





SAFE SYSTEM OF WORK

Task/Activity	Portable Power Tools			Document Ref	SSW007	
Site/Location	All Sites			Issue	1	
Developed By	K Moss			Date	09/2021	
Permit to Work Required?	YES	<input type="checkbox"/>	NO	X	RA Ref No	TBC

Identified HAZARDS from Risk Assessment

							
Electrocution	Vibration	Fire	Manual handling	Trips			

Training Required

Operator training				
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Persons at Risk

Operators	Employees working within close vicinity				
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PPE Requirements

							
Safety Boots	Safety Glasses	Hi Vis	Gloves	Helmet	Ear Protection		

CHS016 - S.T.O.P for Safety Policy is always applicable

Current Control Measures. Identified in Risk Assessment

Only Trained /Authorised Personnel to Operate Equipment.
Ensure all PPE is worn, i.e. safety footwear, glasses, ear protection.

1. Check equipment is in date with PAT label. (6 Months)
2. Do a thorough inspection on equipment, cable and plug.
3. Only use equipment for short Periods to protects from HAVs.
4. Beware of Power Cables, Transformers etc.
5. Use only 110 v tools.

If any fault found DO NOT USE Machine and report to your Supervisor.

Procedure

1. Before connection of any power tool or extension lead a thorough visual examination should take place before considering general condition, casing / insulation damage, loose plugs, damaged cable, attachment of a current P.A.T. label (6 monthly test).
2. Where transformers are to be used, these should be of the centre taped earth type to limit shock risk.
3. Guards should be correctly set, in position and NOT removed during use. Equipment which would normally have a guard should NEVER be operated without it.
4. Maintenance of equipment, changing bits, grinding discs etc. should NOT be carried out unless the equipment has been properly isolated (switching off is NOT sufficient) and you are trained and authorised to do so.
5. Ensure appropriate PPE is worn when using all tools and equipment including approved eye and ear protection. Use a dust mask if operation creates dust. Do not wear loose fitting clothing and tie back long hair.
6. The standard power supply shall be 110 volts. Equipment above 110 volts must not be used where reasonably practicable and NOT in damp, wet conditions. If 240v equipment is required these should be RCD protected and checked prior to use. Client approval is normally required.
7. Care must be taken so that cables and extensions are not a trip hazard and that they are in an area where damaged to them is unlikely to occur.
8. Personnel using hand power tools will be trained, instructed and competent in their use. Hand power tools should never be left operating and unattended. SWITCH IT OFF and UNPLUG IT.
9. Personnel using any hire equipment should be made familiar with its operation and functions by means of a demonstration from the hire company, or use of the manufactures instructions and recommendations before it is put into use.
10. An assessment must be made of the work environment, i.e. if drilling, the whereabouts of cables, pipes and other services should be known.
11. Ensure the work piece is suitably fixed, preferably by clamps before offering the equipment to it.

First Aid Precautions

First Aiders

See canteen notice board

Additional Information

N/A