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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 clothes  Use 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! | | |  |  |
|  |  | | | | |  |