

## Safe use of a power tool in the Workplace

<b>Model</b>	
<b>Name Print</b>	
<b>Date</b>	

<b>Information</b>	<b>YES Tick</b>	<b>NO Tick</b>	<b>COMMENT</b>
Have you read the user instructions			<b>You must read the user Instructions, If no do not proceed.</b>
Are You Competent on the use, if not make sure you are supervised by a competent person			<b>Make sure your competent person has a training register and you are signed off.</b>
Have you read the method statement, your company ACOP (approved code of practice)			<b>If your answer is No, seek advice.</b>
Have you read your company risk assessment			<b>If your answer is No, do not proceed.</b>
Before using the power tool, are you competent			<b>If your answer is No, do not proceed.</b>
Have you the correct type of power tool			<b>If not sure contact your competent person.</b>
Is your work area isolated and signage in place			<b>If your answer is no, do not proceed inform your supervisor.</b>
Does the signage inform others to keep out of your work area, remember you must have a safe place of work			<b>Make sure you have read the warning signs.</b>
Are you wearing the correct PPE, safety glasses, safety footwear?			<b>If not, you must not proceed, see your supervisor.</b>
Is your name on the training register, are you minutes recorded on use on the type of power tool, machinery			<b>If No, do not proceed seek advice.</b>
If you see anyone using the power tool and their name is not on the register, do you let them proceed			<b>If you are not sure report immediately to your supervisor.</b>
If you find a fault in your equipment, do you report it and isolate?			<b>If you are not sure isolate the work area and the nail gun.</b>

**Follow the instructions as provided on your training course.**

**Do's and Don'ts** If not sure, stop work and inform your supervisor