

Use of work equipment

Work equipment in retail includes everything from trolleys and ladders to tills, scanners, and cleaning machines. Faulty or misused equipment can cause serious injuries if not managed properly.

Managing the risk

- Ensure equipment is suitable for the task and maintained regularly.
- Train workers in correct and safe use of equipment.
- Remove unsafe equipment from service immediately.
- Keep records of inspections and maintenance.

Do

- Inspect equipment regularly.
- Train workers before equipment use.
- Log and repair faults promptly.
- Keep maintenance records updated.
- Use equipment only for intended purpose.

Good practice

- Have a clear equipment management system.
- Schedule regular checks and log repairs.
- Train workers to recognise hazards and report faults.
- View equipment as part of the safety system, not just a tool.

Don't

- Use faulty or damaged equipment.
- Overload trolleys or machines.
- Ignore workers' reports of unsafe equipment.
- Allow untrained workers to use equipment.
- Treat equipment checks as optional.

Employee checklist

- Pre-use checks completed.
- Equipment fit for purpose.
- Maintenance records up to date.
- Workers trained and competent.
- Faults reported immediately.