

Safe System of Work

OPERATING AND SAFETY INSTRUCTION FOR HAND AND POWER TOOLS

Name: Training Date:.....

	Instruction	Understood ✓ or X
1	Before using any power tools make sure that you do a risk assessment of the area and task you are undertaking. Do Not cause a hazard for other staff.	
2	Check all power and hand tools for severability before use.	
3	Make sure all cutting blades are serviceable before fitting and fit them correctly.	
4	Power tools like angle grinders must have guards fitted. DO NOT USE IF THEY HAVEN'T. Wear appropriate PPE. i.e. goggles, gloves and fire retardant protective clothing.	
5	When using power tools such as drills, grinders etc. Wear goggles and any other PPE that might be required.	
6	Never pull tools around by the electric lead or leave them dangling by it.	
7	Disconnect tools when not in use. Or when changing tools.	
8	When using hammers or striking tools, use goggles and hand guards on the tools you are striking, if possible.	
9	Make sure handles fit the tools correctly and are not loose or split.	
10	Make sure you are using the correct tool for the task in hand, i.e. the spanners or sockets fit the nuts they are being used on.	
11	If using cutting tools, make sure they are folded or sheathed when not in use.	
12	Do not make temporary repairs to tools.	
13	When using pneumatic tools make sure ear protection is worn along with any other PPE that might be required.	
14	Return all tools after use.	
15	Report any faulty or un-servable tools to your supervisor or manager.	

I have received the above training and fully understand every point that was explained to me. I confirm that I will wear the required PPE equipment when using the above and take all steps to ensure my own safety. I will ask for further training if I need to and will immediately inform the Supervisor or Manager if there are any issues with the machinery.

Name:

Signed: Date:.....

I confirm that I have trained the aforementioned person and that they fully understand how to use the above machinery, have received the required PPE equipment and know to inform me immediately of any issues with the machinery or if they require further training. I authorise this person to use the machinery detailed above.

Name:(Authorised Trainer)

Signed Date: