


Safe Work Instruction	
<b>Working with electric power tools</b>	Issue date: 22 October 2008

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Example content:

Scope: <b>This instruction applies to the safe general use of powered hand tools such as electric drills, circular saws, orbital sander, jig saws, heat guns.</b>		Responsible supervisor	
<b>References</b> <ul style="list-style-type: none"> <li>• OHS Act 2000</li> <li>• OHS Regulations 2001 –</li> </ul>	<b>PPE required</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Hard hat or bump hat</li> <li><input type="checkbox"/> Eye protection</li> <li><input type="checkbox"/></li> </ul>	<b>Skills, competencies or qualifications required</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Site specific induction,</li> <li><input type="checkbox"/> Manual</li> </ul>	<b>Permits or Licences required</b>
<b>Tools and equipment required</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Appropriate power trade</li> <li><input type="checkbox"/> Trolley or other</li> </ul>		<b>Inspection and Tagging of plant and tools</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> All equipment visually inspected</li> <li><input type="checkbox"/> Tools maintained in accordance with</li> </ul>	
 <b>Warning</b>	<p>Prior to the commencement of any work activity it is identified that the suggested risk control measures are not suitable or less than adequate and that major changes are required, a risk assessment is to be conducted and new controls nominated and implemented as per the risk management procedure.</p>		
<b>1. General</b>	This document outlines the steps to be followed for the safe working and		
<b>2. Pre-work inspection of work area</b>	Prior to the commencement of any work involving the use electric powered tools a visual inspection of the the work area <ul style="list-style-type: none"> <li>• The inspection should</li> <li>• Observe all site</li> </ul>		
<b>3. Pre-work inspection of equipment</b>	<ul style="list-style-type: none"> <li>• Prior to the commencement of any work involving</li> </ul> <b>Electrical</b> <ul style="list-style-type: none"> <li>• If possible use</li> <li>• Ensure that a Safety Switch or RCD is protecting the circuit; Portable Safety or RCD</li> <li>• Frayed, damaged or worn electrical leads</li> <li>• Equipment tagging is</li> <li>• Equipment maintenance</li> <li>• Make sure that leads are</li> <li>• Prohibit work being</li> <li>• Use fibreglass</li> <li>• Prohibit any tools or equipment</li> </ul> <b>Mechanical</b> <ul style="list-style-type: none"> <li>• The body of the equipment is securely</li> <li>• The chuck key or</li> <li>• The item to be worked on is</li> <li>• Operators have removed all</li> </ul> <b>Administrative</b> <ul style="list-style-type: none"> <li>• Verify with their supervisor and/</li> <li>• Make sure that all requirements</li> <li>• Refer to any relevant task</li> </ul>		