Supporting: LMFFL2001A: Use flooring technology sector hand and power tools

# Section 3 Assignment: Safe operating procedures

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| **Name** |  | **Date** |  |

Choose three hand-held power tools you use at work. Do not include either of the tools you selected for Assignment 2. In preference, select tools you will be using for your practical demonstration assessment activities in this unit.

For each tool, use the tables on the following pages to answer the questions below:

1. What type of tool is it?
2. Who is the manufacturer and what is the brand name of the tool?
3. What is its main purpose?
4. What personal protective equipment should you wear when you’re using the tool? For example, do you need to wear ear muffs, safety glasses, dust mask, etc. If you only need to wear PPE for certain types of jobs, state the item of PPE and briefly describe when it would be required.
5. Specify the attachment or item of hardware on the tool that does the actual work – that is, the drilling, cutting, welding, fastening, heating etc. Preferably, describe the attachments you’ll be using for your practical assessment activity, if they are different from the one that’s normally fitted to the tool.
6. What checks do you need to carry out before you use the tool? These may include adjustments, calibrations, safety checks, inspections of wear and tear, etc.
7. What routine maintenance procedures are required to keep the tool in good condition? Describe the maintenance procedures, including when they should be carried out, e.g. after each use, weekly, monthly, etc.
8. What are the main problems that would cause you to tag-out the tool and have it discarded or put in for repair? Describe the sorts of things that would make you think the tool was not safe to use. These could relate to unusual sounds, smells, loose parts, damaged parts, etc.

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| **Tool 1** |
| **1. Type of tool** |  |
| **2. Manufacturer** |  |
| **3. Main purpose** |  |
| **4. PPE required** |  |
| **5. Attachment** |  |
| **6. Pre-operational checks**  |  |
| **7. Routine maintenance** |  |
| **8. Problems requiring tag-out** |  |

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| **Tool 2** |
| **1. Type of tool** |  |
| **2. Manufacturer** |  |
| **3. Main purpose** |  |
| **4. PPE required** |  |
| **5. Attachment** |  |
| **6. Pre-operational checks**  |  |
| **7. Routine maintenance** |  |
| **8. Problems requiring tag-out** |  |

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| **Tool 3** |
| **1. Type of tool** |  |
| **2. Manufacturer** |  |
| **3. Main purpose** |  |
| **4. PPE required** |  |
| **5. Attachment** |  |
| **6. Pre-operational checks**  |  |
| **7. Routine maintenance** |  |
| **8. Problems requiring tag-out** |  |