



Portable Electric Tools Safe Working Practices

1. Before using a portable electric tool check to see that it is properly earthed unless it is an approved type that does not require earthing.
2. Before using an electric tool make sure that the casing is undamaged. If it is damaged don't use the tool.
3. Make sure that all cables, plugs and connectors are sound and properly wired up.
4. Use tools only on a 110 volt supply.
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 cause someone to trip.
7. Never stand on a damp or wet surface when using electrical equipment. Keep the equipment clean and dry.
8. Portable electric tools should only be used for the 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. All portable electric tools must be the subject of a maintenance rota call system with the results entered on the appropriate card.
13. All portable electrical equipment is subject to regular testing and maintenance in accordance with the Electricity at Work Regulations 1989.