Tool Box Talk No 32

PORTABLE HAND-HELD TOOLS

Overview

This talk will cover: before-use checks, use of electric tools and hazards.

Before use checks

Always inspect tools before use

1. Make sure the casing isn't damaged – if it is, don't use it.
2. Look for frayed cords, cracked housings, or any signs of wear and tear.
3. Make sure that all cables, plugs or connectors are sound and not damaged.
4. Use tools on connect power supply as instructed on the maker's label. Only 110 volt tools are permitted on site.
5. Ensure the tool is properly earthed, unless it is an approved type that does not require earthing.
6. Ensure the cable is long enough to reach your work without straining it.

Using portable electrical tools

1. Follow Manufacturer's Instructions. Ensure you read and understand the tool's user manual. Follow all recommended guidelines for use
2. Always use the right tool for the task at hand. Using a tool inappropriately increases the risk of accidents.
3. Portable electric tools should only be used for their designated purposes.
4. Ensure switches are working correctly before connecting to the power supply.
5. Disconnect tools when not in use.
6. Electric power tools should be regularly inspected and maintained by a competent electrician.

Hazards

1. Keep power cables off the floor. They may get damaged or cause someone to trip.
2. Avoid standing on damp or wet surface when using electrical equipment.
3. Keep equipment clean and dry.
4. Never connect a portable electric tool to a lighting socket.
5. Don't use blunt, worn or damaged bits and accessories.
6. Portable electrical tools, which have become wet should be allowed to dry then checked by a competent person for electrical safety before being reused.
7. Hand-Arm Vibration Syndrome (HAVS): Prolonged use of vibrating tools can lead to numbness, tingling, and loss of strength in the hands and arms.
8. Electric shock can occur if the tool is not grounded properly, if it has damaged wiring, or if it is used in wet conditions.
9. Cuts and Abrasions can happen if the tool slips or if hands come into contact with moving parts.
10. Faulty wiring or overheating can lead to fires, especially in flammable environments
11. Prolonged use of hand tools can lead to muscle strain or repetitive motion injuries.

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PPE

1. Always wear appropriate eye protection such as safety goggles to protect against flying debris.
2. Use earplugs/ear defenders in noisy environments.
3. Wear appropriate gloves to protect your hands from cuts and abrasions.
4. Avoid loose clothing and jewellery that can get caught in moving parts. Tie back long hair.

Do you have any questions for me?

Note to supervisor:

REMEMBER LOOK AFTER PORTABLE ELECTRIC TOOLS AND THEY WILL LOOK AFTER YOU.

NOTE: Failure to comply with safety instructions and RAMS may result in disciplinary actions

Serial	Name	Date of Toolbox Talk	Signature	Site

By signing this register you are confirming that you attended the toolbox talk and understand the requirements for: before-use checks, use of electric tools and hazards