

SAFE OPERATING PROCEDURE (SOP) – BATTERY OPERATED POWER TOOLS

- ❖ This document outlines the specific Standard Operating Procedures (SOP) for Battery Operated Power tools that have the potential to cause harm to persons, material or the environment as identified from risk assessments.
- ❖ This procedure is to be used in conjunction with any manufacturers operating manuals available.

TRAINING OR QUALIFICATIONS REQUIRED

Training / Verification of Competency

Competent to Operate Equipment

Hazard Identification and use of controls

Correct selection Personal Protection Equipment (PPE)

First Aid Procedures

PERSONAL PROTECTIVE EQUIPMENT (PPE)

FOOT PROTECTION



HEARING PROTECTION



HIGH VISIBILITY CLOTHING



EYE PROTECTION



HAND PROTECTION



BREATHING PROTECTION



(As required)

Rings, watches, jewellery that may become entangled must not be worn. Long and loose hair must be tied back.



HAZARDS – WHAT CAN CAUSE HARM?

⚠ Muscle Strain (Pushing Pulling)

⚠ Repetitive Lifting

⚠ Awkward Posture

⚠ Inhalation of dust particles including Silica Dust

⚠ Cuts / Lacerations / Puncture wounds

⚠ Falling Objects

PRECAUTIONS

- ⚠ Never use any battery-operated power tools in a combustible environment or in the presence of combustible materials, such as flammable chemicals, adhesives, gasoline, or solvents.
- ⚠ Only use battery cartridges and charges compatible with the tool, as per manufacturer's instructions.
- ⚠ Never attempt to operate these tools until you have read and understood all safety precautions and manual instructions.
- ⚠ Ensure the work area is clean and well lit.
- ⚠ Ensure that the public and other workers are kept away from you when operating the power tool.
- ⚠ Ensure that the power cable attached to the charger has been tested and tagged and remains in date.
- ⚠ Never use the tools in wet or rainy conditions.
- ⚠ Ensure you have access to the correct PPE prior to operating any power tool.
- ⚠ Never expose or store the tools and/or batteries at temperatures in excess of 49°C.
- ⚠ When using a Cordless Circular Saw, Keep hands away from the cutting area and the blade.
- ⚠ Always hold power tools by the insulated gripping surfaces and maintain a firm grip.
- ⚠ **If drilling into masonry/stone materials, the operator must wear a minimum P2 rated dust mask. The dust must also be controlled via vacuum system or wet methods. Please Note: Silica Dust is a class 1 carcinogen.**



BEFORE YOU START

- Ensure a Job Safety Analysis (JSA) has been completed and hazards/control measures have been identified for the task required.
- Ensure that all control measures are in place prior to operating any tools.
- Ensure that correct PPE is being worn.
- Always check the condition of the equipment prior to using. If the equipment is faulty, follow the Lock out/Tag out procedure and immediately report it to management.
- Ensure the tool is the right size and type for the task.

OPERATION

Drop/Circular Saws:

- The work piece should be secure! (Against the fence on a drop saw or secured to work stands with clamps etc. for circular saws.
- Always ensure that the battery has been removed prior to changing blades or adjusting the cutting depth.
- Always ensure the integrity of the consumable part of the tool (Blades must be intact and sharp). Do not use a saw with blunt or faulty blades.

Battery Drills/Drivers:

- Tighten drill bits correctly in the chuck.
- Before starting the drill, always remove the chuck key (if applicable) from the chuck – never leave the key in the chuck.
- Only sharp drill bits should be used. Never use dull, chipped, rounded or tapered drill bits.
- Remove the drill bit before storing the drill.

Hammer Drill:

- Keep floor area clear of leads or hoses, and do not allow dust to accumulate.
- Ensure there is a safe and sturdy working platform.
- Adopt a comfortable posture when using a hammer drill. Avoid Bending or twisting.
- Ensure relevant additional handles (T handles) are securely attached when using larger tools and drill bits.
- Check for hidden services (cables, conduits or pipes) in or behind walls before drilling.
- **If drilling into masonry/stone materials, the operator must wear a minimum P2 rated dust mask. The dust must also be controlled via vacuum system or wet methods. Please note: Silica Dust is a class 1 carcinogen.**

ON COMPLETION

- Immediately remove the battery when the task is completed and store it in the toolbag.
- If the tool itself is hot from being in use, ensure that it is allowed to cool in a well-ventilated area before cleaning and storing it away in the tool bag.

MAINTENANCE

- Ensure that all battery cartridges have been removed before performing any cleaning or maintenance.
- Charging ports must be inspected by a competent person every 3 months and tagged accordingly.
- Never use gasoline, benzine, thinner, alcohol or any other corrosive or flammable chemical to clean the tool. Always read the manufacturers instructions for the correct cleaning procedure.
- If the tool is determined to be faulty or damaged, immediately follow the Lock out/ Tag out procedure.

Form or permit required	Form Location	Contact Person
Lock out/Tag out	Scaff.net.au	Josh Prior

Change History

SOP #	Issue Date	Significant Changes	Previous SOP #.
	15/06/23	Update wording/PPE and layout.	1