



Safety Instructions

THESE INSTRUCTIONS MUST BE READ BY THE OPERATOR BEFORE FIRST USING THE TOOL.



2.1 Handheld Power Tools

- This equipment is designed to be operated by someone with normal ability. Persons with a disability or injury must assess whether their disability, when using the equipment, will affect their health and safety and the safety of others.
- It should only be operated by someone with experience of similar equipment.
- This equipment must not be used by anyone whose competence is impaired, for example by drink or drugs.

Rotary/Percussive Drills, Routers, Circular Saws and JigSaws, Power Planers, Disc, Belt, Orbital and Flapwheel Sanders, Door Trimmers - used mainly for woodwork.

ALL TYPES OF TOOLS

- 1 The power tools must be operated correctly according to the manufacturer's or owner's operating instructions, which are available on request if required.
- 2 **CHECK** that all persons and animals are clear of the work area.
- 3 Loose clothing, sleeves etc should be avoided. Long hair should be tied back. Wear overalls wherever possible.
- 4 Wear personal protective equipment as necessary; safety goggles when there is danger of flying debris, a dust mask in dusty conditions. Masonry, concrete and stone dust can give rise to silicosis and hardwood dust to nasal cancer.
- 5 When noise levels are uncomfortably high over 80dB(A), it is advisable to wear hearing protectors.
- 6 If higher noise levels occur regularly when it is necessary to shout to be heard, (85dB(A) and above) the law requires that hearing protectors must be worn.
- 7 **CHECK** that all guards are secure. **NEVER** operate the tool with missing or defective guards.
- 8 **CHECK** before starting that the material to be worked on is securely held or clamped.
- 9 **CHECK** that there are no nails, staples etc in the wood that could jam or damage the tool.
- 10 **CHECK** that the bit, blade or cutter is sharp and in good condition.
- 11 **DO NOT** use the bit, blade or cutter if it becomes overheated as shown by blue or black discoloration. Remove it and replace it with a new one.
- 12 **ISOLATE** from the power supply before replacing a bit, blade or cutter or before making adjustments to the tool.
- 13 When operating the power tool hold it firmly with both hands using the correct handles and stand firmly on both feet.
- 14 **DO NOT** force the tool. An even feed reduces the chances of an accident due to jamming or breakage of the bit, blade or cutter.
- 15 **DO NOT** carry the tool around when it is running.
- 16 **DO NOT** leave the tool unattended without switching off and unplugging the electrical supply.
- 17 **DO NOT** smoke when using the tool on wood.
- 18 Vibration from this tool into your hands and arms can cause permanent discomfort and damage. Keep your hands warm and dry – wearing gloves can help. If your hands start to tingle or feel numb, stop work and exercise your fingers to restore circulation. Always use tools and cutting attachments that are sharp. If you know of a tool with less vibration or of a better way of avoiding vibration in the job, suggest this to your supervisor.
- 19 **DO NOT** attempt repairs. Contact the Hire Company.

DRILLS

- 20 Pull the drill bit partly out of the hole frequently to allow the cuttings to clear and to prevent the bit jamming or breaking.
- 21 When drilling into walls **CHECK** for electric cables or water and gas pipes.
- 22 When drilling metal lubricate the hole with cutting oil to keep the bit cool and to prevent it jamming.
- 23 If the drill bit jams, stop and unplug the tool and free the bit by hand. The drill bit will be **HOT**.

SANDERS

- 24 Empty the dust bag (when fitted) regularly and before leaving the tool unattended. Wood dust combined with varnish, paint, oil and other chemicals can cause spontaneous combustion.

- 25 **DO NOT** empty the contents of a dust bag into a fire.
- 26 If a dust bag is not fitted to the sander, **ALWAYS** wear a dust mask.

CIRCULAR SAWS

- 27 **CHECK** saw blades for cracks by tapping them before you start work.
- 28 **CHECK** that the directional arrows on the tool and the blade match.
- 29 Adjust the depth of the cut so that the teeth just project through the underside of the material. **ENSURE** also that there is adequate clearance beneath the cut.
- 30 **DO NOT** pull back from the cut whilst the blade is rotating, the saw will “kick back” dangerously.

Tools Powered by Electricity or Battery

- 31 **CHECK** that the voltage of the supply is correct. The tool will be either 110 volts, 230 volts or powered by battery.
- 32 The use of low voltage tools and equipment at 110V (CTE) will effectively eliminate the risk of death and greatly reduce the degree of injury from an electric fault.
- 33 Use tools and equipment with the lowest possible voltage to suit the job. Battery powered tools are the safest.
- 34 **DO NOT** use domestic plugs and sockets on construction sites, they are not robust enough.
- 35 When using 230V tools, the risk of injury or death from electric shock is unacceptably high unless the following precautions are taken:
- Use RCD power breakers at the supply socket to give protection for both the tool and its power cable.
 - The RCD should be protected from dust, wet weather, mechanical damage and vibration.
 - Position power cables where they are less likely to be damaged.
 - The tools, cables and RCDs should be checked every day (or every shift) using the following as a guide:
 - CHECK** that bare wires are not visible
 - Make sure that cables are not damaged and free from cuts and abrasions (apart from light scuffing)
 - CHECK** that the plug is in good condition, the casing is free from cracks, the pins are not bent or the socket is not blocked with debris or dirt
 - ENSURE** that there are no taped or other non-standard joints in the cable
 - CHECK** that the cable covering has not been pulled out of the grips at the plug or equipment. (The coloured insulation of the internal wires should not be visible)
 - CHECK** the outer casing of the equipment for damage and check for loose or missing parts or screws
 - Make sure that there are no overheating or burn marks on the plug, cable and tool
 - CHECK** the operation of the RCD power breaker by operating the test button.
- 36 Portable power tools using 110 volts should be checked weekly as in 35(d) above, but it is not necessary to carry out these checks at all for portable battery operated tools.
- 37 **CHECK** regularly that all ventilation grills or holes on motor housings are clear and free from dirt.
- 38 If the automatic cut-out operates, **ALLOW** the motor to cool before re-starting.
- 39 **DO NOT** use electrical tools in damp, wet or flammable conditions.
- 40 **DO NOT** carry a tool with the finger on the operating trigger or button.
- 41 **DO NOT** carry the tools by its cable or disconnect a plug by pulling its cable.

Tools powered by Compressed Air

- 42 **CHECK** that hoses and couplings are not damaged. Failure can cause injuries.
- 43 Air hoses must be blown out before connecting to a pneumatic tool. Hold the open end securely and open the air cock **CAREFULLY**. A blocked hose can become an air gun.
- 44 **CHECK** that all couplings are secure after connecting up. If a coupling parts the hose will ‘whip’. **NEVER** attempt to catch and hold it down. Turn off the air.
- 45 **DO NOT** carry the tool by its compressed air hose.
- 46 Only use compressed air for cleaning down equipment with extreme caution. Use eye protection and ear defenders.
- 47 **DO NOT** use compressed air to clean your self and **DO NOT** direct it at another person.
- 48 **CHECK** that all air pressure is released from the hose before disconnecting any coupling.



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