



PriorityWaste[®]

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PRIORITY WASTE – MACHINERY SAFETY POLICY

Version: 1.0

Issued: 20/10/25

Approved By: Nikolay Tovirov – Operations Director

Next Review: 20/10/26

1. Purpose

The purpose of this Machinery Safety Policy is to ensure that all machinery used within Priority Waste is operated, maintained, and managed safely in accordance with UK Health & Safety legislation, including the Provision and Use of Work Equipment Regulations 1998 (PUWER).

The aim is to prevent accidents, injuries, and equipment damage by ensuring machinery is fit for purpose, maintained, and used only by competent staff.

2. Scope

This policy applies to:

- All machinery on Priority Waste premises
 - Machinery used for warehouse, yard, and hazardous waste operations
 - Vehicle-mounted machinery (tail lifts, hydraulic arms, lifts)
 - Temporary or hired machinery
 - All employees, contractors, and visitors who may interact with machinery
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3. Responsibilities

3.1 Operations Director – Nikolay Tovirov

- Ensure the overall implementation of this policy
- Approve machinery risk assessments and Safe Systems of Work
- Ensure machinery is maintained in accordance with manufacturer guidance
- Ensure competent maintenance contractors are appointed

3.2 Line Managers / Supervisors

- Ensure machinery is used safely and only by trained staff
- Verify daily/weekly checks are completed and documented
- Remove unsafe machinery from use and report faults immediately
- Ensure guards, safety devices and emergency stops are functional
- Arrange servicing, repairs and inspections

3.3 Employees

Employees must:

- Only use machinery if trained and authorised
- Follow all operational instructions and risk assessments

- Complete pre-use checks
 - Immediately report defects, noise irregularities or safety concerns
 - Never bypass guards, override safety systems, or modify machinery
 - Stop work immediately if machinery becomes unsafe
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4. Machinery Risk Assessments

A risk assessment must be carried out for each piece of machinery and must consider:

- Mechanical hazards (moving parts, entanglement, crushing)
- Electrical risks
- Noise and vibration
- Chemical or heat exposure
- Manual handling interactions
- Operator fatigue, competence, and working conditions

Where risks cannot be eliminated, suitable control measures must be implemented.

5. Machinery Installation & Commissioning

Before machinery is placed into service:

- It must be installed according to manufacturer instructions
- Guards and safety systems must be fitted and tested
- Emergency stops must be checked for correct operation
- Operators must receive initial training
- Equipment must be added to the Machinery Register

No machinery may be used until signed off as safe.

6. Pre-Use Checks

Operators must complete appropriate checks before using machinery. These may include:

- Functionality of guards, barriers and interlocks
- Operational safety of controls
- Emergency stop functionality
- Oil levels, hydraulics, cables or hoses
- Visual inspection for damage or wear

Any fault must result in immediate removal from use.

7. Maintenance & Servicing

- Machinery must be serviced in accordance with manufacturer schedules
 - All maintenance must be carried out by competent persons
 - Service records must be logged and retained
 - Any repaired machinery must be rechecked before being returned to service
 - Damaged or unsafe machinery must be isolated and labelled “DO NOT USE”
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8. Guards & Safety Devices

- Guards must remain in place during operation
- Interlocks must not be overridden or disabled
- Protective devices must not be removed or modified
- Moving parts must not be accessed until machinery is isolated and locked off

Tampering with safety systems is a disciplinary offence.

9. Lock-Off / Isolation Procedures

Machinery must be isolated when:

- Undergoing maintenance or repair
- A guard or protective device is faulty
- Cleaning or unblocking machinery
- A fault is identified during pre-use checks

Only authorised personnel may isolate machinery.

10. Vehicle-Mounted Machinery

Includes tail lifts, winches, hydraulic arms, bin lifts and drum handling equipment.

Drivers must:

- Carry out required walk-around checks
 - Ensure machinery operates safely before leaving site
 - Report defects immediately to Operations
 - Follow Driver Manual rules for safe loading and machinery operation
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11. Training

All staff operating machinery must receive:

- Formal training on safe operation
- Instruction on hazards and emergency procedures
- Refresher training when machinery changes or incidents occur

Training records must be kept by the Operations Director.

12. Incident & Near-Miss Reporting

Any machinery-related incident, fault, breakdown, near miss or safety concern must be reported immediately and logged in accordance with the Accident & Incident Reporting Policy.

13. Non-Compliance

Failure to follow this policy may result in:

- Immediate removal from machinery operation
- Additional mandatory training
- Formal disciplinary action for repeated or serious breaches

14. Review

This policy will be reviewed annually or sooner if:

- Machinery or operational processes change
- New risks are identified
- Legislation changes
- An incident indicates that improvements are needed

15. Acknowledgement

All employees must read and understand this policy and follow the PPE requirements at all times.



Signed:

Nikolay Tovirov
Operations Director
Priority Waste Limited

Date: 20th October 2025