

ILLUSIONS AUSTRALIA

SAFE WORK PROCEDURE

SWP 066 – PORTABLE ELECTRIC POWER TOOLS - GENERAL

1. PURPOSE AND SCOPE

Minimum requirements for selection, inspection and safe use of portable electric power tools at Illusions Australia.

Applies to corded and battery-powered hand tools unless a more specific SWP applies.

2. AUTHORISATION AND COMPETENCY

Workers must be competent in the particular tool and task before use.

Electrical repairs, internal servicing and modification may only be undertaken by authorised competent persons.

3. REQUIRED PPE

The following PPE must be worn as appropriate:

- Eye protection appropriate to the task.
- Hearing protection where required.
- Safety footwear.
- Respiratory protection where dust or fumes are not adequately controlled.
- Close-fitting clothing and restrained hair.

4. PRE-START CHECKS

Before commencing work, confirm that:

- Tool, guard, handle, switch, plug/lead or battery are serviceable.
- Correct accessory is fitted, secure and rated for the tool speed/task.
- Workpiece is stable and can be secured where required.
- Lead is routed clear of cutting, heat, water and traffic.
- Dust extraction or other exposure control is available where required.
- Work area is adequately lit and clear.

5. SAFE OPERATING PROCEDURE

1. Select the correct tool and accessory.
2. Secure the workpiece where movement could create risk.
3. Fit guards and auxiliary handles as designed.
4. Connect power or battery only after setup is complete.
5. Maintain stable footing and two-handed control where designed.
6. Keep hands and leads clear of moving parts.
7. Allow the tool to reach normal speed before loading where applicable.
8. Do not force the tool; let the accessory do the work.

9. Switch off and wait for all movement to stop before setting down.
10. Disconnect power/remove battery before accessory changes, jam clearing or maintenance.

6. PROHIBITED PRACTICES

Workers must not:

- Use damaged tools, leads, batteries or guards.
- Remove or defeat guards.
- Use accessories not rated for the tool.
- Carry a tool by its lead or with finger on the trigger.
- Change accessories while energised.
- Use corded equipment in wet conditions unless specifically designed and controlled for that environment.
- Leave an energised tool unattended.

7. ELECTRICAL SAFETY

Portable tools are vulnerable to lead, plug and insulation damage.

- Remove damaged electrical equipment from service.
- Use workplace electrical protection/testing arrangements as applicable.
- Do not improvise electrical repairs.

8. DUST, NOISE AND VIBRATION

Portable tools can create significant airborne contaminants, noise and hand-arm vibration.

- Use extraction/suppression where practicable.
- Select low-vibration methods and maintain sharp accessories.
- Limit exposure where required.

9. FAULTS, DAMAGE AND ABNORMAL CONDITIONS

Stop for damaged guards/leads, overheating, burning smell, excessive vibration, accessory damage, repeated tripping or abnormal operation.

Isolate and tag defective equipment.

10. SHUTDOWN AND HOUSEKEEPING

- Switch off and disconnect/remove battery.
- Allow hot accessories to cool.
- Clean using safe methods.
- Coil/store leads without damage.
- Return tools/accessories to designated storage.
- Report defects.

11. EMERGENCY AND INCIDENT RESPONSE

1. Stop the equipment or activity immediately.
2. Isolate the hazard or energy source where safe to do so.

3. Provide or obtain first aid as required.
4. Notify the Foreman, Leading Hand or other authorised Illusions Australia representative.
5. Call emergency services where required.
6. Do not recommence until the incident, defect or unsafe condition has been addressed.

12. STOP WORK REQUIREMENT

Work must stop where:

- Correct tool/accessory is unavailable.
- Guard or safety device is defective.
- Electrical condition is suspect.
- Workpiece cannot be controlled.
- Required dust/noise controls are unavailable.

No production requirement or deadline takes priority over safe work.

DOCUMENT CONTROL

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