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|  | **Company:** | **Operating Instructions** | **Date:** |   |
|   |   |
|   |  |   |
|   | **Working area:** | **Activity:** | **Signature:** |   |
|   |   |
|   |   |
|   | **DESIGNATION** |   |
|   | **Electric hand tools** |   |
|   |   |
|   | General operating instructions for handling electric hand tools |   |
|   | **DANGERS TO HUMANS AND THE ENVIRNOMENT** |   |
|   |  | ▪ Dangers from electric shock!▪ Dangers from tools or work pieces that get out of control!▪ Dangers from catching clothing and hair!▪ Dangers due to noise!▪ Dangers from hand-arm vibrations! |  |   |
|   | **PROTECTIVE MEASURES AND RULES OF CONDUCT** |   |
|   |  | **Hearing protection:****Eye protection:****Body protection:****Foot protection:** | Wear ear protection when working at noise levels above 80dB(A)!Wear safety goggles!Wear suitable tight working clothesUse safety shoes! |  |   |
| **Conduct:**▪ The accident prevention regulations and the manufacturer's operating instructions must be complied with!▪ When changing tools: Remove the mains plug!▪ Use only approved tools in electric hand tools!▪ Use tools only for their intended purpose!▪ Check connecting cables for damage before switching on!▪ Check that the safety devices are complete and functioning correctly before use!▪ Do not dismantle or block protective devices!▪ Guide electric hand tools with both hands and make sure that your foothold is stable!▪ Use electrical hand tools only together with a mains supply protected by an RCD switch (30mA)!▪ If you have long hair: Use a hairnet!▪ Do not wear gloves when using drilling machines! |  |  |
|   | **WHAT TO DO IN THE CASE OF MALFUNCTIONS** |   |
|   |  | ▪ Replace defective tools immediately!▪ Have damage to electrical cables and components repaired by a specialist!  |  |   |
|   | **WHAT TO DO IN THE CASE OF ACCIDENTS – FIRST-AID – EMERGENCY TEL. NO. 112** |   |
|   |  | Carry out emergency measures at the scene of the accident!Call an ambulance/doctor!Inform supervisors and the occupational insurance association!First aider: ..............................................……………………….. |  |   |
|   | **MAINTENANCE** |   |
|   |  | ▪ Before each use, check the function and safety devices of the machine!▪ Comply with the manufacturer's guidelines with respect to maintenance and care!▪ Repairs must only be performed by qualified persons!▪ Electric hand-held devices must be checked annually by a qualified electrician to ensure that they are in proper condition (keep test logbook).! |  |   |
|  | **CONSEQUENCES OF NON-COMPLIANCE** |  |
|  |  | ▪ Health consequences: injuries and illness!▪ Consequences under industrial law: warning, reprimand! |  |  |
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