

STANDARD OPERATING PROCEDURE

Pneumatic Hand Tools

DO NOT use this equipment unless you have been trained and assessed to a competent level in its safe use and operation, and have been given permission to use this equipment.



Safety glasses must be worn when operating this equipment.



Safety footwear must be worn when operating this equipment.



Rings and jewellery must not be worn when operating this equipment.



Long and loose hair must be contained when operating this equipment.



Close fitting/protective clothing must be worn when operating this equipment.



Hearing protection must be used when operating this equipment.

PRE-OPERATIONAL SAFETY CHECKS

1. Ensure that risk assessment has been read. **UQ risk assessment task ID # 35918.**
2. Ensure that Compressed Shop Air **UQ risk assessment task ID # 2128** has been read.
3. Ensure no slip/trip hazards are present in workspaces and walkways.
4. Locate and ensure you are familiar with the operation of the ON/OFF switch/lever.
5. Check the condition of all hoses and fittings. Hoses that are damaged or in poor condition should not be used and should be disposed of immediately.
6. Faulty equipment must not be used. Immediately report suspect machinery or equipment.

OPERATIONAL SAFETY CHECKS

1. Pneumatic tools must be checked to confirm that the tools are fastened securely to the air hose to prevent them from becoming inadvertently disconnected.
2. Disconnect tools when not using, before servicing, and when changing accessories such as blades, bits and cutters.
3. Secure work with clamps or a vice, to ensure both hands are free to operate the tool.
4. Maintain tools with care. Follow instructions in the user's manual for lubricating and changing accessories.
5. Keep tools clean and lubricated, and maintain them according to the manufacturers' instructions.
6. Do not use the equipment beyond recommended ratings and outside of intended use.
7. Always use proper fittings, valves and equipment intended for this equipment.
8. Do not operate the tool at a pressure above the manufacturer's rating.
9. Use a safe working posture.

HOUSEKEEPING

1. Return all tooling and fixtures to the correct storage location.
2. Leave the equipment and work area in a safe, clean and tidy state.
3. Return surplus material to stock & dispose of waste material in an appropriate recycling or waste bin

POTENTIAL HAZARDS

- Crush and pinch points
- Rotating machine parts - entanglement
- Eye injuries
- Manual handling objects
- Metal splinters/swarf
- High noise levels

FORBIDDEN

- Distracting operator
- Removal or modification of safety devices

This SOP does not necessarily cover all possible hazards associated with the machine and should be used in conjunction with other references. It is designed to be used as an adjunct to teaching Safety Procedures and to act as a reminder to users prior to machine use.