



## Electric Handtools Checklist

**How safely do users work with electric hand tools in your enterprise?**

Every year, numerous, and at times serious, accidents occur at construction sites and in enterprises while working with electric handtools (e.g. hand drills, hand cutters etc.). If you instruct your personnel well and ensure that only intact and safe machines are used, you can significantly reduce the accident risk.

**The main dangers are:**

- Splinters and fly-away parts
- Electric shock
- Touching the tool when its running

You can get a better grip on such dangers with this checklist.

## 1. Fill in the check list

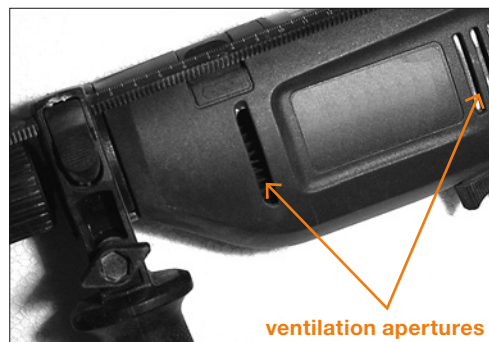
If you answer a question with «no» or «partially», you need to take action. Make a note of necessary actions to take on the last page.

If a question is not applicable to your business, cross it out.

## 2. Take action

### Purchasing

- |  |   |
|--|---|
| <b>1</b> Are electric tools procured in your plant by an expert?   | <input type="checkbox"/> yes<br><input type="checkbox"/> partially<br><input type="checkbox"/> no |
| <hr/>  |   |
| <b>2</b> Are ergonomic aspects also taken into consideration when purchasing electric handtools, (e. g. a convenient grip)?  | <input type="checkbox"/> yes<br><input type="checkbox"/> partially<br><input type="checkbox"/> no |
| <hr/>  |   |
| <b>3</b> Was a manufacturer's or vendor's declaration of conformity supplied for machines purchased from 1.1.1997 onwards and are the operating instructions readily available for all machines? | <input type="checkbox"/> yes<br><input type="checkbox"/> partially<br><input type="checkbox"/> no |



**1** The ventilation apertures must be uncovered, in order to prevent the electric motor from overheating.

### Protective Gear

- |   |   |
|---|---|
| <b>4</b> Is the necessary protective equipment available?<br>For instance, protective glasses, if there is a danger of fly-away chips, splinters or dust. | <input type="checkbox"/> yes<br><input type="checkbox"/> partially<br><input type="checkbox"/> no |
|---|---|



**2** The tool fastening system (here, quickclamping chuck of a drilling machine) must be in good condition.

### Machines

- |  |   |
|--|---|
| <b>5</b> Is the on/off switch of the machine in good condition?  | <input type="checkbox"/> yes<br><input type="checkbox"/> partially<br><input type="checkbox"/> no |
| <hr/>  |   |
| <b>6</b> Are the electric handtools in good condition externally (housing, grip, shaft)?   | <input type="checkbox"/> yes<br><input type="checkbox"/> partially<br><input type="checkbox"/> no |
| <hr/>  |   |
| <b>7</b> Is the electrical connection (cable, connector) of the machine in good condition? <ul style="list-style-type: none"><li>• No sawn-off and broken-off protective conductor pins</li><li>• No split, cracked or modified connectors</li><li>• No damaged cables</li></ul> | <input type="checkbox"/> yes<br><input type="checkbox"/> partially<br><input type="checkbox"/> no |
| <hr/>  |   |
| <b>8</b> Are the ventilation apertures of the motors uncovered? (Fig. 1)   | <input type="checkbox"/> yes<br><input type="checkbox"/> partially<br><input type="checkbox"/> no |
| <hr/>  |   |
| <b>9</b> Is the tool clamping system in good condition? (Fig. 2)   | <input type="checkbox"/> yes<br><input type="checkbox"/> partially<br><input type="checkbox"/> no |
| <hr/>  |   |
| <b>10</b> Are all electric handtools equipped with the protective devices delivered at the time of purchase? (Fig. 3)  | <input type="checkbox"/> yes<br><input type="checkbox"/> partially<br><input type="checkbox"/> no |
| <hr/>  |   |
| <b>11</b> Are all electric handtools (grinders, planers), equipped with a bag or another device to extract and collect all dust and chips wherever necessary? (Fig. 4)   | <input type="checkbox"/> yes<br><input type="checkbox"/> partially<br><input type="checkbox"/> no |



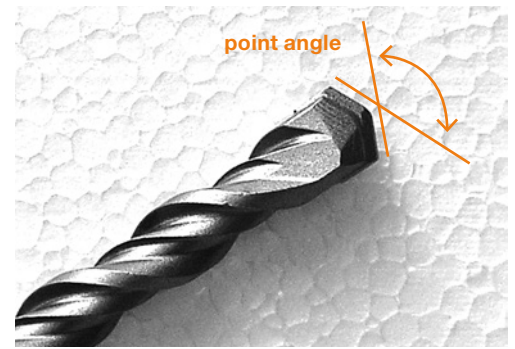
**3** Angle grinder with original protective device.



**4** Fine-finishing grinder with dust collection bag.

## Tools

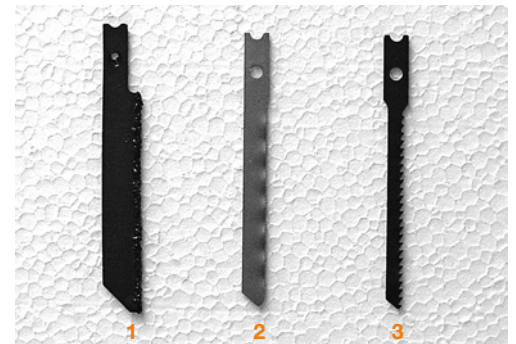
- 12 Are the drill points correctly ground? (Fig. 5)
- ☐ yes  
☐ partially  
☐ no
- 
- 13 Are the saw blade and drill appropriate for the materials to be machined? (Fig. 6)
- ☐ yes  
☐ partially  
☐ no
- 
- 14 Are the grinding wheels dimensioned according to the output of the machines (diameter, rotational speed)?
- ☐ yes  
☐ partially  
☐ no
- 



5 The cutting edge and the cutting angle must be checked systematically.

## Electric Cable

- 15 Are all extension cables and cable reels in good condition? (Fig. 7)
- ☐ yes  
☐ no
- No damaged insulation
  - No sawn-off or broken-off protective shrouds
  - Protective conductor present and undamaged at the connector and coupling.
- 



6 Saw blades for stone and concrete (1), metal (2) and wood (3).

## Organisation, Training, Human Behaviour

- 16 Are the electric handtools suitable for the work to be done?
- ☐ yes  
☐ partially  
☐ no
- 
- 17 Has the personnel been trained how to work safely with electric handtools?
- ☐ yes  
☐ partially  
☐ no
- Important training topics include:
- Correct use of power tools
  - Use of personal protective equipment
  - Electric handtools may be operated on construction sites, in the open and in wet areas only if a residual current device (RCD) is present! (Fig. 8)
  - Storage and maintenance
  - Protection of the cable and extension cable from damage in the area of traffic routes
  - Protection of the electric machines and cables from moisture
- 
- 18 Are the machines stored at a specifically designated location?
- ☐ yes  
☐ partially  
☐ no
- 
- 19 Is there a person in your plant who has been appointed to repair and maintain electric handtools?
- ☐ yes  
☐ no
- 
- 20 Do all co-workers know where they have to take faulty machines and do they know who is responsible for repairing them?
- ☐ yes  
☐ no
- 



7 Connector, cable and electric handtools must be checked for damage before use.



8 If no worksite distribution board is present: use mobile residual current device (RCD).

It is possible that there are further dangers in your enterprise on the subject of this checklist. If this is the case, please take the necessary measures (see overleaf).

Date:

Signature:

Workplaces and/or machines checked:

No.	To do	By (date)	Responsible	Done		Notes	Checked	
				Date	Signed		Date	Signed

(Recommended: every 6 months)



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