



Safe Operating Procedure

SMALL TOOLS

DO NOT USE A POWER TOOL UNLESS YOU ARE COMPETENT

Personal Protective Equipment

1. Eye Protection, Hearing Protection, Appropriate Footwear.

Possible Injuries

1. Electrocution
2. Cuts and abrasions

Checks Prior to Operation

1. Check electrical connections, power cords, and power tool for damage. Do not use damaged equipment
2. Make sure the tool is sharp.
3. Clear the area of debris which could interfere with the work.

How to avoid injury

1. Wear PPE appropriate to the task. Keep hair confined.
2. Adopt an evenly balanced and comfortable working position.
3. For repetitive tasks, take breaks or rotate jobs with co-workers.
4. If only one hand is required to operate the tool, make sure that the other hand is kept clear of the cutting head or jaws.
5. Keep the area clear of off-cuts, etc.
6. Make sure you know the correct technique for operating the tool.

Trainee: I have completed this SOP: Signature: _____ Date: _____	Trainer: Signature: _____ Date: _____
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