

Subjects Discussed

- Works to be communicated and discussed during pre-start meetings.
- Ensure the work crew know their respective roles in the work task and in the event of an emergency

As with all works, all established excluded areas are to be implemented and maintained in a way so that in an emergency the works must cease and the egress routes are able to be opened and not be impeded during emergency egress

- Always use the correct tool for the task.
- Always check the tools condition, its leads and lines are serviceable for task prior to use.
- Use 2 hands to control powered hand tools where possible
- Guards to be fitted securely to all tools in accordance with manufacturers specifications.
- Ensure blades / bits are fitted correctly and chucks / thrust washer are tightened prior to use.
- Equipment to be maintained and sockets / blades / bits regularly checked for damage.
- Check the switch and lock mechanism are in the off position before connecting to power
- Always disconnect power / energy sources when changing blades / bits.

- Leads are to be no longer than 30metres.
- Extensions leads are not to be joined together.
- No Double adaptors are to be used onsite.
- All electrical equipment must be run through an RCD (inclusive of portable RCD's)
- Where using portable electrical power tool and electrical equipment, ensure the 3 monthly test tag is current and in date.
- Run / Keep leads and lines away from vehicle and pedestrian trafficked areas.

Approved Lead stands, insulated cable hooks, etc are to be used to raise leads off the ground when being run more than 10 metres from power source or generator.

- Ensure items being worked on are secured / restrained wherever possible.
- Ensure Items are secured with vices or clamps to prevent movement wherever possible.

Do not attempt to hold small items by hand to secure them from movement when using powered hand tools.

Make sure work area is clear
Make sure all material being cut is secure
Make sure cutting benches are set up correctly

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Supporting Documentation Eg. Safe Work Method Statements (SWMS), Hazard/Risk Assessment, Inspection & Test Plan (If presented, staple to back of this form)
McNab Joinery – Installation of Joinery SWMS

