



SAFE WORK PROCEDURE

OPERATION AND STORAGE OF ELECTRICAL POWER TOOLS

Recommended and/or required Personal Protective Equipment: Safety footwear, Ear protection, Eye protection, Gloves and sunscreen (where appropriate)

BASIC JOB STEPS	POTENTIAL ACCIDENTS OR HAZARDS	RECOMMENDED SAFE JOB PROCEDURES
Know your power tool	Damage, injury	Read instructions, all operators must be inducted and trained. Do Not use the machine if you are not confident
Guard against electrical shock	Electrocution	Prevent body contact with grounded surfaces eg: pipes, radiators, ranges, refrigerator enclosures
Ensure all appropriate guards are in place	Damage, injury	Read instructions, physically and visually check
Keep work area clean	Damage, injury	Maintain good housekeeping
Avoid dangerous environments	Damage, injury	Don't use power tools in damp or wet locations or expose them to rain. Keep work area well lit
Keep bystanders clear	Damage, injury	All bystanders should wear safety glasses and be kept a safe distance away from the work area.
Store idle tools	Damage, injury	When tools are not in use they should be stored in a dry, high or locked up area
Use the right tool. Don't force tools	Damage, injury	Read the instructions prior to use. Don't force small tools or attachments to do the job of larger and heavy duty tools
Wear proper safety protection	Damage, injury	Refer to instructions and recommendations of management. Do not wear loose clothing or jewellery which can get caught in the moving parts of the tool/machine. Wear safety glasses, when necessary Wear dust masks or other appropriate mask if the task is dusty Wear ear protection at all times
Don't abuse the cord	Damage, injury	Never carry the tool by the cord. Keep the cord away from heat, oil and sharp edges
Secure the work	Damage, injury	Use clamps or a vice to hold work in place – Both hands are needed to operate the tool
Don't overreach	Damage, injury	Keep proper footing and balance at all times. Do not on unstable support
Maintain tools with care	Damage, injury	Keep all tools sharp and clean for best and safest performance. Follow instructions for lubricating and changing accessories
Disconnect tools	Damage, injury	Disconnect power when not in use, before servicing or when changing attachments, blades, bits, cutters etc

Remove adjusting keys and wrenches	Damage, injury	Check to see that keys and adjusting wrenches are removed from tools before turning on
Avoid accidental starting	Damage, injury	Don't carry plugged in tools with finger on switch. Be sure switch is turned off when plugging in
Keep hands away from drilling or cutting areas	Damage, injury	Keep hands away from moving parts, do not reach underneath work whilst parts are moving. Do not attempt to remove materials whilst tool is operating
Never use tools in an explosive atmosphere	Damage, injury, fire	Check surrounds before operating tools eg: fuel, fumes etc