



SAFE JOB PROCEDURES

<u>JOB</u>	<u>Written by</u>	<u>Approved by</u>	<u>Date</u>
Working with Power tools (hand)	K. Thomas	K. Mardynalka	December 6, 2010

<u>Hazards</u>	<u>PPE Required</u>	<u>Additional Training</u>
Cuts, Amputation, electric shock, noise, MSI	Safety glasses Hard Hat Steel toe boots Hearing protection	On job training

Safe Work Procedure:

1. Ensure that the work area is free of debris
2. Inspect the tool for defects. Any defective tool must be lock/tagged out.
3. Ensure that tool has an on/off switch and is in off position before plugging in.
4. Ensure that you have all the proper PPE and are not wearing loose fitting clothing for jewelry.
5. Ensure all safe guards are in place before using the tool
6. Do not over reach. Have proper footing and balance at all times.
7. Never use the cord to carry the tool or pull the plug from the outlet.
8. Only use the tool for what it is intended for
9. Never force a tool.
10. Avoid body contact with grounded surfaces.
11. Always disconnect the plug from the power source before making any adjustments.
12. Only use accessories that are recommended by the manufacturer
13. Ensure all moving parts have stopped before putting down the tool.



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Guidance Documents / Standards/ applicable legislation/ other:

Documents: Operator/owner manual

WSH 210/2006 : 2.1,2.3,6.1,6.2,6.5,6.6,16.1,16.2,16.3,16.14,-16.18,16.25