

Hazards Relating to Portable Tools

Relevant Legislation and Documents

Health & Safety in Employment Regulations 1995

OSH guidelines on machine guarding

General Guidelines

- 1) Any defective or unsafe equipment should be tagged as such, reported to the Supervisor, and not used until repaired.
- 2) Cutting tools should be maintained in a sharp condition and protected when not in use.
- 3) Loose materials such as rags, clothing and hair must be away from all moving parts.
- 4) Never attempt to hold work pieces with your hands where there is a danger of them moving, for instance, pieces of wood during drilling. Work pieces should be secured with clamp/s or similar devices when there is a possibility of them otherwise moving.
- 5) Tools must not be used beyond their design capacity.
- 6) Cutting discs must not be used for grinding or vice versa.
- 7) Tools or electrical leads must not be left where they can create tripping hazards.
- 8) Hands must be kept free of oil and grease while using tools.
- 9) Greasy, wet, slippery or dirty tools must be cleaned before use.
- 10) Machinery with moving parts must have proper guards.
- 11) Employees must not use explosive powered tools unless certificated to do so.
- 12) Do not distract people who are working with machinery.
- 13) Tools must be stored appropriately when not in use.
- 14) Safety glasses, fully enclosed shoes, and other appropriate PPE must be worn when using power tools.
- 15) Appropriate respiratory protection must be worn. Refer to the tools' operating manuals for advice.
- 16) Unattended power tools must be switched off.
- 17) All power tools must be fitted with the guards with which they were manufactured and must be functioning properly.
- 18) Where portable plant has specific emissions, it is essential that the hazards associated with those emissions be monitored. Monitoring must ensure that all maintenance is in line with manufacturers' recommendations.
- 19) Spray painting must be conducted in a spray extraction area.

Explosive Powered and Compressed Air Tools

Hazardous Substances & New Organisms (HSNO) Act 1996

- 1) Investigate the use of alternative tools before committing to the use of explosive or compressed air tools.
- 2) Secure the work area with barricades and signs.
- 3) Eye and ear protection must be used.
- 4) Explosive Powered Tools (EPT) storage boxes must be locked when not in use and explosive charges of different strengths must be separated.
- 5) A log book must be kept for each EPT and all inspection, maintenance services, repairs and incidents involving the tool recorded.
- 6) At no time should discharge of compressed air come in contact with any part of the human body.
- 7) Setting of any safety/reducing valves must only be altered by those certificated.
- 8) The pressure of the compressed air must never exceed the maximum working pressure of any air compressor, pipe, hose, tool or receiver. Hoses must be protected from traffic by suitable covers/ramps.
- 9) Release pressure in any hose before uncoupling.
- 10) Hoses must never be kinked.

Adequate illumination should be maintained for the safe operation of all powered tools. This is particularly so when working on stage during a production fit up or bump out.