

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	Make sure all power tools and hand tools are in a serviceable condition before use.	
3	When using hand and power tools make sure appropriate PPE is worn.	
4	Never pull tools around by the electric lead or leave them dangling by it.	
5	Disconnect power tools when not in use. Or when changing tools.	
6	When using hammers or striking tools and hand saws use goggles and hand guards on the tools you are striking, if possible.	
7	Make sure handles fit the tools correctly and are not loose or split.	
8	Make sure you are using the correct tool for the task in hand, i.e. the screw driver fits the screw it is being used on.	
9	Do not make temporary repairs to tools.	
10	Return all tools after use.	
11	Report any faulty or unserviceable 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: