

Work Equipement



Definition & legal bases



Work equipment includes all machines, devices, tools, installations (e.g. ventilation, lighting), and personal protective equipment used in the workplace.

- Ordinance on the Prevention of Accidents and Occupational Diseases (**OPA**)
- Ordinance on Product Safety (**OSPro**)
- Ordinance 3 related to the Labour Act (**OLT 3**) - Health Protection
- Ordinance on Machine Safety (**OMach**)
 - DIRECTIVE 2006/42/EC on machinery
- **CFST Directive 6512** 'Work Equipment'
- Purchase of Work Equipment – Safety Starts at the Time of Purchase! SUVA

Responsibilities: The **head of unit** ensures compliance with Occupational Health and Safety rules and approves work equipment in laboratories and workshops (LEX 1.5.1 - Article 12).



Hazards associated with work equipment

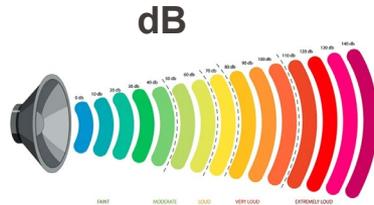


Work equipment can present various hazards such as **mechanical**, **electrical** and **chemical**.

It is essential that operators are fully informed about the **specific risks** associated with work equipment and receive thorough training to ensure its **safe and correct use**.

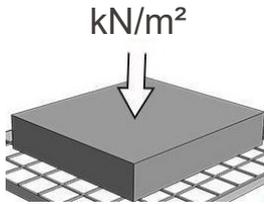


The safety of work equipment begins with the purchasing process!

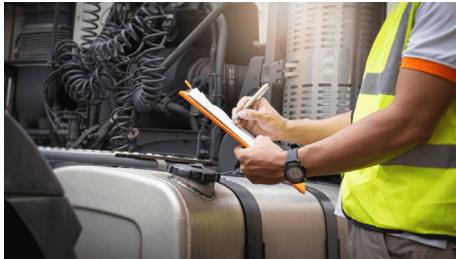


- **Where** will it be installed?
- What are the **noise/vibration** levels?
- Is it explosion-proof or used in **explosive atmospheres**?
- Does it **release harmful substances**?

Reception and installation of the work equipment



- **declaration of conformity** / CE certification
- **user manual**
- appropriate **location** (load-bearing capacity of the floor)
- **inspection** (visible defects)
- **safety devices** (e.g., safety lock or interlock)



User manual



- User manual must be provided in the **user's language**
- The user manual must be readily available **near the equipment**
- Instructions for **assembly and installation**
- Instructions for **intended use**:
 - **Normal operation**: routine use of the equipment
 - **Special operation**: adjustments, cleaning, troubleshooting
 - **Maintenance**: inspection, servicing, restoration
- **Personal protective equipment** (with pictograms on the equipment)
- Required **user training**
- Foreseeable **incorrect usage**
- **Residual risks**, contraindications, and troubleshooting

Declaration of Conformity Déclaration de conformité

We,
Nous,

Safework AG
27 Sample Road
CH-9999 Anywhere

hereby declare that the
déclarons par la présente que le

Product
Produit
Type
Type
Serial number
Numéro de série

Packaging machine - wrapping machine
Machine d'emballage - enveloppeuse
V 3000
123 456

satisfies all the essential requirements of the
following Directives:

2006/42/EC (Machinery Directive)
2014/30/EU (EMC Directive)
and their amendments

*satisfait toutes les exigences essentielles des
directives suivantes:*

*2006/42/CE (directive «Machines»)
2014/30/UE (directive «CEM»)
avec leurs modifications*

Person authorized to compile the technical file in
accordance with Annex VII A of Directive
2006/42/EC:

Safework AG
Jack Patton
27 Sample Road
CH-9999 Anywhere

*Personne autorisée à constituer le dossier
technique conformément à l'annexe VII A de la
directive 2006/42/CE:*

Harmonized standards applied:
Normes harmonisées utilisées:

EN ISO 12100:2010,
EN ISO 13849-1:2015, EN ISO 13849-2:2012,
EN 60204-1:2006, EN 415-5:2006+A1:2009

Other technical standards and specifications
applied:

None

*Autres normes et spécifications techniques
utilisées:*

Aucune

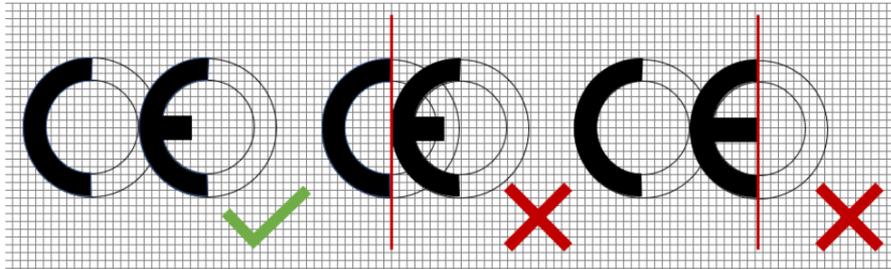
Lausanne, 25.02.2019



Thomas Tech,
Head of Development
Responsable développement

Declaration of conformity

Document drawn up by the manufacturer certifying
that the work equipment complies with the
(European and Swiss) safety requirements.



CE marking and CE China Export: careful!

- **CE certification** means “Conformité Européenne” and shows that a product meets **EU** safety, health, and environmental requirements, often after assessment by a certification body.
- The CE mark is sometimes confused with the **China Export logo**, which looks similar but does not indicate compliance with EU standards.
- If in doubt, check the **declaration of conformity**, which list the applicable standards and check the CE certification.

General informations
Informations générales

Titre de la formation <i>Training Title</i>	
Date de la formation <i>Training Date</i>	
Location <i>Lieu</i>	
Equipment Name <i>Nom de l'équipement</i>	
Manufacturer - Model <i>Fabricant - Modèle</i>	
Instructor - Name and Role <i>Instructeur - Nom et fonction</i>	

First name, last name of trained people
Prénom, Nom de la personne ou des personnes formée(s)

First name <i>Prénom</i>	Last name <i>Nom</i>	Signature <i>Signature</i>

Training content
Contenu de la formation

<input type="checkbox"/> Normal and specific usage conditions (adjustments, troubleshooting, cleaning) <i>Les conditions d'utilisation normale et particulière (réglage, dépannage, nettoyage)</i>
<input type="checkbox"/> Foreseeable incidents during work (common breakdowns) <i>Les incidents prévisibles durant le travail (pannes courantes)</i>
<input type="checkbox"/> Checks of safety devices performed by workers <i>Les contrôles des dispositifs de protection effectués par les travailleurs</i>
<input type="checkbox"/> Predictable risks during work (existing hazards and related activities) <i>Les risques prévisibles durant le travail (dangers présents et activités réalisées)</i>
<input type="checkbox"/> Use of personal protective equipment (PPE) <i>L'utilisation des équipements de protection individuelle (EPI)</i>
<input type="checkbox"/> Emergency stop procedure <i>Procédure d'arrêt d'urgence</i>
<input type="checkbox"/> Verification of practical knowledge <i>La vérification des connaissances pratiques</i>
<input type="checkbox"/> Others <i>Autres</i>

User training

The **unit head** must ensure that all users are properly trained, can operate the equipment safely, and understand the manufacturer's instructions.

Written proof of training must be kept, indicating who was trained, by whom, when, and on what content (using the "Training Record" template).

Work equipment Maintenance Plan and Responsibilities

Room number	Equipment name (and Serial Number)	When (maintenance frequency)	Who (responsible person)	Signature
...				

Access Regulations for Personnel Performing Equipment Maintenance

Access to laboratories for maintenance or repair activities is permitted only with prior authorization from the COSEC or the laboratory head. Visitors must be always accompanied by a competent, designated person and must be adequately informed of all existing and potential hazards present in the laboratory.

Personnel performing maintenance or repair work in restricted-access laboratories, including biosafety level 2 (BSL 2) and biosafety level 3 (BSL 3) facilities, must have received appropriate training for the specific environment. In addition, all required protective measures must be implemented, including the use of suitable personal protective equipment (PPE) such as respiratory protection, where applicable.



Maintenance

- According to the **manufacturer's instructions**.
- It includes **inspection, servicing, and repairs**.
- It must be carried out by **trained personnel**, with the unit head responsible for safety.
- Maintenance may be performed **internally** or by **external companies**.
- All maintenance must be **documented**, including who performed it, when, and on which equipment, with maintenance dates indicated on the equipment.

Main hazards



- Electric current (electric shock, sometimes fatal)
- Radiation and noise (glare or eye inflammation, skin burns, hearing damage)
- Fumes and gases harmful to health (respiratory illnesses, poisoning)
- Fire and explosions



Safety rules

- Use safe welding machines and follow the instructions in the operating manual.
- Use only by trained personnel.
- Check the condition of the device and cables before each use.
- Ensure good conductivity between the grounding cable and the workpiece.
- Before starting work, switch on the extraction system and adjust it if necessary.
- Use cables protected by sheaths and equipped with insulated connection sleeves.
- Wear welding gloves with gauntlets.
- Wear a welding helmet with a suitable protective filter or a protective screen.
- Wear eye protection, even when removing slag.
- Wear clothing made of flame-retardant materials.
- Wear safety shoes.
- Protect others from glare (e.g., close the curtain).

“Safety sheets” for work equipment

They specify:

- The **checks** to be carried out before use
- The required personal protective equipment (**PPE**)
- **Prohibitions**, as well as the potential **hazards** and the corresponding **preventive measures**

A **blank Word template** is available for your own equipment.

“Homemade” Work Equipment

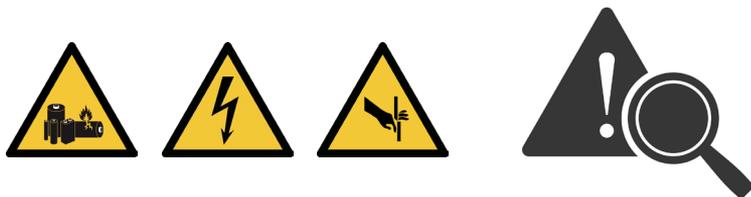
Hazards
Mechanical
Falls and trips
Electrical
Chemical
Flammable or explosive substances
Biological
Power supply failure
Physical (noise, ultrasound/infrasound, non-ionizing radiation, ionizing radiation, vacuum or overpressure, thermal)
Musculoskeletal disorders
Constraints related to the work environment
Working alone

- User **manual** (Personal Protective Equipment, user training, maintenance, incorrect usage, residual risks..).
- Declaration of **conformity**

Comprehensive “**safety and compliance documentation**” is required and must include:

- Identification of **hazards** and **protective measures** (if needed, a qualified safety expert must perform the assessment)
- Standard Operating Procedure (**SOP**)

Work Equipment: take home message



Laboratory equipment can pose mechanical, electrical, or chemical **hazards**, so **risk awareness** is essential.

Heads of research units are responsible for ensuring equipment meets safety standards and personnel are instructed.

Compliance with regulations must be **documented**, including for homemade equipment.

Safe work equipment requires **protective measures**, **training**, and proper **maintenance**.

