# Standard Operating Procedure (SOP)
## Electrical Power Tools

### HAZARDS:
- Electrical current required to operate the power tool.
- Electrical shock.
- Physical Injury through misuse.

### PROTECTIVE EQUIPMENT & EMERGENCY EQUIPMENT
- Safety glasses, ear protection, appropriate protective clothing and safety footwear.
- Hair net for long hair.
- Tuck in loose clothing.
- Statutory periodic inspection tags tied to power tool.

### BEFORE YOU START
- Check the power tool has an inspection tag.
- Check the power tool safety guards are working properly and not faulty
- Check for any defect or excess wear.

### NEVER.......................... 
- Do not use the power tool near water or in rain.
- Never use an untagged power tool.
- Never point the power tool at yourself or other persons.
- Never use a power tool without safety guards.
- If the power tool is not working, tag it out and notify your supervisor, so it can be repaired.
- Never use the tool for other than designed purpose.

### JOB STEPS
- Check the work area and remove hazards.
- Check electrical circuit is protected by residual current device.
- Plug the power tool into power outlet.
- Place the power tool on the work surface.
- Keep body parts away from work surface being used by the power tool.
- Then start the procedure to be performed by the power tool.

### WHEN YOU FINISH
- Remove the power tool from power outlet.
- Clean and place the power tool back in tool box.
- Clean up work area (eg rubbish or scaffolding).