|  |  |  |
| --- | --- | --- |
| Description: Description: Description: cid:image001.jpg@01CB5F1D.A4AD4420 | **STAFF HANDBOOK**  **THE RIGHT EQUIPMENT** | Doc: SH-016 |
| Issue: 3 |
| Date: 17.07.14 |
| Page 31 of 45 |

pe01739_**Hand Tools**

Ensure hand tools such as staplers, hole punchers, knives/scalpels, etc are:

1. Suitable for the task, are readily available and accessible

Current at time of printing – do not use for training or editing without checking currency. Access current document from Sitemap.

1. Used for their designed purpose
2. Regularly maintained (e.g., replaceable blades on knives are changed regularly).

**Electrical Equipmentbd20171_**

1. To be used only by a person who has been adequately instructed in its use.
2. Before switching on, check all leads, plugs, connectors, guards, cases, accessories, switches, etc. for damage or defects and that they have a current inspection tag. If it doesn’t pass inspection don’t use it.
3. Ensure the circuit is protected by a circuit breaker (ELCB) or a type-two safety switch.
4. DO NOT use double adaptors or piggyback plugs.
5. All leads to be suspended and not run on floors.
6. Protect leads passing through doorways.
7. Keep leads and plugs dry, and out of puddles.

**Machinery**

bd05161_Machinery can only be operated by people who have been fully trained in both operating and safety procedures and are authorised by the company to use the machinery.