

Work Equipment: Employee Factsheet

Using electrical tools:

- portable electric tools should only be used for their designated purposes
- ensure switches are working correctly before connecting to the power supply
- wear eye protection if there is any risk to your eyes
- disconnect tools when not in use
- electric power tools should be regularly inspected and maintained by a competent electrician
- for outdoor use, or on construction sites, electrical tools should be reduced voltage or battery operated
- never use electric tools when immersed in water or when wet.

Did you know?

- Work equipment is any equipment which is used by an employee at work, everything from a spanner to a tower crane.
- Electrical tools face harsh conditions on site. When misused; they become damaged and dangerous.
- There were 272 reported accidents related to electricity during 2016/17.

Hazards from work equipment:

- | | |
|---------------------------|----------------------------------------|
| • moving parts | • electricity |
| • sharp parts | • associated hazardous substances |
| • part failure | • dust explosion from explosible dusts |
| • falling objects | • flammable substances |
| • extremes of temperature | • fire |
| • noise | • weather conditions |
| • vibration | • ergonomic hazards |

Do you know?

- Where to obtain information and guidance?
- How to seek help and support?

Talk to your Health and Safety Officer or Manager if you need more help.

General precautions:

- only use plant and equipment if you have been trained in its use and it is suitable for the task
- before use, make sure the plant and equipment has no obvious defects
- make sure any plant and equipment is within its planned inspection date and has been correctly maintained
- be aware of any pre-use checks and carry them out
- make sure all guards are in position
- consider the need for barriers around the equipment to protect others
- make sure the casing of electrical equipment is not damaged – if it is, do not use it

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- make sure that all cables, plugs or connectors on electrical equipment are sound and not damaged
- ensure the cable is long enough to reach your work without straining it
- when using electrically powered machines make sure that the electrical supply cable is in good condition and out of harm's way
- for reduced voltage electrical tools, used out of doors, always ensure that the transformer is placed indoors and extension leads are at reduced voltage never use electrical tools when wet or when standing in water
- never use electrical tools when wet or when standing in water
- use the correct PPE before starting work
- do not wear loose clothing if there is a risk of entanglement
- promptly clean up debris from the floor; do not leave as a tripping hazard
- do not use engine driven plant in a confined space as the fumes can kill.

Your responsibilities:

- use the right equipment for the right job
- only use plant and equipment if you are trained and competent to do so
- consider the risks to other people who are nearby when operating plant and equipment
- bring any defects to the attention of your employer
- make sure you carry out the pre use checks
- consider the need for barriers around the equipment to protect others.

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