

SAFETY TOOL BOX MEETING

NO 16 - PORTABLE ELECTRIC TOOLS

1. Before using a portable electric tool check to see it is properly earthed, unless it is an approved type that does not require ear thing.
2. Before using an electric tool, make sure that the casing is undamaged. If it is damaged, do not use the tool.
3. Make sure that all cables, plugs or connectors are sound and properly wired up.
4. Use tools only on the correct power supply as instructed on the maker's label. Only 110-volt tools are permitted on site.
5. Make sure that the power cable is long enough to reach your working place without straining it.
6. Keep power cables off the floor. They may get damaged or trip somebody.
7. Never stand on a damp or wet surface when using electrical equipment and keep equipment clean and dry.
8. Portable electric tools should only be used for their designed purpose.
9. Never connect a portable electric tool to a lighting socket.
10. Never use worn, blunt or damaged bits or other accessories.
11. Disconnect tools when not in use.
12. Electric power tools must be regularly inspected and maintained by a competent electrician every three months.

REPORT ALL DEFECTS IMMEDIATELY

I have given the above talk to all men under my control.

Signed:

Company
Rev 1

Date 24-01-07