

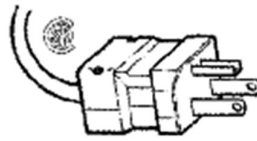
## POWER TOOLS CHECKLIST

### When and how should you inspect powered hand tools?

- ☐ Inspect tools for any damage before and after each use.
- ☐ Check body casing and vents for cracks or other damage.
- ☐ If



the  
check



power

tool has auxiliary or double handles, to see that they installed securely.

☐ Inspect tool cords for fraying, and other

defects: check the power cord for cracking, signs of wear or faults in the cord insulation.

- ☐ Check for damaged switches and ones with faulty trigger locks.
- ☐ Inspect the plug for cracks and for missing, loose, or faulty prongs.

### What should you do if you find a tool defective?

- ☐ If a tool is defective, remove it from service and tag it clearly "Out of service for repair".
- ☐ Replace damaged equipment immediately. Do not use defective tools "temporarily".
- ☐ Have tools repaired by a qualified person or replaced.

### What should you do before using powered hand tools?

- ☐ Ensure that you have been properly trained to use the tool safely. Operate the tool according to the manufacturer's instructions.
- ☐ Ensure that the power tool has the correct guard, shield or other attachment that the manufacturer recommends.
- ☐ Prevent shocks. Ensure that the tools are:
  - properly grounded using a three-pronged plug
  - double-insulated (and are labelled as such)
  - protected by a ground fault circuit interrupter (GFCI)
  - powered by a low-voltage isolation transformer: this will protect users from an electrical shock.
- ☐ Replace open front plugs with dead front plugs. Dead front plugs are sealed and present less danger of shock or short circuit.
- ☐ Check electric tools to ensure that a tool with a 3-pronged plug has an approved 3-wire cord and is grounded. The three-prong plug should be plugged in a properly grounded 3-pole outlet. If an adapter must be used to accommodate a two-hole receptacle, the adapter wire must be attached to a known, functioning ground. Never remove the third, grounding prong from a plug.

- ☐ Have a qualified electrician install a polarized receptacle. Double-insulated tools use plugs with one prong that is visibly wider than the other. If the plug does not fit in a receptacle, it may be an older, non-polarized receptacle, which can only accommodate plugs with two prongs that are the same width.
- ☐ Use only the kind of battery that the tool manufacturer specifies for the battery-powered tool that you are using.
- ☐ Recharge a battery-powered tool only with a charger that is specifically intended for the battery in that tool.
- ☐ Remove the battery from the tool or ensure that the tool is switched off or locked off before changing accessories, making adjustments, or storing the tool.
- ☐ Store a battery pack safely so that no metal parts, nails, screws, wrenches, and so on can come into contact with the battery terminals; this could result in shorting the battery and possibly cause sparks, fires or burns.

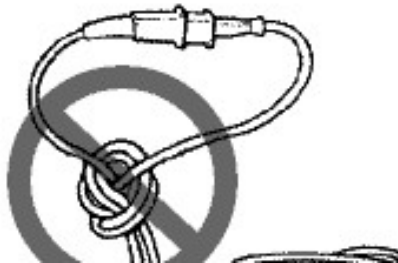
### **What should you do while using powered hand tools?**

- ☐ Wear or use personal protective equipment (PPE) or clothing that is appropriate for the work you are doing; this may include items such as safety glasses or goggles, hearing protection, dust mask, gloves, safety boots or shoes.
- ☐ Switch off the tools before connecting them to a power supply.
- ☐ If a power cord feels more than comfortably warm or if a tool is sparking excessively, have it checked by an electrician or other qualified person.
- ☐ Disconnect the power supply before making adjustments or changing accessories.
- ☐ Remove any wrenches and adjusting tools before turning on a tool.
- ☐ Inspect the cord for fraying or damage before each use. Tag defective tools clearly with an "Out of service" tag and replace immediately with a tool in good running order.
- ☐ During use, keep power cords clear of tools and the path that the tool will take.
- ☐ Use clamps, a vice, or other device to hold and support the piece being worked on, when practical to do so. This will allow you to use both hands for better control of the tool and will help prevent injuries if a tool jams or binds in a work piece.
- ☐ Use only approved extension cords that have the proper wire size for the length of cord and power requirements of the electric tool that you are using. This will prevent the cord from overheating.
- ☐ For outdoor work, use outdoor extension cords marked "W-A" or "W".
- ☐ Suspend power cords over aisles or work areas to eliminate stumbling or tripping hazards.
- ☐ Pull the plug, not the cord when unplugging a tool. Pulling the cord causes wear and may adversely affect the wiring to the plug. Keep the work area free of clutter and debris that could be tripping or slipping hazards.
- ☐ Keep power cords away from heat, water, oil, sharp edges, and moving parts.
- ☐ Ensure that cutting tools, drill bits, etc., are kept sharp, clean, and well-maintained.
- ☐ Store tools in a dry, secure location when they are not being used.

### **What should you avoid when using powered tools?**

- ☐ Do not wear gloves, loose clothing, or jewelry while using revolving power tools. Tie back long hair or wear appropriate hair protection to prevent hair from getting caught in moving parts of equipment.
- ☐ Do not use a tool unless you have been trained to use it safely and know its limitations and hazards.

- ☐ Avoid accidental starting by ensuring the tool is turned off before you plug it in. Also, do not walk around with a plugged-in tool with your finger touching the switch.
- ☐ Do not leave tool until it has been turned off, has stopped running completely, and has been unplugged.
- ☐ Use a GFCI in wet conditions or damp locations.
- ☐ Do not expose electric power tools to rain or wet conditions; wet tools increase the likelihood for getting an electric shock.
- ☐ Avoid body contact with grounded surfaces like refrigerators, pipes, and radiators when using electric powered tools; this will reduce the likelihood of shock if the operator's body is grounded.
- ☐ Do not use light-duty power cords.
- ☐ Do not connect or splice extension cords together to make a longer connection. The resulting extension cord may not be able to provide sufficient current or power safely and it may overheat.
- ☐ Do not carry electrical tools by the power cord.
- ☐ Do not tie power cords in knots. Knots can cause short circuits and shocks. Loop the cords or use a twist lock plug.



- ☐ Do not walk on or allow vehicles or other moving equipment to pass over unprotected power cords. Cords should be put in conduits or protected by placing planks on each side of them.
- ☐ Do not brush away sawdust, shavings, or turnings while the tool is running. Never use compressed air for cleaning surfaces or removing sawdust, metal turnings, etc.
- ☐ Do not operate tools in an area containing explosive vapours or gases.
- ☐ Do not clean tools with flammable or toxic solvents.
- ☐ Do not surprise or touch anyone who is operating a tool. Startling a tool operator could end up causing an accident or injury.
- ☐ Never break off the third prong on a plug. Replace broken 3-prong plugs and make sure the third prong is properly grounded.
- ☐ Eliminate octopus connections.
  - Do not plug several power cords into one outlet.
  - Do not disconnect the power supply by pulling or jerking the cord from the outlet. Pulling the cord causes wear and may cause a shock. Pull the plug, not the cord.
- ☐ Never use extension cords as permanent wiring.
  - Use extension cords only to temporarily supply power to an area that does not have a power outlet.
  - Keep power cords away from heat, water and oil. They can damage the insulation and cause a shock.
  - Do not allow vehicles to pass over unprotected power cords. Cords should be put in conduit or protected by placing planks alongside them.

## PORTABLE POWER TOOLS INSPECTION CHECKLIST

Project:

Date:

Location:

Identification No:

| No.                                    | Points  | Yes | No | N/A | Remarks |
|--|---|-----|----|-----|---------|
| <b>PORTABLE ELECTRICAL POWER TOOLS</b> |   |     |    |     |         |
| 1                                      | Correct tools provided and in use, for each operation?  |     |    |     |         |
| 2                                      | Power tools in good condition?  |     |    |     |         |
| 3                                      | Operational switches functioning properly?  |     |    |     |         |
| 4                                      | Constant contact switches on drills, sanders, grinders, saws, etc. as required?               |     |    |     |         |
| 5                                      | Warning labels or markings showing hazardous areas intact?                                    |     |    |     |         |
| 6                                      | Power tools double insulated or properly grounded?  |     |    |     |         |
| 7                                      | GFCI or assured grounding program in place when using temporary power?                        |     |    |     |         |
| 8                                      | Electrical cords in good condition, no cuts, no tape and ground pin in place?                 |     |    |     |         |
| 9                                      | Power tools kept away from wet locations?   |     |    |     |         |
| 10                                     | Power tools not lifted or lowered by electrical cord?   |     |    |     |         |
| 11                                     | Tools stored in dry, secure place to avoid damage and tampering?                              |     |    |     |         |
| 12                                     | Circular saws guarded and no tie back or wedging open of the guard?                           |     |    |     |         |
| 13                                     | Blades and cutting edges sharp to prevent binding or skipping?                                |     |    |     |         |
| <b>PORTABLE ELECTRICAL EQUIPMENTS</b>  |   |     |    |     |         |
| 1                                      | Portable Equipment is in safe operating condition?  |     |    |     |         |
| 2                                      | Operational switches functioning properly?  |     |    |     |         |
| 3                                      | Guards are in place, properly adjusted and in good condition for all moving parts and drives? |     |    |     |         |
| 4                                      | Operators properly attired (no loose clothing or jewelry)?                                    |     |    |     |         |
| 5                                      | Point of operation safeguarding provided and functioning properly?                            |     |    |     |         |
| 6                                      | Portable equipment in good condition?   |     |    |     |         |



## SAURYAJYOTI RENEWABLES PVT LTD

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|  |  |
|  | <b>PORTABLE POWER TOOLS INSPECTION CHECKLIST</b> |

| No. | Points   | Yes | No | N/A | Remarks |
|-----|--|-----|----|-----|---------|
| 7   | Jackhammer operator wearing foot, eye and hearing protection?  |     |    |     |         |
| 8   | Laser equipment used by qualified person with eye protection/warning signs?  |     |    |     |         |
| 9   | Are welding and cutting equipment used by qualified person with welding personal protective equipment and warning signs? |     |    |     |         |
| 10  | Pneumatic nailers /staplers equipped with muzzle safety and securing die clips?  |     |    |     |         |
| 11  | Air supply disconnected when tool not in use?  |     |    |     |         |
| 12  | Portable Equipment stored in dry, secure place to avoid damage and tampering?  |     |    |     |         |

NAME:

DATE:

SIGN:

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