

SAFE OPERATING PROCEDURE

Task/Equipment description: OPERATING POWER TOOLS



Potential hazards:

Hazards that may arise when operating portable power equipment include:

- moving and rotating parts (blades and bits, tool disintegration)
- movement of the workpiece
- inhalation of fumes and dust particles
- electrocution from power faults, faulty equipment or incorrect use
- ejection of waste materials from cutting blades
- burns from hot materials or friction

Do not use this equipment unless you have been trained in its safe use and operation.

Required Personal Protective Equipment (PPE)



High visibility clothing



Appropriate footwear



Eye protection



Loose or long hair contained



Hearing Protection

as required



Face mask (specify type)

as required

Other PPE (describe): The manufacturer's manual is to be used to develop specific precautions and personal protective equipment (PPE) relevant to specific tools or machine.

ALWAYS

- Obtain training and instructions in the safe and proper use of the power tool.
- Fasten any loose clothing and tie apron cords or straps at the back. Remove any jacket or coat and any tie. Roll up shirt sleeves above the elbows or fasten them securely at the wrists. Do not wear finger rings, watches, bracelets or necklaces.
- Make sure both hands are free to operate any tool that is designed to be used with two hands.
- Wear solid firm safety shoes which provide adequate protection for the feet.
- Wear appropriate PPE such as safety glasses for eye protection. Wear appropriate PPE such as dust mask if the operation of the tool produces airborne particles which could be a respiratory hazard. Long hair must be contained with a suitable cap or net. Hearing protection such as ear muffs must be worn where noise levels are identified as hazardous.

This document does not replace training; it is provided as a guide to the safe use of this type of equipment. Refer to the manufacturer's manual or training documents for further information. This is a non-specific document and must be assessed against your particular brand of equipment and the working environment. Where necessary a Task Specific Risk Assessment should be undertaken.

NEVER

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- Never operate power tools in wet or damp conditions.
 - Never use defective equipment. Report it to the supervisor.
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1. Pre-Operation – Safety Checks

- Ensure you have been trained/signed off in competency of use via a toolbox and familiarised yourself with the safety instructions in the manual.
 - Before using any power tool, examine the power cord, extension lead, plugs, sockets and power outlet for damage. Look for cracked or damaged casing, bare wires or loose connections, damage to cord sheathing, loose or missing screws.
 - Ensure that the cutting tool, fences, guards and attachments are secure and correctly fitted.
 - **Do not** use blunt or damaged cutting tools.
 - **Do not** test cutting tools for sharpness with the fingers.
 - Always inspect the workpiece to ensure that there are not any items which might damage the cutting tool or cause injury to the operator.
 - Secure and support the workpiece using clamps, bench vices or appropriate weights.
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2. Operation – Safety Procedure

These examples of general safety precautions relate to the use of all power tools.

- Keep fingers and hands clear of moving parts and the cutting tool.
 - Ensure that material being worked on is well supported or held securely where necessary.
 - Ensure that off-cuts cannot fall onto the feet of the operator.
 - Never make adjustments while the power tool is running.
 - **Do not** switch off the power tool when it is under load, except in an emergency.
 - Allow the power tool to reach operating speed before using it on the workpiece. When the power tool has reached the operating speed, apply the load gradually.
 - **Do not** use the switch lock unless the tool is set up as a stationary bench machine.
 - Avoid blocking or covering the motor ventilation slots while using the power tool.
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3. Post-Operation – Housekeeping

- On completion of the machining procedure, clean down the power tool and return it to its storage position.
- Cutting bits / blades should be fully protected when the power tool is on the work bench or when being stored.
- Look for cracked or damaged casing, loose or missing screws, or blocked ventilation slots.
- Never use a defective power tool. Report it to your supervisor.
- Never operate the battery charger with a damaged cord or plug. Do not allow anything to cover or clog the charger vents.
- Be aware not to operate the charger anywhere near water.