

STANDARD OPERATING PROCEDURES

Handheld Power Tools - General

DO NOT use this equipment unless you have received authorization from the Shop Coordinator



Work boots must be worn at all times.



Appropriate gloves must be worn at all times.



Safety glasses must be worn at all times.



Hearing protection may be required.

Potential Hazards and Injuries

- Struck-by
- Laceration and other injuries
- Electrocutation

Pre-Operational Safety Checks

- Ensure tool is unplugged when inspecting equipment.
- Make sure guards are in place and secure, if applicable.
- Check condition of the blade or bit, if applicable. Check condition of the cord.
- Ensure tools are properly grounded using a 3-prong plug and outlet. Make sure the blade is sharp and free of burrs.
- Ensure attachments are properly seated and secure. Remove adjusting keys and wrenches before starting.
- Put on required PPE before using equipment.
- Secure the material being worked on, if applicable.
- Ensure tool is in the "off" position before plugging in. The use of Ground Fault Circuit Interrupter (GFCI) is recommended. However, GFCI is required when working near water sources.

Safe Practices During Operation

- Make sure that cutting will not come into contact with any utilities.
- Make sure the blade or bit is not binding as it goes into the work.
- If blade or bit is binding, cease operation of the tool and evaluate reasons for binding.
- Follow manufacturer's recommendations for use and care.

Ending Operations and Cleaning Up

- When not in use, protect the blade with a sheath, or other appropriate cover.

DON'T

- Do not use damaged components
- Do not use cords that are damaged or that have come loose from the plug.
- Do not use cords that have a grounding terminal broken off.
- Do not make adjustments while equipment is plugged in or running.
- Do not touch blades, bits or other working parts immediately after using tool. They will be hot. Avoid contact with blade teeth and sharp edges.
- Never force the tool into the work.
- Do not overreach; keep stable footing and balance at all times.
- Do not touch material immediately after working on it. It may be hot.

SOP must be used in conjunction with an effective training program