

STANDARD OPERATING PROCEDURE

Electrically Powered 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.



Particle mask or respirator to be worn when machining operation generates dust/particulates.



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 worn where noise levels are in excess of the 85 dB(A) occupational exposure limit.



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

PRE-OPERATIONAL SAFETY CHECKS

1. Ensure that risk assessment has been read. **UQ risk assessment task ID # 19796.**
2. Ensure no slip/trip hazards are present in workspaces and walkways.
3. Check equipment is fitted with a current electrical safety test tag.
4. Examine the power cord for damage.
5. Locate and ensure you are familiar with the operation of the equipment.
6. Check that all guards are in position.
7. Faulty equipment must not be used. Immediately report suspect machinery.

OPERATIONAL SAFETY CHECKS

OPERATE THE EQUIPMENT WITHIN THE DESIGN LIMITS

1. Never leave the machine running unattended.
2. Keep cords and hoses away from heat, oil, and sharp edges.
3. Always disconnect power tools when not using, before servicing or cleaning, and when changing accessory parts.
4. Always follow user's manual specifications when operating power tool.
5. Secure work with clamps or a vice, freeing both hands to operate the equipment.
6. Never carry a power tool by the power cord or hose or disconnect the power tool by yanking the power cord or hose.
7. Keep your balance and proper footing when working with power tools, being careful not to overreach.
8. Don't use power tools in damp or wet locations.
9. Remember power tools are a valuable work-saving device. Use it the right way SAFELY!

HOUSEKEEPING

1. Disconnect power tools and return all tooling and fixtures to the correct storage location.
2. Ensure the equipment and work area are in a safe, clean and tidy state after job is completed.
3. Return surplus material to stock & dispose of waste material in an appropriate recycling or waste bin

POTENTIAL HAZARDS

- Electric shock
- Crush and Pinch Points
- Ergonomic injuries
- Flying debris/dust
- Hand and Eye injuries
- Rotating machine parts – entanglement
- High noise levels
- Sharp edges & burrs

FORBIDDEN

- Distracting operator
- Removal or modification of safety devices
- Using equipment with lapsed test tag

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.