







# HAND & PORTABLE POWER TOOLS SAFE WORK PROCEDURE

**DO NOT use this equipment unless you have been instructed on its safe use and operation and have been given permission**

## PERSONAL PROTECTIVE EQUIPMENT

-  Safety glasses must be worn at all times in work areas.
-  Long and loose hair must be contained.
-  Hearing Protection must be worn
-  Sturdy footwear must be worn at all times in work areas.
-  Close fitting/protective clothing must be worn.
-  Rings and jewellery must not be worn.

## PRE-OPERATIONAL SAFETY CHECKS

- ✓ Ensure you are familiar with the safe operating procedures any limitations on the use of the tool.
- ✓ Ensure the tool is labelled as meeting the requirements of the Electricity Act – 1995 (PAT's or TAG Testing)
- ✓ Ensure the tool is not damaged and any power leads and plugs are not damaged
- ✓ Ensure all guards are fitted, secure and functional. Do not operate if guards are missing or faulty.
- ✓ Ensure the tool is appropriate for the task.
- ✓ If using any attachment likely to generate an ignition source (sparks) ensure that no flammable substances are in the vicinity. Check Fire Extinguisher location.
- ✓ Ensure the area is uncluttered, clean and clear of grease, oil.
- ✓ Replace cracked, splintered, or broken handles on files, hammers or screwdrivers.
- ✓ Redress burred or mushroomed heads of striking tools








## OPERATIONAL SAFETY CHECKS

- ✓ Do not use any tool for any other purpose other than what it is intended for.
- ✓ Ensure no one in the surrounding area will be put at risk when you are using the tool
- ✓ Ensure electrical connections are through a Residual Current Device.
- ✓ When using a wrench – pull towards you to avoid hand injuries should the wrench slip






## ENDING OPERATIONS AND CLEANING UP

- ✓ Coil up and return any airline or extension leads to their storage point to prevent a trip hazard.
- ✓ Return all tools to their usual storage place
- ✓ Leave the equipment and work area in a safe, clean and tidy state.

## POTENTIAL RISKS AND INJURIES

-  Eye & face injuries.
-  Trapping risks.
-  Crushing risks.
-  Cuts and abrasions.
-  Electric shock.
-  Repetitive strain injuries.
-  Hair/clothing getting caught in moving machine parts.

## DON'T

-  Do not use faulty equipment. Immediately report suspect equipment.
-  Do not use a tool for any other purpose than what it is designed to do.
-  Do not carry a sharp tool in your pocket.
-  Do not apply excessive force or pressure on tools.
-  Do not cut towards yourself when using cutting tools.

**This does not necessarily cover all possible risks associated with this equipment and should be used in conjunction with other references. It is designed as a guide to be used to compliment training and as a reminder to users prior to equipment use.**

*This information is based on material published in manufacturers operating guides*