

**COURSE TITLE:** Hand held Tools including Operating Hand Held Drills/Screwdrivers

**COURSE REFERENCE:** 204            **DURATION:** 4 hours (Recommended Minimum Duration)

**COURSE AIMS** This course aims to provide employees working within the Highway Electrical Sector the underpinning skills required to identify associated hand and power tools hazards and risks and the correct use and operation of powered hand held drills and screwdrivers

**PREREQUISITES:** In order to gain maximum benefit and learning outcomes from this course there a number of training modules, which are required before attending. A complete list of pre-course requirements is as stated in the Contents.

**ASSESSMENT:** A summative and practical assessment will follow the completion of this course.

**OBJECTIVES:** On completion of the course learners will:

- Identify the Hazards and Risks when using non-powered Hand Tools.
- State the hazards of Powered Tools
- State the appropriate PPE when using Hand held Tools
- State the requirements for the Provision and Use of Work Equipment Regulations 1998
- State what action is required in the event of identifying defects
- Identify how to store hand tools
- Correctly pre-check and test hand held drills and Screwdrivers before use
- Correctly use handheld powered drills on a range of materials

**COURSE TOPICS:**

- Typical types of hand held tools (non powered)
- Tool identification, checks maintenance and safety
- Basic maintenance of tools.
- Correct use of Hand Held Powered Drills
- Limitations and identifying the hazards.

**PRACTICAL:** To enable maximum learning and benefit from this course, there will a number of exercises. These may be both interactive and demonstrative to enhance the learning experience.