

Operating instructions for work equipment

Operating instructions for work equipment (devices, machines, systems, tools) should be structured according to the scheme for operating instructions for handling hazardous substances. Of course, some adjustments are necessary. For example, the name of the work equipment should be entered instead of the name of the hazardous substance.

Work area, workplace, activity

The scope of application of the operating instructions must be specified here. The name of the work area or activity must be indicated. In addition, the name of the operator and the date on which the operating instructions were created should be added. This makes it easy to see whether the operating instructions are still up to date.

Work equipment (designation)

The work equipment must be specified here. Terms such as centrifuge, rotary evaporator, lathe, etc. could be entered here.

The work equipment should be described briefly. The definition, function, intended use, and essential features should be stated.

Specific information on the work equipment can be found in the operating instructions and the manufacturer's product description, and further important information in the regulations and rules of the employers' liability insurance association.

Hazards to humans and the environment

The hazards that may arise from the use of the work equipment in the respective working environment must be described on the basis of the risk assessment to be carried out in accordance with the ArbSchG and BetrSichV before the operating instructions are drawn up. In this context, the manufacturer's specifications, the relevant provisions in the regulations and rules of the employers' liability insurance association, and the state regulations on occupational safety and environmental protection must also be taken into account. Reference should also be made to typical injuries that can be caused by careless handling of the work equipment.

Protective measures and rules of conduct

At this point, the protective measures and rules of conduct that must be observed when handling the work equipment in the respective working environment should be listed. The necessary measures and applicable rules are derived from the risk assessment and can be divided into technical/structural protective measures (e.g., ventilation, protective devices), organizational protective measures (e.g., inspections, labeling, instruction), personal/behavioral protective measures (e.g., personal protective equipment, preventive medical checkups, employment restrictions),

Behavior in case of danger and malfunctions

The protective measures and rules of conduct required in the event of danger and malfunction of the work equipment must be listed, e.g.

- Emergency call 0-112, then inform the control room - 3333
- Extinguishing agents,
- additional technical protective measures (e.g., emergency stop),

- personal protective measures,
- necessary measures against environmental hazards.

Information on how to behave in the event of a malfunction can be found in the manufacturer's operating instructions.

The binding basis for the measures to be included in the operating instructions for emergencies are the regulations of the fire safety regulations, the building-specific alarm plan, and the occupational safety documentation of the respective facility ("facility-related documentation").

First aid

When describing first aid measures, the measures to be taken "on site" must be specified and clearly distinguished from those that fall within the remit of a doctor or the emergency services.

Disposal/maintenance

At this point, it is necessary to describe how equipment or machine parts, as well as chemicals or oils, which are produced during repair and maintenance work, are to be disposed of properly. Information must be provided on suitable

- personal protective equipment,
- disposal containers,
- collection points,
- Absorbent materials,
- cleaning agents and methods.

In addition, it should be pointed out who is authorized to carry out maintenance work and what needs to be taken into account when replacing wear parts.

Handling the sample operating instructions

To provide support, sample operating instructions are gradually being made available on the intranet. The essential content has already been worked out, but it is essential that it be adapted to the operational conditions. The respective specialist manager is responsible for the content.

The sample operating instructions can be edited using standard word processing programs such as

WORD. The text can be edited freely. Don't forget to save the edited operating instructions!

Important: The operating instructions only become binding once they have been signed by the supervisor.

Blank templates can be found on the Internet at www.arbeitsschutz.tu-dortmund.de/.