

Safe Working Practices:

SWP- 50 Use of Machinery & Portable Tools

Before doing any type of work you must carry out an assessment of the task to be undertaken. This will include the equipment to be worked on, the task itself, Personal Protective Equipment requirements, the work area and environment. Consult your team leader if you are not satisfied the job can be carried out in a safe manner.

Introduction

- 1.0 This Safe Working Practice addresses general safety issues/requirements when working with machinery & portable tools and is designed to compliment other more “specific” SWP’s where they exist. The overriding principle will always be one that safety must never be compromised.

Personal Protective Equipment (PPE) to be worn

When using any types of machinery or portable tools the below PPE is mandatory

- Goggles
- Gloves – minimum requirement mid-range glove (GL7790)
- Overalls

Where the specific SWP identifies additional hazards, the following may be required

- Hearing Protection
- Head Protection
- Respiratory Protective Equipment

General Safety Guidance

- 2.0 Employers and Team Members both have legal obligations placed upon them to provide a safe working environment for all. Observance of this and all other Safe Working Practices will enable both parties to discharge their obligation to the law and to each other.
- 2.1 Whenever work is undertaken at any location, Team Members must recognise and remember that ultimately their safety and that of others around them is their responsibility, they are their own Safety Officer. SWP-01 Work Area outlines the requirements for a safe working area and must be adhered to when undertaking tasks.
- 2.2 Team members will have had the training, been given or have access to the right tools and equipment and must use the equipment as per manufacturers instructions. They will have received all the information and backup necessary to do the job safely and efficiently,
- 2.3 Team Members should be particularly aware of the necessity for correct manual handling techniques and the maintenance of correct working posture. More information and guidance is available in SWP-13 and SM-30.
- 2.4 When using manual tools such as a hammer and drift, team members should ensure that the tools they use are appropriate and well maintained. If work requires physical exertion, they should be aware of fatigue and take regular breaks. Appropriate PPE should always be worn ref SWP-32.

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- 2.5 Working with Machinery can present a number of potential hazards, including contact with moving parts, entanglement, electric shock, burns etc. Team members must ensure that pre-operational checks are completed on all pieces of equipment and tools they use, reporting any defects found immediately. All guards, where fitted, must be in place.
- 2.6 Communication between Team Members working together is important; any misunderstanding of each other's intention to complete the task can lead to accidents. When working together team members should elect a leader and discuss a plan of action to be taken, it will only take a matter of minutes to discuss.
- 2.7 Team Members must not wear jewellery and long hair must be tied back when working on equipment. Necklaces, chains, bracelets, nose/earrings and long hair can all easily be caught in a moving part or on machinery, and in some situations, the injuries caused by these incidents can result in amputation or may cause death. The only exception to this is if it is not possible to remove an item of jewellery, then the item must be taped up and/or suitably covered to eliminate the possibility of being caught.

Angle Grinders

- 3.0 Tools must be used in line with the manufacturer's instructions which should be retained for future reference. All angle grinders should be cordless or 110volt and Portable Appliance Tested (PAT) in line with SWP-11 (Working with Electricity).
- 3.1 These tools must only be used by competent persons having the skills, knowledge, attitude, training and experience.
- 3.2 Pre-use inspection of the tool, including the cutting/grinding disc must be carried out and any defects repaired immediately. If the repair cannot be made the tool must be identified as faulty and not used.
- 3.3 The correct disc for the job must be selected i.e. do not use a grinding disc for cutting. Changing, removing, and fitting discs must be carried out in line with the tool manufacturers recommendations. Discs will have an expiry date stamped on them. This is usually found stamped/engraved on the central metal ring or on the disc itself. Occasionally it will be on a label attached to the disc. It is important to note that this is a "use by" date that should never be exceeded.
- 3.4 Goggles, overalls, hearing protection and gloves (GL7790) must be worn. Note: these gloves will not prevent breakthrough by a cutting or grinding disc but do provide good grip and help with control of the tool. Contact with a rotating disc must be avoided.
- 3.5 The tool should be used with the additional handle provided to aid support and control.
- 3.6 Users must adhere to SWP-01 (Safe Working Area), and SWP-08 (Hot Working), ensuring that sparks generated by the use of this tool do not pose a fire or explosion risk. This activity must not take place close to any flammable substances or batteries. Sparks can also cause irreparable damage to other surfaces and products, make sure the work area is suitable for the activity. See risk assessment WPRA 27 (Working with Portable Angle Grinders),

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- 3.7 Only Team Members employed as welders/fabricators will have regular use of angle grinders and additional controls have been implemented to monitor vibration levels from. Other team members are not considered to be at risk from vibration due to very limited usage.

Reciprocating Saw

- 4.0 Tools must be used in line with the manufacturer's instructions which should be retained for future reference. The saws provided by TMHUK are of the cordless type.
- 4.1 These tools are not considered complex or high risk. Competent technicians can use this tool safely without specific training providing the following guidance, and that included elsewhere in this SWP is adopted and the manufacturer's instructions are followed.
- 4.2 Pre-use inspection of the tool, including the cutting blade must be carried out and any defects repaired immediately. If the repair cannot be made the tool must be identified as faulty and not used.
- 4.3 Goggles, overalls, hearing protection and gloves (GL7790) must be worn. Note: these gloves may not prevent breakthrough by a cutting blade but do provide good grip and help with control of the tool. Contact with the cutting edge of the blade must be avoided.
- 4.4 Users must adhere to SWP-01 (Safe Working Area) and SWP-08 (Hot Working), ensuring that sparks generated by the use of this tool do not pose a fire or explosion risk. This activity must not take place close to any flammable substances or batteries. Sparks can also cause irreparable damage to other surfaces and products, make sure the work area is suitable for the activity.

Children and Young Persons

- 5.0 See QHSE procedure "Employment of Young Persons" for precise definitions on children and young persons.
- 5.1 "Children" will not be involved with engineering tasks directly. They may be allowed to observe such operations and work practices, but must take no active part, be kept at a safe distance and under the constant supervision of a competent person.
- 5.2 "Young Persons" may be allowed to carry out some engineering work subject to the conditions imposed above and only when under the constant supervision of a competent person.