uses at work;*
- (b) *subject to paragraph (5), to a person who has control to any extent of—*
 - (i) *work equipment;*
 - (ii) *a person at work who uses or supervises or manages the use of work equipment; or*
 - (iii) *the way in which work equipment is used at work, and to the extent of his control.*

(4) *Any reference in paragraph (3)(b) to a person having control is a reference to a person having control in connection with the carrying on by him of a trade, business or other undertaking (whether for profit or not).*

(5) *The requirements imposed by these Regulations shall not apply to a person in respect of work equipment supplied by him by way of sale, agreement for sale or hire-purchase agreement.*

(6) *Subject to paragraphs (7) to (10), these Regulations shall not impose any obligation in relation to a ship's work equipment (whether that equipment is used on or off the ship).*

(7) *Where merchant shipping requirements are applicable to a ship's work equipment, paragraph (6) shall relieve the shore employer of his obligations under these Regulations in respect of that equipment only where he has taken all reasonable steps to satisfy himself that the merchant shipping requirements are being complied with in respect of that equipment.*

(8) *In a case where the merchant shipping requirements are not applicable to the ship's work equipment by reason only that for the time being there is no master, crew or watchman on the ship, those requirements shall nevertheless be treated for the purpose of paragraph (7) as if they were applicable.*

(9) *Where the ship's work equipment is used in a specified operation paragraph (6) shall not apply to regulations 7 to 9, 11 to 13, 20 to 22 and 30 (each as applied by regulation 3).*

(10) *Paragraph (6) does not apply to a ship's work equipment provided for use or used in an activity (whether carried on in or outside Great Britain) specified in the 1995 Order save that it does apply to—*

- (a) *the loading, unloading, fuelling or provisioning of the ship; or*
- (b) *the construction, reconstruction, finishing, refitting, repair, maintenance, cleaning or breaking up of the ship.*

(11) *In this regulation—*

"master" has the meaning assigned to it by section 313(1) of the Merchant Shipping Act 1995;

Regulation

3

“merchant shipping requirements” means the requirements of regulations 3 and 4 of the Merchant Shipping (Guarding of Machinery and Safety of Electrical Equipment) Regulations 1988 and regulations 5 to 10 of the Merchant Shipping (Hatches and Lifting Plant) Regulations 1988;

“ship” has the meaning assigned to it by section 313(1) of the Merchant Shipping Act 1995 save that it does not include an offshore installation;

“shore employer” means an employer of persons (other than the master and crew of any ship) who are engaged in a specified operation;

“specified operation” means an operation in which the ship’s work equipment is used—

- (a) by persons other than the master and crew; or*
- (b) where persons other than the master and crew are liable to be exposed to a risk to their health or safety from its use.*

Guidance

3

Where PUWER applies

16 PUWER applies to all premises where the Health and Safety at Work etc Act 1974 (‘the HSW Act’) applies, that is to all ‘at work’ situations. PUWER applies throughout Great Britain and has effect wherever work is done by the employed and self-employed.

Who has duties under PUWER?

17 PUWER places duties on:

- (a) employers;
- (b) the self-employed;
- (c) people who have control of work equipment.

18 The duty on people who have control of work equipment reflects the way that work equipment is sometimes used in industry where there may not necessarily be a direct ‘employment’ relationship between the user and the person who controls the work equipment, for example, where it is hired. If you have duties under PUWER you need to ensure the power presses, guards and protection devices you provide for use at work comply with the Regulations.

19 Although only the law courts can give an authoritative interpretation of the law, in considering the application of these Regulations and guidance to people working under your direction, you should consider the points mentioned in paragraphs 20–22.

20 If you have people working under your control and direction who are self-employed for tax and/or National Insurance purposes, they are likely to be treated as employees for health and safety purposes. You may therefore need to take appropriate action to protect them. If you are in any doubt who is responsible for the health and safety of a person working for you, this needs to be clarified and included in the terms of the contract. However, you cannot pass on a legal duty that falls to you under the HSW Act by means of a contract and you will still retain duties towards others by virtue of section 3 of the HSW Act. If you intend to employ such workers on the basis that you are not responsible for their health and safety, you should seek legal advice before doing so.

Guidance 3

Employees

21 If you are an employee you do not have any specific duties under PUWER. Your duties are covered in other legislation, in particular section 7 of the HSW Act and regulation 14 of the Management of Health and Safety at Work Regulations 1999 ('the Management Regulations').⁴

Trainees

22 If employees are being trained outside their normal workplace (for example at a college) the dutyholder will be the person in charge of the operation where they are being trained while the employee is there.

Regulation 5 Maintenance

Regulation 5

(1) *Every employer shall ensure that work equipment is maintained in an efficient state, in efficient working order and in good repair.*

(2) *Every employer shall ensure that where any machinery has a maintenance log, the log is kept up to date.*

Guidance 5

23 This regulation builds on the general duty in the HSW Act which requires work equipment to be maintained so that it is safe. It does not cover the maintenance process (that is covered by the general duties of the HSW Act) or the construction of work equipment so that maintenance can be carried out without risk to health or safety (this is subject to regulations 10–22 of PUWER).

24 It is important that all parts of the power press and the guards and/or protection devices and ancillary equipment such as automatic feed systems are maintained so that their performance does not deteriorate to the point that it puts people at risk. In regulation 5, 'efficient' relates to how the condition of the equipment might affect health and safety. It is not concerned with productivity. However, some production-related maintenance activities will also have health and safety benefits.

25 Equipment may need to be checked frequently to ensure that safety-related features are functioning correctly. A fault which affects production is normally apparent within a short time, but a fault in a safety critical system could remain undetected unless appropriate safety checks are included in maintenance activities. The frequency at which equipment needs to be checked will vary and depends on the equipment itself and the risks involved. The frequency should also take into account the intensity of use, the operating environment and the variety of operations. The manufacturer's instructions will help you determine which items require planned maintenance and the nature of the maintenance, for example proper lubrication (which is particularly important for power presses), replacement and adjustment of parts and frequency of this maintenance work.

Maintenance management

26 The extent and complexity of maintenance can vary from simple checks on basic equipment to integrated programmes for complex plant. For maintenance to be effective you need to target it at the parts of work equipment where failure or deterioration could lead to increased risks to health and safety. To achieve this you could use the following maintenance management techniques:

Guidance

5

- (a) planned preventive;
- (b) condition based;
- (c) breakdown.

27 Your risk assessment (see paragraph 33) will help you to identify appropriate techniques, which you can use either independently or in combination to address the risks involved.

28 Different maintenance management techniques have different benefits:

- (a) planned preventive maintenance involves replacing parts or making necessary adjustments at pre-set intervals so that hazards do not occur as a result of the deterioration or failure of the equipment;
- (b) condition-based maintenance involves monitoring the condition of safety critical parts and carrying out maintenance whenever necessary for the same purposes. When safety critical parts could fail and cause the equipment, guards or other protection devices to fail in a dangerous way, a formal system of planned preventive or condition-based maintenance is likely to be necessary;
- (c) breakdown maintenance only needs to be carried out after failure has occurred but is appropriate only if the failure does not present an immediate risk and can be corrected before risk occurs, for example through effective fault reporting and maintenance schemes.

29 You may need to review and revise maintenance management measures in certain circumstances, for example if the power press is subject to particularly heavy use.

Maintenance log

30 Some power presses may not be owned, but hired, by the user. The hire company and the user should decide between themselves who will carry out safety-related maintenance, and the terms of the agreement should be set out/recorded in writing. For example, if the hire company is some distance from the user site, it may be uneconomical for their staff to carry out safety-related maintenance. In circumstances such as this, both parties should agree exactly what they are responsible for and make sure that this is communicated to the people who will be carrying out the maintenance.

Training for maintenance workers

31 Maintenance work should only be carried out by people who have the combination of training, skills, experience and knowledge to do the work.

Reactive maintenance

32 Any action which you have taken following the inspections and thorough examinations required under regulations 32–35 of PUWER is reactive maintenance – this is not a substitute for the planned (proactive) maintenance which you have to take to comply with regulation 5 of PUWER.

Regulation 7 Specific risks

Regulation 7

(1) Where the use of work equipment is likely to involve a specific risk to health or safety, every employer shall ensure that—

- (a) the use of that work equipment is restricted to those persons given the task of using it; and
- (b) repairs, modifications, maintenance or servicing of that work equipment is restricted to those persons who have been specifically designated to perform operations of that description (whether or not also authorised to perform other operations).

(2) The employer shall ensure that the persons designated for the purposes of sub-paragraph (b) of paragraph (1) have received adequate training related to any operations in respect of which they have been so designated.

ACOP 7

33 You should ensure, as far as reasonably practicable, that the main risks are controlled by:

- (a) eliminating the risks, or if that is not possible;
- (b) taking measures to control the risks such as the provision of guards; but if the risks cannot be adequately controlled;
- (c) taking appropriate management measures to deal with the remaining risk, such as organising your work to reduce exposure to the hazard, involving employees and the provision of information, instruction and training.

Repairs, modifications etc

34 You should ensure that where the risks from the use of work equipment cannot be adequately controlled by measures, such as guards and/or protection devices during repair, maintenance, or other similar work, only people who have received sufficient information, instruction and training to enable them to carry out the work safely should do the work. They shall be the designated person for the purpose of this regulation.

Setting etc

35 Designated persons include those who carry out setting, re-setting, adjustment or trying out the tools on a power press or who install or adjust any guard and/or protection device preparatory to production or die-proving. A person undergoing training to become a setter may carry out this work providing they are acting under the immediate supervision of a person already designated.

Guidance 7

36 Before people carry out setting duties on their own, check that they:

- (a) have been adequately trained;
- (b) are competent to carry out the duties;
- (c) have been specifically designated;

for every power press, guard and protection device they will work on.

Guidance 7

37 You can record that people have been designated to do this work by making entries in a register or by attaching certificates of designation to it. You can also keep a record of:

- (a) people undergoing training (including specifying which designated people should supervise their work);
- (b) the power presses, guards and protection devices for which the person is designated or being trained;
- (c) the fact that someone is no longer designated.

Copies of the appropriate records can be given to the person concerned.

ACOP 7

38 You should ensure that the training provided for the designated person includes suitable and sufficient practical instruction in the areas outlined below, for each type of power press and guards and/or protection device for which it is proposed to designate the person being trained to become a setter:

- (a) power press mechanisms, particularly their safety aspects and including the nature and function of clutch mechanisms, flywheels, brakes and ancillary equipment;**
- (b) guards and protection devices – types and functions of each type of guard or protection device, including closed tools where used and method of installation;**
- (c) the causes and prevention of accidents involving power presses;**
- (d) the work of the tool setter – safe methods of working, lubrication and co-operation with the press operator;**
- (e) tool design – in relation to safe systems of work.**

Guidance 7

39 A designated person can be trained either on an external training course and/or at the workplace. Wherever training takes place, it should include appropriate practical instruction on the topics listed.

Regulation 8 Information and instructions

Regulation 8

(1) Every employer shall ensure that all persons who use work equipment have available to them adequate health and safety information and, where appropriate, written instructions pertaining to the use of the work equipment.

(2) Every employer shall ensure that any of his employees who supervises or manages the use of work equipment has available to him adequate health and safety information and, where appropriate, written instructions pertaining to the use of the work equipment.

(3) Without prejudice to the generality of paragraphs (1) or (2), the information and instructions required by either of those paragraphs shall include information and, where appropriate, written instructions on—

- (a) the conditions in which and the methods by which the work equipment may be used;*
- (b) foreseeable abnormal situations and the action to be taken if such a situation were to occur; and*
- (c) any conclusions to be drawn from experience in using the work equipment.*

(4) Information and instructions required by this regulation shall be readily comprehensible to those concerned.

Guidance

8

How regulation 8 links with other health and safety law

40 This regulation builds on the general duty in the HSW Act to provide employees and others, such as temporary workers supplied through an employment agency, with the appropriate information and instructions to protect their health and safety. It also links with the general requirement in the Management of Health and Safety at Work Regulations 1999 to provide information to employees relating to their health and safety. Employers have a legal duty to consult with their employees on matters relating to health and safety in the workplace. See *Consulting employees on health and safety: A brief guide to the law (INDG232)*⁵ for further information.

What the information and instructions should cover

41 Any information and written instructions you provide should cover:

- (a) all health and safety aspects arising from the use of the power presses;
- (b) any limitations on their use;
- (c) any foreseeable difficulties that could arise;
- (d) the methods to deal with them.

Using any conclusions drawn from experience of using the power presses, either record these conclusions or take steps to ensure that all appropriate members of the workforce are aware of them.

What should be made available?

42 Regulations 8(1) and 8(2) refer to written instructions. This can include the information provided by manufacturers or suppliers of power presses, such as instruction sheets or manuals, instruction placards, warning labels and training manuals. It can also include in-house instructions and those from training courses. There are duties on manufacturers and suppliers to provide sufficient information, including drawings, to enable the correct installation, safe operation and maintenance of power presses. You should ask or check that they are provided.

Who should the information and instructions be made available to?

43 You should make sure that any written instructions are available to the people, including any temporary workers, who directly use power presses. You should also ensure that instructions are made available to other appropriate people; for example, that maintenance instructions are made available or passed to the people involved in maintaining your power presses.

What information do supervisors and managers require?

44 Supervisors and managers, as well as operators, need to have access to the information and written instructions. The amount of detailed health and safety information they will need to have immediately available for day-to-day operation of production lines will vary, but it is important that they know what information is available and where it can be found.

Guidance

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How should the information and instructions be made available?

45 Information can be made available in writing, or verbally where that is more appropriate. It is your responsibility to decide what is most appropriate, taking into consideration the individual circumstances. Where there are complicated or unusual circumstances, the information should be in writing. When deciding how to provide information and instructions you should consider:

- (a) the degree of skill of the workers involved;
- (b) their experience and training;
- (c) the degree of supervision;
- (d) the complexity and length of the particular job involved.

46 The information and written instructions should be easy to understand. They should be in clear English and/or other languages if appropriate for the people using them. They should be set out in a logical order with illustrations where appropriate. Use standard symbols.

47 Give special consideration to any employees whose first language is not English, those with language difficulties or with disabilities which could make it difficult for them to receive or understand the information or instructions. You may need to make special arrangements in these cases, this could include, for example, DVDs or translation into another language or the use of an interpreter.

Regulation 9 Training

Regulation

9

(1) Every employer shall ensure that all persons who use work equipment have received adequate training for purposes of health and safety, including training in the methods which may be adopted when using the work equipment, any risks which such use may entail and precautions to be taken.

(2) Every employer shall ensure that any of his employees who supervises or manages the use of work equipment has received adequate training for purposes of health and safety, including training in the methods which may be adopted when using the work equipment, any risks which such use may entail and precautions to be taken.

ACOP

9

Training appointed people

48 Provide appropriate training for people appointed under regulation 33(1)(a) to inspect power presses. For each type of power press and guard and/or protection device used, suitable and sufficient practical instruction in the following areas is needed:

- (a) power press mechanisms, particularly their safety aspects and including the nature and function of clutch mechanisms, flywheels, brakes and ancillary equipment;**
- (b) guards and protection devices – types and functions of each type of guard or protection device, including closed tools where used and method of installation;**
- (c) the causes and prevention of accidents involving power presses;**
- (d) the work of the tool setter – safe methods of working, lubrication and co-operation with the press operator;**
- (e) tool design in relation to safe systems of work;**

ACOP

9

- (f) **how to carry out an inspection and test of the guard protection device or closed tool, including how to detect defects.**

Guidance

9

49 The training needed under regulation 9(1) for a person appointed to inspect guards and protection devices can be undertaken at an external course and/or in the workplace. Wherever it takes place, it should include appropriate practical instruction on the topics listed. It is not possible to give precise guidance for the content of the training as this will depend on the duties involved in each case.

When is training necessary?

50 Press operators are most likely to need training when they are first recruited. However, training will also be needed:

- (a) if the risks to which people are exposed change;
- (b) if new equipment or technology is introduced;
- (c) if the system of work changes.

Training for managers and supervisors

51 Regulation 9(2) requires you to provide adequate training for people who supervise or manage the use of power presses. 'Use' of a press includes not only production, but also other activities, in particular setting by the designated person and the 'daily' inspection and test by the appointed person (see paragraphs 118–122). Such training includes the safe operation of the press and the risks posed to the person carrying out the work (for example the press operator, setter or appointed person) as well as the quality of the inspection and test carried out by the appointed person.

Refresher training

52 Provide refresher training when necessary. Skills can quickly deteriorate if they are not used regularly. Pay particular attention to people who deputise for others on occasion – they may need more frequent refresher training than those who do the work regularly.

Young people

53 PUWER does not contain any specific requirements relating to the age of people using, setting, inspecting and testing a power press, since this is already covered by regulation 19 of the Management Regulations.

What do the Management Regulations require?

54 Every employer must ensure, so far as reasonably practicable (see www.hse.gov.uk/risk/theory/alarp1.htm), the health and safety of all their employees, irrespective of age. As part of this, there are certain considerations that need to be made for young people. Putting the requirements into practice should be straightforward and in most cases an employer should already have the necessary risk management arrangements in place. Young people and children are defined by age:

Guidance 9

- (a) a **young person** is anyone under 18;
- (b) a **child** is anyone who has not yet reached the official minimum school leaving age (MSLA). Pupils reach MSLA in the school year they turn 16.

55 There is no requirement for an employer to carry out a separate risk assessment specifically for a young person. If they have not previously employed a young person they should review their existing risk assessment⁶ and take into account the specific factors for young people, before a young person starts with them. Areas that may be particularly relevant to take into account include their inexperience, lack of awareness of potential risks and their immaturity.

56 Competence and maturity are not simply a matter of age. Training in itself will not ensure competence, but is part of what is required. The level of supervision needed will depend on how mature the workers are and whether they can work safely without putting themselves or others at risk. Even when they have been trained, young people may need more supervision to make sure they do not act irresponsibly or take shortcuts which could put themselves and others at risk.

57 Employers must provide information to parents or guardians, of school-age children (for example when they are on work experience) about the risks and the control measures introduced. Employers must also take account of the risk assessment in determining whether the young person should undertake certain work activities.

When should training take place?

58 The Management Regulations specify that health and safety training should take place within working hours.

Regulation 23 Markings

Regulation 23

Every employer shall ensure that work equipment is marked in a clearly visible manner with any marking appropriate for reasons of health and safety.

Guidance 23

59 For work equipment in general, including power presses, there are many circumstances in which marking equipment is appropriate for health or safety reasons. For example, the stop and start controls for equipment.

60 Consider whether any other marking might be appropriate in your workplace, for example numbering machines to help identification, particularly if the controls or isolators for the machines are not directly attached to them and there could otherwise be confusion.

61 Markings can use words, letters, numbers, or symbols, and the use of colour or shape may be significant. There are nationally or internationally agreed markings relating to some hazards, and markings should as far as possible conform to such published standards as BS EN ISO 7010 or as required by any appropriate legislation such as the Health and Safety (Safety Signs and Signals) Regulations 1996 (the Safety Signs Regulations).⁷

ACOP 23

62 You should use a system of marking so that each power press, guard, protection device and closed tool in the workplace is given a mark which will enable them to be uniquely identified.

Guidance 23

63 A letter or number system of marking can be used. The simplest system is to provide each item with a unique number. But you can use a suitable supplier's identification mark if this works best for your workplace.

64 Other possible systems include a reference to the type of equipment, for example 'Power press A', 'Fixed guard 32', 'Closed tool 23' or the use of the manufacturer's name followed by a letter or number. It is not necessary to refer to the particular item within the mark, even where they have been given the same number, as long as the items cannot be confused with each other.

65 Whatever system of marking you use, the aim should be to make it flexible and as simple as possible.

66 Since guarding systems may be transferred in whole or part between power presses, it may not be appropriate to associate guards with particular presses through the identification mark.

67 A system of guarding is usually made up from several individual parts, for example, the fixed guarding around the tools of a power press in its simplest form may consist of at least four quite independent guards, ie front, back and sides. Each independent guard needs to be treated as a separate item and marked appropriately.

68 Marking systems can be adapted or completely revised at any time. However, as the records of the thorough examination/test and of the inspection/test must be kept for at least two years and for six months respectively, you must be able to associate previous records with later ones.

69 Methods of marking the equipment include using indelible markers directly on the press frame and attaching small durable plates to guards. You should ensure that the marking cannot be easily damaged or removed.

70 For closed tools, the competent person may record the maximum permissible length of stroke of any press to be used with that tool and mark the information on it if considered necessary.

ACOP 23

71 You should mark each power press with the maximum permissible flywheel speed and the direction of rotation of the flywheel. Each mark should be clearly visible. The speed should be that specified by the press manufacturer.

Guidance 23

72 The maximum permissible flywheel speed should be clearly marked to prevent overspeeding which can lead to overloading and failure of vital parts. The direction of rotation of the flywheel should be clearly marked, as it should not be driven in the opposite direction to that marked, except in an emergency.

Regulation 31 Power presses to which regulations 32 to 35 do not apply

Regulation 31

Regulations 32 to 35 shall not apply to a power press of a kind which is described in Schedule 2.

Schedule 2 Power presses to which regulations 32 to 35 do not apply

Schedule	2
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- 1 A power press for the working of hot metal.
- 2 A power press not capable of a stroke greater than six millimetres.
- 3 A guillotine.
- 4 A combination punching and shearing machine, turret punch press or similar machine for punching, shearing or cropping.
- 5 A machine, other than a press brake, for bending steel sections.
- 6 A straightening machine.
- 7 An upsetting machine.
- 8 A heading machine.
- 9 A riveting machine.
- 10 An eyeletting machine.
- 11 A press-stud attaching machine.
- 12 A zip fastener bottom stop attaching machine.
- 13 A stapling machine.
- 14 A wire stitching machine.
- 15 A power press for the compacting of metal powders.

Regulation 32 Thorough examination of power presses, guards and protection devices

Regulation	32
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- (1) Every employer shall ensure that a power press is not put into service for the first time after installation, or after assembly at a new site or in a new location unless—
 - (a) it has been thoroughly examined to ensure that it—
 - (i) has been installed correctly; and
 - (ii) would be safe to operate; and
 - (b) any defect has been remedied.
- (2) Every employer shall ensure that a guard, other than one to which paragraph (3) relates, or protection device is not put into service for the first time on a power press unless—
 - (a) it has been thoroughly examined when in position on that power press to ensure that it is effective for its purpose; and
 - (b) any defect has been remedied.

Regulation 32

- (3) Every employer shall ensure that that part of a closed tool which acts as a fixed guard is not used on a power press unless—
- (a) it has been thoroughly examined when in position on any power press in the premises to ensure that it is effective for its purpose; and
 - (b) any defect has been remedied.
- (4) For the purpose of ensuring that health and safety conditions are maintained, and that any deterioration can be detected and remedied in good time, every employer shall ensure that—
- (a) every power press is thoroughly examined, and its guards and protection devices are thoroughly examined when in position on that power press—
 - (i) at least every 12 months, where it has fixed guards only; or
 - (ii) at least every 6 months, in other cases; and
 - (iii) each time that exceptional circumstances have occurred which are liable to jeopardise the safety of the power press or its guards or protection devices; and
 - (b) any defect is remedied before the power press is used again.
- (5) Where a power press, guard or protection device was before the coming into force of these Regulations required to be thoroughly examined by regulation 5(2) of the Power Presses Regulations 1965 the first thorough examination under paragraph (4) shall be made before the date by which a thorough examination would have been required by regulation 5(2) had it remained in force.
- (6) Paragraph (4) shall not apply to that part of a closed tool which acts as a fixed guard.
- (7) In this regulation “defect” means a defect notified under regulation 34 other than a defect which has not yet become a danger to persons.

Guidance 32

73 The term ‘competent person’ (see paragraph 74) is not specifically referred to in regulation 32. It is within the definition of ‘thorough examination’ in regulation 2(1) of PUWER.

ACOP 32

Competent person

74 The person carrying out a thorough examination and test of a power press, guard, protection device or closed tool, should have sufficient practical and theoretical knowledge and experience to detect defects or weaknesses and assess their importance in relation to the safe operation and use of the power press.

Guidance 32

75 It is not usual for competent persons to be employed by the organisation for whom the thorough examination is being carried out, but it is not prohibited by the Regulations. However, where this is the case you should make arrangements to ensure that people carrying out the thorough examinations are not placed in situations where a conflict of interests could arise that would affect their professional judgement. They should remain independent from those directly involved in the day-to-day use of the power presses.

76 The Regulations do not stipulate the knowledge or qualifications for assessing the competency of people undertaking thorough examinations and testing. Such people will need to have sufficient knowledge and experience of power press

Guidance 32

mechanisms and guards/protection devices to enable them to detect and assess the importance of defects which are, or may become, a cause of danger.

ACOP 32

Thorough examination and test

77 A thorough examination and test of a power press should consist of such detailed examination, supplemented by removal of parts, necessary to determine the safety of the press. The operations involved in carrying this out will depend on the type of press and on the judgement of the competent person. It should always include those parts concerned with the actuation or control of the slide and ram.

78 The thorough examination and test of a guard and/or protection device should consist of such careful visual examinations and dismantling as are necessary to verify its integrity. The thorough examination should always include any mechanism controlling a guard or protection device.

Testing

79 A suitable functional test should be carried out to confirm that a press, guard, and/or protection device is working properly and gives no indication of a fault.

Guidance 32

80 A thorough examination carried out under regulation 32 always includes testing. This is provided for in the definition of 'thorough examination' under regulation 2(1) of PUWER.

81 Thorough examinations and tests of the power presses and the guards and/or protection devices should take place both after installation and at the specified intervals. However, there are special provisions for closed tools (see paragraphs 86 and 87).

Installation

82 The requirement for the thorough examination and testing of presses and their guards and/or protection devices, before they are first used in any workplace, is to ensure that they are properly installed and are safe to operate. It also identifies old, worn, defective and obsolete presses and guards and/or protection devices, which can find their way into the second-hand market, and prevents their subsequent use unless and until these problems are corrected. It is intended also to prevent special-purpose presses being incorrectly used in conditions which might give rise to danger.

83 The Regulations do not contain an option for new guards and protection devices to receive their initial thorough examination on the press (whether old or new) for which they are intended at premises other than that where the press will be used.

84 If a guard or protection device for a tool is later moved to another press, then a further thorough examination and test should take place before it is used on that press. This should be carried out when it is in position on the press. However, subject to the requirements for periodical examinations, a guard or protection device does not need a thorough examination and test if it is moved to a press on

Guidance 32

which it has previously received a thorough examination and test, provided the report of the thorough examination and test is still valid and has not expired.

85 A guard or protection device which has been modified or altered should be treated as a new one.

Closed tool

86 Regulation 32(3) allows the initial thorough examination of the closed tool to be carried out on any press at the user's premises.

87 A further initial thorough examination and test is not required if the closed tool is later moved to a different power press. However, under regulation 33, if a closed tool is moved to another press or presses, it will still need to be inspected and tested before the press is used.

Routine examination

88 After the initial thorough examinations and tests have been carried out, you should carry out the routine thorough examinations and tests of the press and its guards and/or protection devices. Regulation 32(4) specifies when these should be carried out.

89 Where the tools of a press are guarded entirely by fixed fencing, the press must not be used unless the press and the fixed guards have been thoroughly examined and tested by a competent person in the twelve month period immediately before.

90 Where there is guarding other than fixed fencing (for example interlocked guarding or automatic guarding) which is used for all or part of the time, the press must not be used unless the press and the guards and/or protection devices have been thoroughly examined and tested by a competent person in the last six months.

Exceptional circumstances

91 Exceptional circumstances (see regulation 32(4)(a)(iii)) which may result in the need for a thorough examination include:

- (a) major modifications, refurbishment or major repair work;
- (b) known or suspected serious damage;
- (c) substantial change in the nature of use.

92 Under these circumstances, a thorough examination should be carried out, whether the six- or twelve-month thorough examination is due or not.

Thorough examination

93 The regulation does not specify the operations involved in the thorough examination and test of a power press and the guards and/or protection devices. What is required is a thorough examination and test of a power press and the guards and/or protection device which will enable the competent person to make a

Guidance

32

true report, containing the particulars in Schedule 3, of the condition of the press and the guards and/or protection devices.

94 The condition of the parts of the press which actuate and control the slide or ram are crucial to its safe operation, which is why they need to be included in the thorough examination.

Positive clutch press

95 For positive clutch presses, the competent person should be satisfied of the condition of items such as the key, the key spring, the flywheel journal and flywheel bearing bush. To verify that these items are in a serviceable condition, and to enable them to be checked for potentially dangerous defects, such as hair cracks in keys and chipped keyways, it will sometimes be essential to fully or partly remove the flywheel. When second-hand presses are thoroughly examined after installation the flywheel should always be fully or partly removed.

Friction clutch presses

96 At friction clutch presses where the flywheel runs in plain bearings, similar criteria to those in paragraph 95 should be applied. At friction clutch presses where the flywheel runs in ball or roller bearings, including needle bearings, complete or partial withdrawal should not normally be necessary, but the competent person may find evidence that it would be advisable.

Other types of press

97 Certain types of geared presses have a flywheel which rotates on ball and roller bearings resting on a quill anchored to the main frame. The main drive shaft passes through this quill. If the flywheel bearings were to fail, the flywheel would be brought to a standstill and it would not be possible to transmit the drive to the crank (or eccentric) shaft. In these circumstances there would be no point in removing or partly withdrawing the flywheel.

Guard or protection device

98 There is a requirement for the periodic thorough examination and test by the competent person of fixed guards at six- or twelve-month intervals. This means that at every thorough examination and test, the competent person will need to establish that the entire guarding system is effective.

99 The thorough examination of a guard and/or protection device should verify its integrity. This must always take place when it is actually in position on the installed power press on which it is used.

Testing

100 The tests of power presses and guards and/or protection devices are intended to supplement the thorough examination. In most cases all that is needed is a functional test. The competent person needs to confirm that the press and guard/protection device is working properly and gives no indication of any fault not disclosed by the thorough examination.

Guidance

32

101 Where an arrestor brake is used together with a guard which opens at the end of a downstroke and the brake is relied upon to prevent overrun past top dead centre, the thorough examination should include a test of the brake. The test should be carried out according to the manufacturer's instructions.

Transitional periods

102 Regulation 32(5) allowed a transition period for changeover of thorough examinations required under regulation 5(2) of the Power Presses Regulations 1965 and regulation 32(4) of PUWER. All power presses, guards and protection devices which were covered by the Power Presses Regulations 1965 are now subject to the thorough examination requirements of PUWER.

Closed tools

103 Closed tools do not need to be thoroughly examined and tested under regulation 32(4) because they are excluded by regulation 32(6). Closed tools still require a daily inspection and test by the setter (regulation 33(1)).

Defect

104 The word 'defect' is used frequently throughout PUWER in relation to the press and guard and/or protection device. Where it is used in this regulation, it is referring to:

- (a) a safety problem with the equipment which is serious enough to warrant that it should not be used; or
- (b) a safety problem for which there is a period specified in the report of thorough examination and test for suitable remedial action.

105 In case (a), if the competent person notifies you of any defect disclosed in a power press or the guard and/or protection device as a result of the thorough examination and test then the press or guards/protection devices may not be used until the defect is remedied.

106 In case (b), if the competent person specifies in their notification to you a period within which the defect ought to be remedied and that period has passed, then the press or guard/protection device may not be used unless the defect has been remedied.

Remedial action

107 As soon as any notified defect has been remedied, you should make a record of the remedial action taken and the date when this was done. This information can be entered on the report of the related thorough examination and test or as a separate report.

Regulation 33 Inspection of guards and protection devices

Regulation 33

(1) *Every employer shall ensure that a power press is not used after the setting, re-setting or adjustment of its tools, save in trying out its tools or save in die proving, unless—*

- (a) *its every guard and protection device has been inspected and tested while in position on the power press by a person appointed in writing by the employer who is—*
 - (i) *competent; or*
 - (ii) *undergoing training for that purpose and acting under the immediate supervision of a competent person, and who has signed a certificate which complies with paragraph (3); or*
- (b) *the guards and protection devices have not been altered or disturbed in the course of the adjustment of its tools.*

(2) *Every employer shall ensure that a power press is not used after the expiration of the fourth hour of a working period unless its every guard and protection device has been inspected and tested while in position on the power press by a person appointed in writing by the employer who is—*

- (a) *competent; or*
- (b) *undergoing training for that purpose and acting under the immediate supervision of a competent person, and who has signed a certificate which complies with paragraph (3).*

(3) *A certificate referred to in this regulation shall—*

- (a) *contain sufficient particulars to identify every guard and protection device inspected and tested and the power press on which it was positioned at the time of the inspection and test;*
- (b) *state the date and time of the inspection and test; and*
- (c) *state that every guard and protection device on the power press is in position and effective for its purpose.*

(4) *In this regulation “working period”, in relation to a power press, means—*

- (a) *the period in which the day’s or night’s work is done; or*
- (b) *in premises where a shift system is in operation, a shift.*

ACOP 33

Appointed person

108 You should ensure that the person you appoint for the purpose of this regulation has received suitable and sufficient training, before being allowed to inspect and test a guard and/or protection device on their own. An appointed person who is undergoing training may carry out inspections, providing they are acting under the immediate supervision of a person already appointed. In addition, they should have the competence, maturity and authority appropriate to the circumstances.

Guidance 33

109 Before a person can be allowed to carry out inspection and testing on their own, you must ensure that for each class or description of power press, guard and protection device on which they will work they:

Guidance 33

- (a) have been adequately trained;
- (b) are competent to carry out the duties;
- (c) have been appointed in writing.

110 People undergoing training for inspection and testing are also required to be appointed and must always work under the immediate supervision of an appointed person, who is competent, until they have completed their training. The level of supervision should be appropriate to the stage in the training they have reached, competency demonstrated, and also to the particular job being carried out.

111 You may record these appointments by means of signed and dated entries in a register or by signed and dated certificates attached to it. The appointment should make it clear if the appointed persons are undergoing training and it should then specify which people are required to provide immediate supervision of the work.

112 The register or certificate can specify each class or description of power press, guard and protection device for which the person is appointed. If the appointment is revoked, this can also be recorded. You can give copies of the entry or certificate of appointment to the person concerned.

Authority and maturity

113 In addition to being technically competent to carry out inspection and testing of guards and protection devices, people should also have the appropriate maturity and authority for the circumstances. Pressures can arise where production needs conflict with the requirement to carry out the 'daily' inspection and test within the first four hours. Circumstances have also occurred where the person carrying out the inspection identifies that the press is dangerous to use and must prevent any further use of the press. When such situations arise, it is vital that the individual can be relied on to provide timely and objective reports of their inspection and test. This is less likely to be a problem for an employee with both authority and maturity.

114 The inspection and test is required to identify day-to-day deterioration of guards and protection devices and to ensure their integrity following setting, resetting or adjustment of tools. If the person appointed does not carry out their job correctly, press operators could be seriously injured. People with suitable maturity are more likely to accept this responsibility and act accordingly.

ACOP 33

Inspection

115 You should ensure that an inspection, by the appointed person, of a guard or protection device under regulation 33, consists of appropriate visual inspection of those parts that can be seen. This should include a suitable test to assess the correct functioning and integrity of the guard and/or protection device, including that part of a closed tool which acts as a guard, in use.

Guidance 33

116 This regulation requires an inspection and test of guards and/or protection devices in two circumstances. These are set out in paragraphs 117–118. All inspections and tests should be directed at discovering defects in guards and/or protection devices; at checking that they are suitable for the press and the tools that are fitted to it; that they are properly in position on the presses; and at ensuring that they are in effective working order. The test required is a simple functional one to verify that the guards and/or protection devices are working properly.

Guidance

33

Action after setting, resetting or adjustment of tools

117 A power press must not be used after the tools on the press have been set, reset or adjusted unless every guard and/or inspection device on the press has been inspected and tested by an appointed person and they have signed the daily log to show this. However, where the work at the press tools is no more than adjustment and the adjustment has not resulted in any alteration to or disturbance of any guard or protection device on the press, then no new inspection and test is required provided that the appointed person verifies that the guards and/or protection devices remain effective. (Note: Under regulation 11 of PUWER, the tools must be guarded, whenever they constitute a dangerous part of machinery, when a trial stroke is made.)

Action before or during the first four hours of each working period

118 A power press must not be used after the first four hours of any working period have passed, unless it has been inspected and tested and a certificate given:

- (a) at any time before the start of the working period and after the press was last used; or
- (b) at any time within the first four hours of the working period.

119 Where the fourth hour has passed, an inspection and test must be carried out if you wish to use the press during the latter part of the working period. In this case, the inspection and test must take place before the press is used.

120 The purpose of this requirement is to ensure that guards and protection devices are inspected and tested, by a suitably qualified person, daily while they are in use or, if you are operating a shift system, once during every shift when they are in use.

121 This inspection/test is best carried out before the day's work (or the shift) begins. However, this is not always possible, for example because of continuous shift work or because a large number of presses are being used. This is the reason why the inspection and testing can take place up to four hours after the start of the working period.

122 Where an inspection and test immediately follows tool setting, resetting or adjustment and has been carried out within the period referred to in paragraph 118, no further inspection or test will be required in that working period unless the tools are again set, reset or adjusted. For example, in a workplace with working hours only from 8 am to 4 pm, any inspection and test (following tool setting, resetting or adjustment) which is carried out between 12 noon and 4 pm would not enable an employer to dispense with the inspection and test required under regulation 33(2) for that day. On the other hand, an inspection and test immediately after tools have been set, reset or adjusted which has been carried out after work has ceased on one day and not later than 12 noon on the next day, would also meet the requirement for an inspection and test under regulation 33(2) on that next day.

ACOP

33

123 The certificate may be a card that is signed or initialled for every inspection.

Guidance 33

124 The certificate is, in effect, a certificate of fitness for use. The person making the inspection and test should ignore any defect already notified to you as a result of a thorough examination and test if the period specified for correction has not expired and the defect has not become a cause of danger.

Regulation 34 Reports

Regulation 34

(1) A person making a thorough examination for an employer under regulation 32 shall—

- (a) notify the employer forthwith of any defect in a power press or its guard or protection device which in his opinion is or could become a danger to persons;
- (b) as soon as is practicable make a report of the thorough examination to the employer in writing authenticated by him or on his behalf by signature or equally secure means and containing the information specified in Schedule 3; and
- (c) where there is in his opinion a defect in a power press or its guard or protection device which is or could become a danger to persons, send a copy of the report as soon as is practicable to the enforcing authority for the premises in which the power press is situated.

ACOP 34

Notification of defects

125 For the purposes of regulation 34(1)(a), ‘forthwith’ means that where a competent person finds a defect in a power press or guard or protection device which in their opinion is, or could become, a risk to safety, before the competent person leaves the workplace they should inform the employer or their representative of this.

Guidance 34

126 Immediate notification of defects is normally given separately. However, a report containing the information specified in Schedule 3 for the thorough examination and test for notifying defects to the user can be used, providing it does not delay the requirement to notify ‘forthwith’.

ACOP 34

Thorough examination reports

127 A report should be made of every thorough examination and submitted no later than 14 days after the examination. Any suitable method of reporting may be used, subject to agreement between the employer and the competent person.

Guidance 34

128 A signature for the purposes of regulation 34(1)(b) means the report should be authenticated in some way.

129 A report of any thorough examination and test should be made by the competent person who has carried it out. It should contain the information specified in Schedule 3.

Reporting to the enforcing authority

130 Where a defect (or defects) has been reported to the user, a copy of the report containing the information specified in Schedule 3 must also be sent to the enforcing authority by the competent person.

Regulation 34

(2) *A person making an inspection and test for an employer under regulation 33 shall forthwith notify the employer of any defect in a guard or protection device which in his opinion is or could become a danger to persons and the reason for his opinion.*

ACOP 34

Inspection reports

131 When an appointed person carries out an inspection under regulation 33 and finds a defect, they should tell the employer or their representative immediately, and should not sign the certificate. Defects would include a missing guard or protection device that is not in position, not properly in position or in their opinion, is not suitable.

Regulation 35 Keeping of information

Regulation 35

(1) *Every employer shall ensure that the information in every report made pursuant to regulation 34(1) is kept available for inspection for 2 years after it is made.*

(2) *Every employer shall ensure that a certificate under regulation 33 is kept available for inspection—**

- (a) *at or near the power press to which it relates until superseded by a later certificate; and*
- (b) *after that, until 6 months have passed since it was signed.*

* Regulation 35(2) was amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002

Guidance 35

132 The reports and certificates must be available for any inspector of health and safety to see for two years and six months respectively.

133 While a certificate of an inspection and test is current it should be kept on or near the power press to which it relates. You will often find it convenient to provide a holder on the press for this purpose. After expiry, all certificates must be kept available for inspection for a period of six months.

Schedule 3 Information to be contained in a report of a thorough examination of a power press, guard or protection device

Schedule 3

Regulation 34(1)(b)

- 1 *The name of the employer for whom the thorough examination was made.*
- 2 *The address of the premises at which the thorough examination was made.*
- 3 *In relation to each item examined—*
 - (a) *that it is a power press, interlocking guard, fixed guard or other type of guard or protection device;*
 - (b) *where known its make, type and year of manufacture;*

Schedule

3

- (c) *the identifying mark of—*
(i) the manufacturer;
(ii) the employer.

4 *In relation to the first thorough examination of a power press after installation or after assembly at a new site or in a new location—*

- (a) that it is such thorough examination;*
(b) either that it has been installed correctly and would be safe to operate or the respects in which it has not been installed correctly or would not be safe to operate;
(c) identification of any part found to have a defect, and a description of the defect.

5 *In relation to a thorough examination of a power press other than one to which paragraph 4 relates—*

- (a) that it is such other thorough examination;*
(b) either that the power press would be safe to operate or the respects in which it would not be safe to operate;
(c) identification of any part found to have a defect which is or could become a danger to persons, and a description of the defect.

6 *In relation to a thorough examination of a guard or protection device—*

- (a) either that it is effective for its purpose or the respects in which it is not effective for its purpose;*
(b) identification of any part found to have a defect which is or could become a danger to persons, and a description of the defect.

7 *Any repair, renewal or alteration required to remedy a defect found to be a danger to persons.*

8 *In the case of a defect which is not yet but could become a danger to persons—*

- (a) the time by which it could become such danger;*
(b) any repair, renewal or alteration required to remedy it.

9 *Any other defect which requires remedy.*

10 *Any repair, renewal or alteration referred to in paragraph 7 which has already been effected.*

11 *The date on which any defect referred to in paragraph 8 was notified to the employer under regulation 34(1)(a).*

12 *The qualification and address of the person making the report; that he is self-employed or, if employed, the name and address of his employer.*

13 *The date of the thorough examination.*

14 *The date of the report.*

15 *The name of the person making the report and where different the name of the person signing or otherwise authenticating it.*

Appendix 1 Notice of Approval

By virtue of section 16(4) of the Health and Safety at Work etc Act 1974, and with the consent of the Secretary of State for Work and Pensions, the Health and Safety Executive has on 13 August 2014 approved the revised Code of Practice entitled *Safe use of power presses* (Second edition, 2014, L112).

The revised Code of Practice gives practical guidance with respect to the Provision and Use of Work Equipment Regulations 1998, and to the extent that they apply to work with power presses, and the Management of Health and Safety at Work Regulations 1999. The Code of Practice comes into effect on 28 November 2014.

This revised edition replaces the previous edition entitled *Safe use of power presses* (First edition) which came into effect on 5 December 1998.

Signed

TERESA QUINN
Secretary to the Board of the Health and Safety Executive

27 November 2014

References and further reading

References

- 1 *Use of Work Equipment Directive (89/655/EEC)*
- 2 *Directive 95/63/EC on the Amended Use of Work Equipment*
- 3 *Safe use of work equipment. Provision and Use of Work Equipment Regulations 1998. Approved Code of Practice and guidance L22 (Fourth edition)* HSE Books 2014 ISBN 978 0 7176 6619 5 www.hse.gov.uk/pubns/books/l22.htm
- 4 *The Management of Health and Safety at Work Regulations 1999* SI 1999/3242 The Stationery Office
- 5 *Consulting employees on health and safety: A brief guide to the law* Leaflet INDG232(rev2) HSE Books 2013 www.hse.gov.uk/pubns/indg232.htm or see www.hse.gov.uk/involvement
- 6 *Risk assessment: A brief guide to controlling risks in the workplace* Leaflet INDG163(rev4) HSE Books 2014 www.hse.gov.uk/pubns/indg163.pdf
- 7 *Safety signs and signals. The Health and Safety (Safety Signs and Signals) Regulations 1996. Guidance on Regulations L64 (Second edition)* HSE Books 2009 ISBN 978 0 7176 6359 0 www.hse.gov.uk/pubns/books/l64.htm

Further reading

BS ISO 3864-4:2011 *Graphical symbols. Safety colours and safety signs. Colorimetric and photometric properties of safety sign materials* British Standards Institution

BS EN ISO 7010:2012 *Graphical symbols. Safety colours and safety signs. Registered safety signs* British Standards Institution

Managing for health and safety HSG65 (Third edition) HSE Books 2013 ISBN 978 0 7176 6456 6 www.hse.gov.uk/pubns/books/hsg65.htm

Power presses: Maintenance and thorough examination HSG236 HSE Books 2003 ISBN 978 0 7176 2171 2 www.hse.gov.uk/pubns/books/hsg236.htm

Procedures for daily inspection and testing of mechanical power presses and press brakes Leaflet INDG316 HSE Books 2003 www.hse.gov.uk/pubns/indg316.htm

Further information

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