

## Safe Work Procedure

### Power Tool Inspection

<b>Facility:</b>	<b>Written By:</b>	<b>Approved By:</b>	<b>Date Created</b>	<b>Date of Last Revision:</b>

<b>Hazards Present:</b>	<b>PPE or Devices Required:</b>	<b>Additional Training Required:</b>
Eye injuries Hand injuries Airborne particles Noise pollution Electricution	Steel toed boots Eye protection Hand protection Hearing protection Hard hat	

<b>Safe Work Procedure:</b>
<ol style="list-style-type: none"> <li>1 Check On/Off switch is functioning properly</li> <li>2 Check cords for frays and ensure tool is equipped with proper 3-prong plug</li> <li>3 Check air filters, gas levels, spark plug and blade if applicable</li> <li>4 Ensure guards are in place and secure</li> <li>5 Turn tool on by switch, not by plugging/unplugging</li> <li>6 Notify supervisor of any malfunctioning tools to be discarded or repaired</li> <li>7 Store tool properly with cord wrapped around tool</li> </ol>

***If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure***

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

<b>Guidance Documents/Standards:</b>  MB Workplace Safety & Health Act & Regulations: 4 General Workplace Requirements 5 First Aid 6 Personal Protective Equipment 16 Machines, Tools and Robots 16.25 Miscellaneous Machines and Tools	This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years  Reviewed By Worker Rep/WSH Committee:  Date:
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